

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

REGULAR MEETING MINUTES

June 25, 2008

Meeting called to order at 7:33 PM

Members Present:

YES: J. Fraser, J. Galbraith, C. Green, M. Jacobs, M. LoGiudice, M. Rafferty, G. Walton

No: F. Keith, J. Kligerman, C. Schultz

I Open Public Meetings Act Statement

II Public Comment

None

III Meeting Minutes

1. Regular Meeting, May 28, 2008
2. Closed Meeting, May 28, 2008

Approved as Ammended. Moved by Ms. LoGiudice; Second by : Mr. Green (6-0)

IV Financial Discussions

A. Approval of Expenditures in Excess of \$2000.00

- a. Invoice in the amount of \$3,608.00 to Genietech in connection with the installation, configuration of computers and software.
- b. Invoice in the amount of \$4,273.95 to Brodart, Inc. in connection with the purchase of library shelving and display unit; with \$1365.00 of the above to be reimbursed to the library by the Friends.
- c.

Approved. Moved by: Mr. Green; Second by : Mr. Fraser (6-0)

B. Monthly Financial Statements

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

Approved. Moved By: Mr. Green Second: Mr. Fraser (6-0)

V Director's Report

VI Board of Trustees Standing Committees Reports

A Building Committee.

Ms. Jacobs introduced Kelsey Wilhelm who volunteered to assist the Board with Teen Advisory and the Building Committee.

Ms. Jacobs reported that a contract should be in place in July with Kitchen and Associates. We will need to develop a Library Advisory Committee with the town, comprised of 3 Board members, the Library Director, Library staff as needed, and volunteers from the community. From the community: Fadi Bahamba (architect), Todd Littleton (commercial builder). Board: Ms. Jacobs, Ms. Rafferty, and Mr. Keith. Library: Mr. Galbraith and key staff as needed. A building plan needs to be developed. Discussion took place as to the feasibility of asking Alan Burger of LDS to assist us in the building plan process. Mr. Galbraith reported on the cost and timeline of working with LDS. Alan Burger and LDS could not begin the process before September 2008 and it will take 3 months to complete. In addition, the idea of joint use and shared space with the Township was discussed.

B Marketing/Public Relations

Discussion of first meeting with Idea Lab to get the campaign moving forward. Ms. Rafferty would like approval process for press releases. Need to determine if the Director is the final decision maker without the Marketing/Public Relations Committee. The Committee will suggest an approval process for the next month.

VII Agenda Resolutions

- 1. 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.**

Approved Moved by: Mr. Green Second by: Mr. Fraser (6-0)

- 2. No. 006-2008 Adopt Library Collection Development Policy**
Adopt comprehensive collection development policy for the acquisition, retention and weeding of library materials.

. Moved By: Mr. Green Second: Mr. Fraser (6-0)

- 3. No. 007-2008 Adopt Library Meeting Room Policy**
Adopt a change in the language with respect to fees, selling of merchandise, room setup and equipment.
Approved as amended.

Moved By: Mr. Green Second: Mr. Fraser (6-0)

- 4. No. 008-2008 Approve letter to State Librarian**

Approve letter to Norma Blake congratulating her on the occasion of being named Librarian of the Year.

Moved By: Ms. Rafferty Second: Mr. Green (6-0)

5. **No. 009-2008 Resolution to enter into Closed Executive Session for the purpose of discussion of matters relating to personnel.:**

VIII New Business

Mr. Green expressed some concern that there was too much discussion taking Place.

IX Public Comment

None

X Closed Session

XI Return to Public Session

Closed session discussions approved

Moved By: Mr. Green Second: Ms. Rafferty (6-0)

XI Adjournment