

Moorestown Library Board of Trustees Meeting
Moorestown, NJ 08057
OFFICIAL ACTION
Meeting Agenda
November 16, 2022
7:00 PM

Members in attendance: Jamie Boren, Jackie Brownell, Micki Ginsberg, Caroline Joyce, Christopher Keating, Mary McMahon, Beth Misselhorn, *Joan Serpico - Director*

Members not in attendance: Dee Bertino, Kevin Aberant

The meeting was called to order at 7:05 pm by Ms. Boren.

Open Public Meetings Act Statement

“Notice of this meeting has been provided in accordance with the Open Public Meetings Act” by:

1. Posting a notice on the bulletin board at the Library and Municipal Complex
2. Emailing a notice to the Burlington County Times and Philadelphia Inquirer
3. Posting on the Library Board web page

The above posting, filing, and mailing having taken place on the 9th day of November 2022.

Public Comment

None

Meeting Minutes

A motion was made by Ms. McMahon and seconded by Ms. Ginsberg to accept the minutes of the meeting on October 26, 2022.

VOTE: 7-0

Financial Discussions

1. Cash Disbursements Analysis Report

A motion was made by Ms. Ginsberg and seconded Ms. Joyce to approve the Cash Disbursements Analysis Report.

VOTE: 7-0

2. Cash Receipts Analysis Report

A motion was made by Ms. McMahon and seconded by Ms. Misselhorn to approve the Cash Receipts Analysis Report.

VOTE: 7-0

3. October 2022 Budget Statement

A motion was made by Mr. Keating and seconded by Ms. McMahon to approve the October 2022 Budget Statement.

VOTE: 7-0

4. Invoices in Excess of \$2,000

A motion was made by Ms. Ginsberg and seconded by Ms. Joyce to approve an invoice from Innovative in the amount of \$7,560.00 in connection with the migration and implementation of Polaris – milestone 5.

VOTE: 7-0

A motion was made by Ms McMahon and seconded by Mr. Keating to approve an invoice from Innovative in the amount of \$3,780.00 in connection with the migration and implementation of Polaris – milestone 6.

VOTE: 7-0

A motion was made by Ms. Joyce and seconded by Ms. Ginsberg to approve an invoice from Innovative in the amount of \$3,780.00 in connection with the migration and implementation of Polaris – milestone 7.

VOTE: 7-0

Directors Report

See Attached.

Old Business

None

New Business/Trustee Comments

A motion was made by Mr. Keating and seconded Ms. McMahon to approve 2023 Moorestown Library Holiday and Closing Schedule

VOTE: 7-0

A motion was made by Mr. Keating and seconded Ms. Ginsberg to approve 2023 Moorestown Library Board of Trustees Meeting Schedule

VOTE: 7-0

A motion was made by Ms. McMahon and seconded by Ms. Ginsberg to approve spending no more than \$750 for a staff appreciation luncheon.

VOTE: 7-0

Resolutions

None

Public Comment / Trustees Comments

None

Closed Session

None

Adjournment

A motion was made to adjourn the meeting by Mr. Keating at 8:06 pm and seconded by Ms. Misselhorn.

VOTE: 7-0

The next meeting is Wednesday, December 21, 2022 at 7:00pm.

FORMAL OFFICIAL ACTION MAY BE TAKEN ON ANY ITEM ON THE OFFICIAL ACTION AGENDA

If you require special accommodations, please contact the Library Director at (856) 234-0333 at least 24 business hours prior to the meeting so that appropriate accommodations may be made.

Director's report

October 26, 2022

Goals – 2022

- Go Fine Free - *May 2022*
- Launch digital literacy initiative via Northstar Digital Literacy platform - *March 2022*
- Migrate to a new ILS (Polaris) to improve patron experience and staff workflow - *October 2022*
- Continue offering exceptional programs including programs to advance the goals of Moorestown Better Together and Moorestown Year of the Environment - *monthly*
- Institute a weekly newsletter and improved reach to patrons – *April 2022*

Statistical highlights:

September 2022 compared to September 2021

CHECKOUTS – 8,941, 14% increase

GATE COUNT – 9,198, 25% increase

LIBRARY CARD APPLICATIONS – 166, 44% increase

Outreach snapshot - Autumn in Moorestown

150+ Grab and Go Crafts

36 Email newsletter requests

34 Library apps

18 Library cards

Friends Sponsored Event:

Manhattan Short Film Festival (4 showings – 150 attendees)

Wi-Fi update:

An upgraded Wi-Fi system was installed and launched October 21.

Polaris update:

Launch date is October 26. Cake on October 27.

Personnel:

FT HEAD OF TECHNOLOGY AND TECHNICAL SERVICES:

Long time and well-loved Head of Technical Services, Denise DiBlasio, will be retiring Dec 2022.

In keeping with changing library needs and to accommodate recommendations made in the strategic plan, I propose that we change the job title, along with the responsibilities, to Head of Technology and Technical Services. We would like to post the job within the next few weeks.

PT YOUTH SERVICES LIBRARIAN: (15 hours)

To meet new goals in the strategic plan for Youth Services and to help provide back-up for Adult Services, I propose that we add a PT Youth Services Librarian position.

PT LIBRARY ASSISTANT and PT ADULT SERVICES LIBRARIAN: Interviewing

Moorestown Library

2023 Closings and Holiday Schedule

*New Year's Day – Sunday, 01-01-23 (Library closed Monday, 01-02-23)

Staff Training Day – Friday, February 3

*MLK Day – Monday, 01-16-2023

*President's Day – Monday, 02-20-2023

*Good Friday – Friday, 04-7-2023

*Memorial Day – Monday, 05-29-2023

*Independence Day – Tuesday, 07-04-2023

*Labor Day – Monday, 09-04-2023

Thanksgiving Eve – Wednesday, 11-22-2023 (close at 5pm)

*Thanksgiving Day – Thursday, 11-23-2023

*Thanksgiving Friday – Friday, 11-24-2023

*Christmas Day – Monday, 12-25-2023

*Indicates paid holidays in 2023.

In addition, 1 "floating holiday" to compensate for Nov 11, Veteran's Day.

Approved by the Board of Trustees on November 16, 2022

MOORESTOWN LIBRARY

111 West Second Street
Moorestown, NJ 08057

Phone 856-234-0333
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Notice is hereby given by the Board of Trustees of the Moorestown Library that the following is a list of the scheduled meetings of the Board for 2023.

Please take notice that, to protect the health, safety and welfare of our citizens, Moorestown Library board meetings will be held in hybrid fashion: both in person in Meeting Room A in the Library, 111 East Second Street, Moorestown and virtually via Zoom. Zoom allows the public to attend either by computer with internet access or by telephone.

Login information for the meeting can be obtained by registering for the meeting via the library events calendar located at www.moorestownlibrary.org or by emailing meeting@moorestownlibrary.org. A copy of the agenda for the meetings will be available on the Library's website at www.moorestownlibrary.org. Public participation comments may be emailed to meeting@moorestownlibrary.org.

January 25, 2023 7:00 pm

February 22, 2023 7:00 pm

March 22, 2023 7:00 pm

April 26, 2023 7:00 pm

May 24, 2023 7:00 pm

June 28, 2023 7:00 pm

July 26, 2023 7:00 pm

August 23, 2023 7:00 pm

September 27, 2023 7:00 pm

October 25, 2023 7:00 pm

November 15, 2023 7:00 pm

December 20, 2023 7:00 pm

Formal action may be taken at any official meeting on any business involving the Library Board of Trustees.