

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

OFFICIAL ACTION

Meeting Agenda

May 28, 2008

7:30 PM

I 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 & Municipal complex
2. Faxing Sunshine Law Notice to the Burlington County Times & NewsWeekly, and Township Clerk;
3. Posting on the Library Board web page

All of the above posting, filing and mailing having taken place on the 23rd day of May 2008.

II Public Comment

III Meeting Minutes

1. Regular Meeting, March 26, 2008
2. Closed Meeting, March 26, 2008
3. Regular Meeting, April 23, 2008
4. Closed Meeting, April 23, 2008

IV Financial Discussions

A. Approval of Expenditures in Excess of \$2000.00

- a. Invoice in the amount of \$3,000 to Holman & Frenia PC in connection with 2007 Library Audit
- b. Invoice in the amount of \$2,990 to F & E Business Machines in connection with the purchase of folding machine – reimbursement of \$1295 due from Friends of the Library
- c. Annual invoice in the amount of \$81,058.16 from the Moorestown Township in connection with Worker’s Compensation and Other Insurance to be paid out in quarterly installments
- d. Annual invoice in the amount of \$38,998 from the Moorestown Township in connection with 2008 Pension to be paid out in full 1st quarter.
- e. Annual invoice in the amount of \$125,000 from the Moorestown Township in connection with Library Services Reimbursement to be paid out in quarterly installments

- f. Invoice in the amount of \$2,825 to Brodart Company in connection with the purchase of security strips for library materials
- g. Invoice in the amount of \$4,080 to EnvisionWare in connection with the purchase and installation of internet time and print software

B. Monthly Financial Statements

- a. Budget Statement
- b. Cash Receipts
- c. Cash Disbursement Analysis Report
- d. Bequests and Donations Account

V Director's Report

VI Board of Trustees Standing Committees Reports

A. Marketing/Public Relations

B. Policies and Procedures

VII Agenda Resolutions

1. **No 001-2008 Adopting Agenda and Meeting Policy**
Adopt policy for agenda and meeting format with regards to the publication of meeting content and action items as described in attached policy document.
2. **No 002-2008 Authorize Annual Contract to David M. Serlin, Esq to act as Legal Counsel for the Moorestown Library and Library Board of Trustees not to exceed \$17,500 for 2008.**
3. **No 003-2008 Authorize Marketing/Public Relations Services Contract**
Authorize contract for marketing plan and public relations services from IDEA Lab, Inc. as outlined in the attached proposal and contract.
4. **No 004-2008 Adopt Board of Trustees By Laws**
Adopt By Laws for the Moorestown Library Board of Trustees as prepared by the Policies and Procedures Committee

VIII New Business

IX Public Comment

X Closed Session (If Necessary)

XI Adjournment