

Moorestown Library
Regular Board of Trustees Meeting
April 23, 2008 7:30 pm

Minutes

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Mrs. Jacobs called the meeting to order at 7:32pm.

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 (9)

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

III. Public Comment

IV. Meeting Minutes

A. March 26, 2008 Regular Meeting

The minutes for the March 26, 2008 meeting were not presented for approval.

B. March 26, 2008 Regular Meeting Closed Executive Session

The minutes for the March 26, 2008 Regular Meeting Closed Executive Session were not presented for approval.

V. Financial Reports

A. Budget Statement

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

Moved By: Mr. Green Second: Mr. Schultz Vote: 9-0

B. Cash Receipts

A motion was made to approve the March, 2008 Cash Receipts Report as presented.

Moved By: Mrs. Rafferty Second: Mrs. LoGiudice Vote: 9-0

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C. Cash Disbursement Analysis Report

A motion was made to approve the March 26, 2008 Cash Disbursement Analysis Report as presented.

Moved By: Mrs. Rafferty Second: Mr. Fraser Vote: 9-0

D. Approval of \$2,000+ Invoices.

Purchase orders over \$2,000 and recurring expenses over \$2,000 will be brought to the Board's attention for approval.

- An invoice in the amount of \$10,752.00 to Innovative Interfaces, Inc. for the period January 1, 2008 - June 30, 2008 in relation to ongoing library computer system software, support and maintenance.
- An invoice in the amount of \$11,176.80 to Dell, Inc. in connection with purchase of twelve Dell computers. This was approved at the March meeting.
- Expenditure in the amount of \$4,289.75 to Brodart Co. for Wood Shelving to expand the Series collection located in the Children's Department. This is contingent upon receiving the least expensive quote with a maximum of \$4,289.75.

This expenditure (1) addresses Strategic Plan Goal Two: Improve new collection development for ease of use, (2) Existing red extra shelving on hand will not meet needs due to size and purpose, (3) Rental of shelving costs is being investigated, and (4) Exceeds budgeted amount of \$2,900 due to shipping and price increases by \$1,389.75.

The Board discussed leasing and rental options.

- Expenditure in the amount of \$2,990.00 to F&E Business Machines to purchase Duplo folding machine.

A motion was made to approve all invoices and expenditures named above.

Moved By: Mr. Keith Second: Mr. Fraser Vote: 9-0

E. Bequests and Donations Account

A motion was made to approve the March 26, 2008 Bequests and Donations Account report as presented.

Moved By: Mrs. LoGiudice Second: Mrs. Rafferty Vote: 9-0

F. Bequests and Donations Cash Disbursements Account

A motion was made to approve the March 26, 2008 Bequests and Donations Cash Disbursements Account report as presented.

Moved By: Mrs. Rafferty Second: Mr. Schultz Vote: 9-0

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VI. Director's Report

Mr. Galbraith distributed the 2007 New Jersey State Public Library Survey. The Board discussed Grounds and Maintenance expenditures.

The Building Use Policy was distributed with Old and New Language. The new language reflected in the policy includes:

Food of all kinds is prohibited in all public areas of the Library including the lobby and rest rooms. However, beverages in non-glass closed containers are permitted in the Library. Attendees of functions in the first floor meeting room are permitted to bring food and drink in this meeting room in accordance with the meeting room policy.

Mr. Galbraith prepared a comparison of Smart Access Manager and Envisionware software. He highlighted the functionality of the two and feedback from current users. The expenditure was approved at the March meeting.

A motion was made to extend the expenditure for Envisionware not to exceed \$3,800 for computer setup.

Moved By: Mr. Keith Second: Mr. Fraser Vote: 9-0

The Library is looking into a statewide program for users to obtain a Library card on-line. A link is currently available on the Library's web site.

VII. Board of Trustees Standing Committees

A. Budget

C. Personnel

D. Marketing/Public Relations

Marketing consultant. The Idea Lab returned Mrs. Jacob's call and indicated their services for a shorter period of time will be adjusted to a monthly fee of \$3,600.

E. Policies and Procedures

F. Programming Committee

Mrs. Kligerman proposed a Neighbors Series and a Movie night for the upcoming months.

VIII. Board of Trustees Special Committee Assignments

A. Destination Library Committee

B. Strategic Plan

Shared services proposal.

- Board Initiatives for 2008

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IX. Board of Trustee Discussion/Actions (Old Business). None

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

Mr. Schultz requested that a Township employee remain in the Library building. This was a discussion point to be addressed later.

XI. Public Comment. None

XII. Other Business

Mrs. Kligerman attended the Friends of the Library meeting. The transition of managing the finances has not transitioned to the Friends as requested over one year ago. The Friends of the Library will need to control their own finances moving forward. Mr. Keith offered to meet with the Friends to discuss this.

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 9:24pm and re-opened to the public at 9:38pm

XIV. Personnel Matters.

Joanne Parra – Senior Librarian, full time, step 5, \$64,218.00 per year effective May 1, 2008.

A motion was made to approve the Step increase for Joanne Para to Step 5, \$64,218.00/year, effective May 1, 2008.

Moved By: Mr. Keith Second: Mrs. Kligerman Vote: 9-0

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The meeting adjourned at 9:40pm by unanimous vote. The next regular Board meeting is scheduled for Wednesday, May 28, 2008 at 7:30 pm.

Mary E. LoGiudice, Secretary