

**Moorestown Library
Board of Trustees Meeting
Moorestown, NJ 08057**

OFFICIAL MEETING MINUTES

January 25, 2023

7:00 PM

Members in attendance: Joan Bernstein, Jamie Boren, Jacqueline Brownell, Micki Ginsberg, Caroline Joyce, Christopher Keating, Mary McMahon, Beth Misselhorn, and Kevin Aberant.
Also present: Joan Serpico, Library Director, and Karen Campbell

Members not in attendance: None.

I Open Public Meetings Act Statement

Read by Jamie Boren.

II 2023 Board of Trustees

A. Swearing in of new Board members

Confirming Mayor's Appointment, Kevin Aberant swore in Joan Bernstein to the Library Board of Trustees, term expiring December 31, 2026, and Christopher Keating to the Library Board of Trustees, term expiring December 31, 2027.

B. Nominations and Election of Trustee Officers for 2023.

1. **President** – Jamie Boren nominated and elected (unopposed) in unanimous 9-0 vote.
2. **Secretary** – Christopher Keating nominated and elected (unopposed) in unanimous 9-0 vote.
3. **Treasurer** – Caroline Joyce nominated and elected (unopposed) in unanimous 9-0 vote.

III Public Comment – None.

IV Meeting Minutes

November 16, 2022 Minutes: Motion to approve made by Mary McMahon, seconded by Beth Misselhorn. Motion passed 6-0-3.

December 21, 2022 Minutes: Motion to approve made by Kevin Aberant, seconded by Beth Misselhorn. Motion passed 6-0-3.

V Financial Discussions

A. Cash Disbursements Analysis Report

Motion to approve made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0.

B. Cash Receipts Analysis Report

Motion to approve made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0.

C. 2022 Year End Budget Statement

Motion to approve made by Kevin Aberant, seconded by Caroline Joyce. Motion passed 9-0.

D. Invoices in Excess of \$2,000.00

An invoice from Innovative for \$45,000 for the library's Integrated Library System (ILS) - Polaris. (March 1, 2023-February 29, 2024)

Motion to approve invoice made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0.

E. Bequests and Donations 2022 Report

Motion to approve made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0

VI Directors Report

See attached report.

VII Old Business

None.

VIII New Business

Trustees were presented with 2023 budget proposal that was reviewed and revised by Budget Subcommittee (Caroline Joyce, Jamie Boren, and Chris Keating) in advance of meeting.

In advance of discussion on personnel matters, Trustees entered closed session on motion made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0. Upon conclusion of the closed session, the Trustees resumed the meeting.

IX Resolutions

Resolution 2023-1 (*approved resolution attached*)

Resolution to adopt the 2023 Budget for the Moorestown Library

Attachment A: 2023 Proposed Financial Statement

Attachment A1: Notes

Motion to approve made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0.

Resolution 2023-2 (*approved resolution attached*)

Resolution to adopt the 2023 Salary Schedule for the Moorestown Library

Attachment C: Full time salary schedule

Attachment D: Part time salary schedule

Motion to approve made by Caroline Joyce, seconded by Joan Bernstein. Motion passed 9-0.

Resolution 2023-3: GovDeals (*approved resolution attached*)

Motion to approve made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0.

X Public Comment

None.

XI Adjournment

Motion to adjourn made by Kevin Aberant, seconded by Micki Ginsberg. Motion passed 9-0. Meeting ended at 8:35 p.m.

The next scheduled regular meeting is Wednesday, February 22, 2023 at 7:00 pm

**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

January 25, 2023

Library by the Numbers – 2022

Visitors: 109,732 *(77,350 in 2021)*

Programs: 650 (469) and attendance: 12,566 (13,489)

Card holders

Active card holders (accounts that are not expired): 6,362 (6,094)

New cards in 2022: 1,121 (843)

Non-resident active card holders: 145 (127)

New non-resident cards in 2022: 25 (16)

Library users accessed internet (minus wireless): 3,488 (2,725)

Items in the collection: 104,770 (107,200)

Items borrowed, downloaded, or streamed: 138,140 (123,363) incl renewals 185,120 (146,658)

Physical items borrowed: 112,462 (95,898) incl renewals: 159,442 (119,193)

Digital items borrowed: 25,678 (26,465)

Overdrive: 10,952 (10,627)

Hoopla: 7,948 (7,406)

Book Flix: 2,261 (3,465)

Teachables: 1,079 (1,056)

True Flix: 573 (2,272)

Tumblebooks: 282 (300)

Kanopy: 1,777 (1,342)

Online learning sessions: 806 (848)

Lynda/LinkedIn Learning: 469 (537)

Brainfuse: 249 (83)

Creative Bug: 88 (228)

Weeding (items discarded): 6,260 (12,680)

Summer reading: 1,009 (660) participants

Volunteers: 182 (147) Volunteer hours: 1,011 (927)

Teen Volunteers: 70 (14) Teen Volunteer hours: 949 (155)

Social media followers- Facebook: 2,170 (1,890) and Instagram: 1,178 (1,007)

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*

Goals – 2023

- Refresh and repurpose library space to align with residents' needs
- Install a new door counter and remove security gates
- Revise web site
- Increase programming offerings and attendance for all ages by 15% with an emphasis on evening and weekend offerings
- Increase usage of self-check to 60% of checkouts
- Provide an early-literacy initiative that includes increased activities and library materials
- Implement preprocessing of library materials
- Maintain Saturday hours to 5pm all year and open on Sundays

Personnel Changes:

Retiring from library:

Diane Cairolì, PT ADULT SERVICES LIBRARIAN (Feb 2023)

Denise DiBlasio, FT HEAD OF TECHNICAL SERVICES (Feb 2023)

New staff starting in February:

Caitlin Hawe-Ndrìo, FT HEAD OF ADULT SERVICES (former branch manager Bordentown Library)

Kelly Shesko, PT ADULT SERVICES LIBRARIAN -programming (Librarian Cherry Hill Public Library)

Kadie Delgado, PT ADULT SERVICES LIBRARIAN -nights & weekends (Gertrude Folwell School)

Michelle Reasso, PT YOUTH SERVICES LIBRARIAN -nights & weekends (Millbridge Elem School)

Strategic Plan:

Final versions back from consultants. Internal version will be used for planning on Staff Development Day, Feb 3.

Staff Development Day:

The library will be closed to the public on Feb 3 for staff training. Jessica Trujillo, current NJLA President, will open with an interactive program on Internal Communication. Staff will take a deep dive into the strategic plan in the afternoon to discuss implementation at the department and library level.

Retirement parties:

Denise DiBlasio's retirement party has been rescheduled for Sunday, Feb 19 at 1pm at Luna Y Sol. Diane Campbell will be honored at a lunch at the library on Friday, Jan 27. (Sponsored by Friends of the Library)

RESOLUTION NO. 2023-1

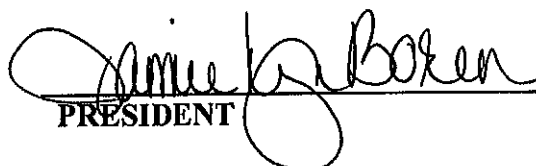
RESOLUTION TO ADOPT THE 2023 BUDGET
FOR THE MOORESTOWN LIBRARY BOARD OF TRUSTEES

BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, that the 2023 budget be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 25, 2023.

BOARD OF TRUSTEES
MOORESTOWN LIBRARY


SECRETARY


PRESIDENT

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Joan Bernstein		✓			
Jamie Boren		✓			
Jackie Brownell		✓			
Micki Ginsberg	2 nd	✓			
Carolyn Joyce		✓			
Chris Keating		✓			
Mary McMahon		✓			
Beth Misselhorn		✓			
Kevin Aberant	X	✓			

RESOLUTION NO. 2023-2


**RESOLUTION TO ADOPT THE 2023 SALARY SCHEDULE
FOR THE MOORESTOWN LIBRARY BOARD OF TRUSTEES**

BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, that the 2023 salary schedule be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 25, 2023.

**BOARD OF TRUSTEES
MOORESTOWN LIBRARY**


SECRETARY


PRESIDENT

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Joan Bernstein	2nd	✓			
Jamie Boren		✓			
Jackie Brownell		✓			
Micki Ginsberg		✓			
Carolyn Joyce	✓	✓			
Chris Keating		✓			
Mary McMahan		✓			
Beth Misselhorn		✓			
Kevin Aberant		✓			

RESOLUTION NO. 2023-3

RESOLUTION AUTHORIZING MOORESTOWN LIBRARY TO SELL SURPLUS ON GOVDEALS

WHEREAS, the Moorestown Library is the owner of certain surplus property which is no longer needed for public use; and

WHEREAS, the Library is desirous of selling said surplus property in an "as is" condition without express or implied warranties.

NOW THEREFORE BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, as follows:

- (1) The sale of the surplus property shall be conducted through GovDeals. The terms and conditions of the agreement entered into with GovDeals is available online at govdeals.com.
- (2) The sale will be conducted online, and the address of the auction site is govdeals.com
- (3) The sale is being conducted pursuant to Electronic Procurement Rules. R.2021 d.031 (53 N.J.R. 501(a))
- (4) A list of the surplus property to be sold is attached as attachment A.
- (5) The surplus property as identified shall be sold in an "as-is" condition without express or implied warranties with the successful bidder required to execute a Hold Harmless and Indemnification Agreement concerning the use of said surplus property.
- (6) The Library reserves the right to accept or reject any bid submitted.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 25, 2023.

**BOARD OF TRUSTEES
MOORESTOWN LIBRARY**


SECRETARY


PRESIDENT

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Joan Bernstein		✓			
Jamie Boren		✓			
Jackie Brownell		✓			
Micki Ginsberg	2nd	✓			
Caroline Joyce		✓			
Chris Keating		✓			
Mary McMahan		✓			
Beth Misselhorn		✓			
Kevin Aberant	✓	✓			

Attachment A

	Model/Description	Condition
1	15 light gray plastic shelves measuring 13" x 29 ¾" with 48 dark gray plastic legs measuring 17 ½" long	Used
2	12 sturdy light gray shelves measuring 18" x 36", including 2 bottom shelves with plastic feet attached and 40 light gray plastic legs measuring 17 ½" long	Used
3	38 sturdy light gray plastic shelves measuring 24" x 36" with 110 Light gray plastic legs measuring 17" long	Used
4	5 sturdy light gray plastic shelves measuring 23" x 36" with 12 Light gray plastic legs measuring 19" long	Used
5	1 lightweight green paper cutter with arm blade, 14" x 15"	Used
6	1 lightweight blue paper cutter with sliding blade, 12" x 14"	Used
7	Cotton wall hanging "Clifford" wall hanging with hooks on the back, 29" x 36 "	Used
8	Cotton "Arthur and DW" wall hanging with hooks on the back, 34" x 38"	Used
9	1 Hamilton Beach 42 cup coffee urn, Model #40515	Used
10	1 West Bend 12-42 cup coffee urn, Model #58002	Used
11	1 large urn used to heat water	Used
12	<i>The Singing Machine</i> brand karaoke machine including 33" tower with CD player and display screen 2 32" speakers 14 assorted karaoke CDs 1 handheld microphone 1 headset microphone	Used
13	Phillips VCR/DVD player with remote control	Used
14	7 black metal Princeton files 10.5"h x 10"d x 3.75"w	Used
15	8 tan metal Princeton files 8"x8"x4.5"	Used
16	1 green metal Princeton file 5"x7"x3.5"	Used