

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

**REGULAR MEETING MINUTES
MAY 28, 2008**

I Open Public Meetings Act Statement

II Public Comment

None

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

All approved as amended → Vote 8-0 (Kligerman not present)

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

Moved By: Mr. Keith Second: Mr. Fraser Vote: 8-0 (Kligerman not present)

V Director's Report

VI Board of Trustees Standing Committees Reports

A. Marketing/Public Relations

B. Policies and Procedures

C. Building Committee.

The Library will have its own Committee working with architects regarding the building.

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.

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

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.

Tabled. Copies of the contract were not available for Board members.

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.

Contract amended to include a start and end date June 1, 2008 thru May 31, 2009. Moved By: Mrs. Rafferty Second: Mrs. LoGiudice Vote: 8-1 (Green)

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

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

VIII New Business

A. Resolution to add Closed Executive Session to discuss personnel to agenda. → Moved By: Mrs. Rafferty Second: Mr. Keith Vote: 9-0

B. Building Exterior. Mr Keith suggested that the Library hire someone to do light plantings and minor cleanup around the building. He cited drainage area, trash, leaves, etc. as something that should be done on a daily basis. Mr. Green suggested additional trash cans would be helpful as

well. A meeting was held with Public Works to request regular maintenance of the building to outline what should occur on a daily, monthly and annual basis. Mrs. Rafferty was dissatisfied with how Board members were addressing Mr. Galbraith in terms of performing his duties. The interior of the building was addressed as well.

IX Public Comment

Mollie Bickel and Danielle Gorman offered to work with the high school's Interact Club to obtain volunteers for assistance with plantings surrounding the Library building.

X Closed Session (If Necessary)

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

Approve step inc. → Moved By: Mr. Schultz Second: Mrs. Rafferty
Vote: 9-0

XI Adjournment