

Moorestown Library
Regular Board of Trustees Meeting
March 26, 2008 7:30 pm

Mrs. Jacobs called the meeting to order at 7:35pm.

I. Open Public Meetings Act Statement

The Regular Meeting of the Free Public Library of the Township of Moorestown in the County of Burlington was called to order. This meeting was called in conformance with Section 3 of the 'Open Public Meetings Act,' PL 1975 with adequate notice provided.

A. Notice sent to the Burlington County Times, NewsWeekly, and posted in the temporary Town Hall offices at the Library and on the Moorestown Township Library Board web page

B. Notice sent to the Township Clerk

II. Members Present (7)

Yes	Cephas Green
Yes	Mara Jacobs, President
Yes	Frank Keith
Tardy	Julie Kligerman
No	Mary E. LoGiudice, Secretary
Yes	Maura Rafferty, Treasurer
Yes	Glen Walton
Yes	Christopher J. Schultz, Town Manager
No	John A. Fraser, Superintendent of Schools Alternate
Yes	Joe Galbraith, Library Director
No	David M. Serlin, Esq.

III. Public Comment. None

IV. Meeting Minutes

A. February 27, 2008 Regular Meeting

A motion was made to approve the February 27, 2008 Regular Meeting minutes as amended.

Moved By: Mr. Green Second: Mrs. Rafferty Vote: 7-0

B. February 27, 2008 Regular Meeting Closed Executive Session

These will be approved at the March meeting.

V. Financial Reports

A. 2008 Budget

Two 2008 preliminary annual budget statements were presented. The Board discussed the 'base' budget and 'desired' budget and proposed to work with the 'desired' budget.

A motion was made to approve the 'desired' 2008 Preliminary Annual Budget Statement.

Moved By: Mr. Keith Second: Mr. Green Vote: 6-0-1 (Schultz abstention)

Moorestown Library
Regular Board of Trustees Meeting
March 26, 2008 7:30 pm

B. Budget Statement

A motion was made to approve the February, 2008 Monthly Budget Statement as presented.

Moved By: Mr. Green Second: Mr. Keith Vote: 7-0

C. Cash Receipts

D. Cash Disbursement Analysis Report

A motion was made to approve the February, 2008 Cash Disbursement Analysis Report as presented.

Moved By: Mr. Keith Second: Mr. Green Vote: 7-0

E. Approval of \$2,000+ Invoices. None.

F. Bequests and Donations Account

A donation was made and the monies are to be put towards on-line resources.

A motion was made to approve the February 27, 2008 Bequests and Donations Account report as presented.

Moved By: Mr. Green Second: Mr. Keith Vote: 7-0

VI. Director's Report

A. Legal Services

The contract between the Library Board and David M. Serlin, Esq. Expired as of January 2008. Mrs. Jacobs will contact Mr. Serlin to renew the contract. Mr. Keith would also like to meet with Mr. Serlin with respect to discussing an estimated fee to setup the Foundation.

B. Operations

Approval to increase computer printing fees from \$.10 per page to \$.20 per page effective May 1, 2008. This fee is for B & W and COLOR prints from the computer workstations. The Board discussed the pricing.

A motion was made to approve the computer printing fees as \$.20 per page for both black and white and color effective May 1, 2008.

Moved By: Mrs. Rafferty Second: Mr. Keith Vote: 6-1 (Green)

The new color Xerox photocopy machines were installed on March 18.

C. Facilities

Discussion of possible remedies to deal with the issue of people climbing on the roof of the overhang in front of the library and damaging the slate tiles. Some of the roof tiles were replaced and are already damaged. Mr. Green suggested thorny plants. Mrs. Jacobs offered to call a landscaper for ideas.

Necessary repairs have been made to the carpet areas in the entrance to the library, Circulation Desk, and back to the Children's Department. The old carpet and duct tape were removed and replaced with new carpet, cut and glued in place.

Moorestown Library
Regular Board of Trustees Meeting
March 26, 2008 7:30 pm

D. Technology

Approval for the expenditure of \$21,000.00 on the following:

- 12 Dell OptiPlex 755 computers w/ 17" flat panel monitors
- 3 Dell PowerConnect 2724 24-port high speed web managed switches
- 1 Dell PowerConnect 2708 8-port high speed web managed switch
- Comprise Technologies' Smart Access Manager ("SAM") time management/user authentication/access control. Includes server software, 20 workstation licenses, installation, setup, training and 1st year support. Annual renewal cost of \$1, 265.00.

A motion was made to approve the expenditure as outlined above for Comprise Technologies' Smart Access Manager software.

Moved By: Mr. Keith Second: Mrs. Kligerman Vote: 6-1 (Green)

A motion was made to approve the expenditure as outlined above for computer hardware.

Moved By: Mr. Keith Second: Mrs. Kligerman Vote: 7-0

A motion was made to approve the total expenditure of \$22,500.

Moved By: Mr. Keith Second: Mrs. Kligerman Vote: 6-0 (Green)

E. 2007 Audit

The 2007 Audit has been completed without major issues. The final review with Holman & Frenia, PC will take place in one month.

F. Programs

- The drop-in story time on Mondays at 1:30pm has been very successful. In the first four weeks attendance has been averaging 21 children per program.
- Jack Favorite's Film Series begins in April. The first film of the series is April 15 which coincides with National Library Week. This year's theme celebrates 50 years of NLW. They are: April 15 (Sunset Boulevard), April 22 (From Here to Eternity), April 29 (On the Waterfront). The movies will be shown at 2pm and 7pm in the Library meeting room.

Mr. Galbraith offered that approximately 17 attendees are present for each showing. Mr. Kligerman offered to look into new movie options.

G. National Library Week

This year's National Library Week celebration at the library is Friday April 18, 7-9pm. The theme is 'All Shook Up' featuring music of the 1950's. Mr. Galbraith has requested volunteers for this event.

VII. Board of Trustees Standing Committees

A. Budget. *See V. Financial Reports.*

C. Personnel. No report

Moorestown Library
Regular Board of Trustees Meeting
March 26, 2008 7:30 pm

D. Marketing/Public Relations

Hypno has not returned phone calls. Mr. Keith has a discussion with Be Seen. Mr. Keith suggested discussions be scheduled with Hypno and Be Seen similar to the done with Idea Lab. The marketing committee will have recommendations for the Board.

E. Policies and Procedures. No report

F. Programming Committee. No report

VIII. Board of Trustees Special Committee Assignments

A. Destination Library Committee

B. Strategic Plan

- Board Initiatives for 2008

IX. Board of Trustee Discussion/Actions (Old Business)

X. Board of Trustee Discussion/Actions (New Business)

- Interior/Exterior communication methods. This will be discussed next month.

XI. Public Comment

Mr. Schoelkopf expressed concern with agendas provide to the Public. He believes they are not indicative of what will be discussed during the meetings.

XII. Other Business. None

XIII. Personnel Matters (Closed Executive Session)

The Library Board of Trustees hereby moves to go into closed executive session for the purpose of discussing personnel matters pursuant to NJSA 10:4-12b(8).

The closed executive session was conducted from 9:46pm and re-opened to the public at 9:56pm

XIV. Personnel Matters

Approval to extend the temporary appointment of Carla Giorgi as Temporary Cataloger, until June 24, 2008. Her appointment expires March 24, 2008. 28 hours/week, \$16.00/hour.

Approval to recruit and hire 6 high school summer assistants, 10 hours/week, \$7.15/hour

A motion was made to approve the extended temporary appointment of Carla Giorgi as Temporary Cataloger, until June 24, 2008 at the rate of \$16.00 per hour.

A motion was made to approve the hiring of six high school summer assistants for 10 hours/week at \$7.15/hour.

Moved By: Mrs. Rafferty Second: Mr. Keith Vote: 7-0

* * * *

Moorestown Library
Regular Board of Trustees Meeting
March 26, 2008 7:30 pm

Minutes

Page 5 of 5

The meeting adjourned at 9:58pm by unanimous vote. The next regular Board meeting is scheduled for April 23, 2008 7:30pm.

Mary E. LoGiudice, Secretary