

**Moorestown Library
Board of Trustees Meeting**

**Moorestown Library
111 West Second Street
Moorestown, NJ 08057**

OFFICIAL ACTION

Meeting Minutes

January 22, 2025

7:00 PM

Members in Attendance: Kevin Aberant, Joan Bernstein, Jacqueline Brownell, Mary McMahon, Caroline Joyce, Beth Misselhorn

Members not in attendance: Jamie Boren, Shan Martin

Also present: Joan Serpico, Renee Munoz, Elyssa Bojarski and Lynn Schill from Friends of Library

I Open Public Meetings Act Statement

Kevin Aberant opened the meeting at 7:04 pm

II Moment of Silence and Flag Salute

III 2025 Board of Trustees

A. Swearing in of new Board member

Confirming Mayor's reappointment of Mary McMahon to the Library Board of Trustees, term expiring December 31, 2029.

B. Nominations and Election of Trustee Officers for 2025

- 1. President** Beth Misselhorn nominated Jamie Boren, Caroline Joyce seconded **Vote: 5-1**
- 2. Secretary** Kevin Aberant nominated Beth Misselhorn, Mary McMahon seconded **Vote: 6-0**
- 3. Treasurer** Mary McMahon nominated Caroline Joyce, Beth Misselhorn seconded **Vote 6-0**

III Public Comment -

The Friends of Library reported the book room is almost done! They are targeting mid-March for a grand opening. They are under budget.

IV Meeting Minutes

Minutes of the regular meeting of December 18, 2024

Motion to approve: Kevin Aberant Seconded by Mary McMahan

Motion passed: 6-0

V Financial Discussions

A. Cash Disbursements Analysis Report

Motion to approve: Kevin Aberant Seconded: Joan Bernstein

Motion passed: 6-0

B. Cash Receipts Analysis Report

Motion to approve: Kevin Aberant Seconded: Mary McMahan

Motion passed: 6-0

C. 2024 Year End Budget Statement

Motion to Approve: Kevin Aberant Seconded: Joan Bernstein

Motion passed: 6-0

D. Invoices in Excess of \$2,500.00 none

E. Bequests and Donations 2024 Report

Motion to Approve: Kevin Aberant Seconded: Mary McMahan

Motion passed: 6-0

F. Capital Budget 2024 Report

Motion to Approve: Kevin Aberant Seconded: Caroline Joyce

Motion passed: 6-0

VI Director's Report

See Attached Report

VII Old Business

none

VIII New Business

2025 Budget - Revised Capital Budget 2025

IX Resolutions

Resolution 2025-1

Resolution to adopt the 2025 Budget for the Moorestown Library

Attachment A: 2025 Proposed Financial Statement

Attachment A1: Notes

Motion to Approve: Mary McMahon Seconded: Kevin Aberant

Motion passed: 6-0

Resolution 2025-2

Resolution to adopt the 2025 Salary Schedule for the Moorestown Library

Attachment C: Full time salary schedule

Attachment D: Part time salary schedule

Motion passed: 6-0

X Public Comment none

XI Closed Session Motion to move to closed session at 7:34pm: Kevin Aberant

Seconded: Joan Bernstein Motion passed 6-0

Salary schedule

Motion to end closed session at 7:56: Kevin Aberant Seconded: Joan Bernstein

Motion passed: 6-0

XII Adjournment

Motion to adjourn: Kevin Aberant Seconded: Joan Bernstein.

Motion passed: 6-0 Meeting ended at 8:04pm

The next scheduled regular meeting is Wed. February 26, 2025, at 7:00 pm

FORMAL OFFICIAL ACTION MAY BE TAKEN ON ANY ITEM ON THE OFFICIAL ACTION AGENDA

If you require special accommodations, please contact the Library Director at (856) 234-0333 at least 24 business hours prior to the meeting so that appropriate accommodations may be made.

Director's report

January 22, 2025

Library By the Numbers:

The library achieved record numbers in circulation, programming and services to the community. Please see the 2024 Year End Review for numbers and comparisons to the previous year. A big thank you to the dedicated and hard-working library staff and to the Friends of the Library for their financial support!

Library Goals – 2025

- Create a furnishings upgrade proposal with vendor and present to Library Board of Trustees and Friends Board of Trustees for approval (1.1a)
- Increase the technology-related program offerings for all ages (1.5b and 2.1b)
- Establish online forms to schedule Tech Help (2.4d) and Notary appointment times
- Update laptops for in-library use (1.1e)
- Contract with a language learning resource (3.3e)
- Launch a Seed Library (3.3a)

New Book Arrivals:

The library is experiencing delays in getting new titles from our book distributor, Ingram. This means that new titles are not available on library shelves by the street date, as is the norm. We expect this to be remedied soon.

Staff News:

The Head of Youth Services, Jen Dunne, will be presenting at the LLNJ Winter Meeting about the library's Literacy for Littles program.

Building news:

FRIENDS BOOK ROOM:

Progress is being made. Inspections are complete. Doors, flooring and shelves to be added. Tentative launch date in February 2025.

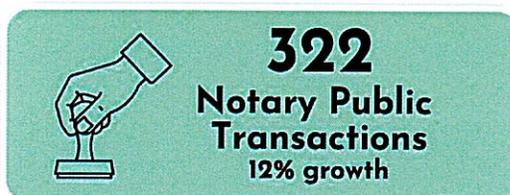
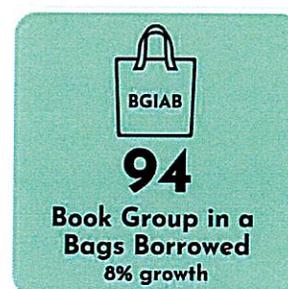
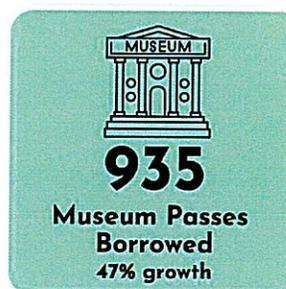
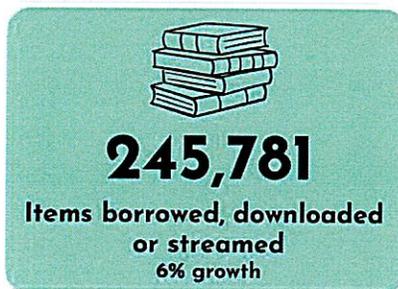
PAINT AND REPAIR MEETING ROOM WALLS:

Meeting rooms A&B have been painted and repaired. (Thank you, Public Works!) Study rooms and Collab Lab are on the list to be painted in the spring.

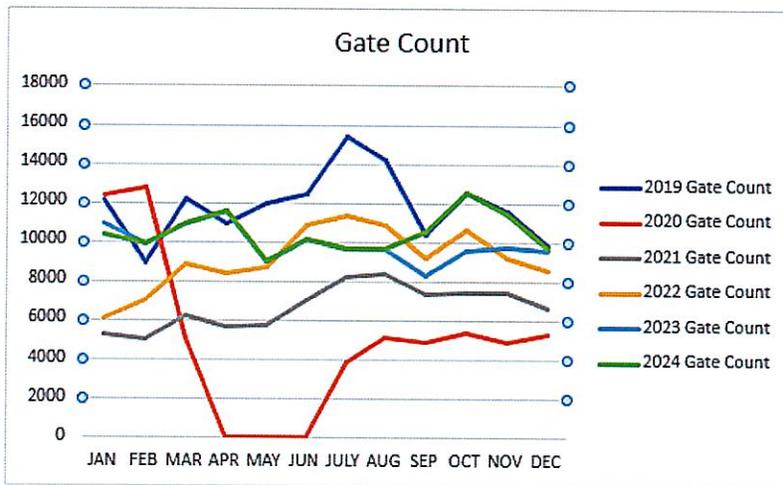
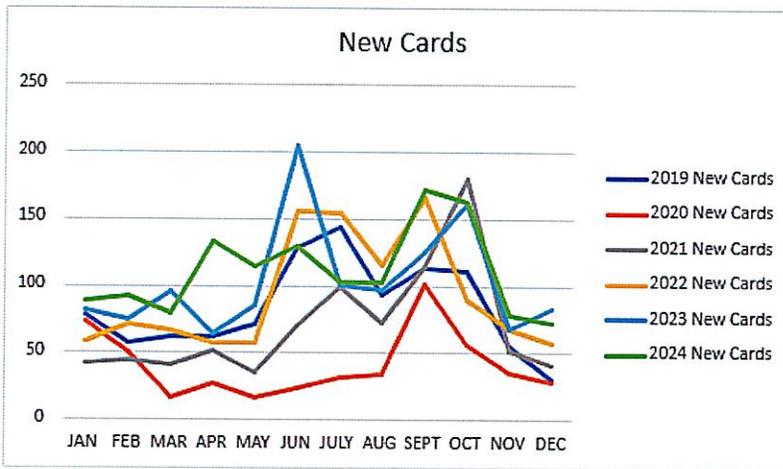
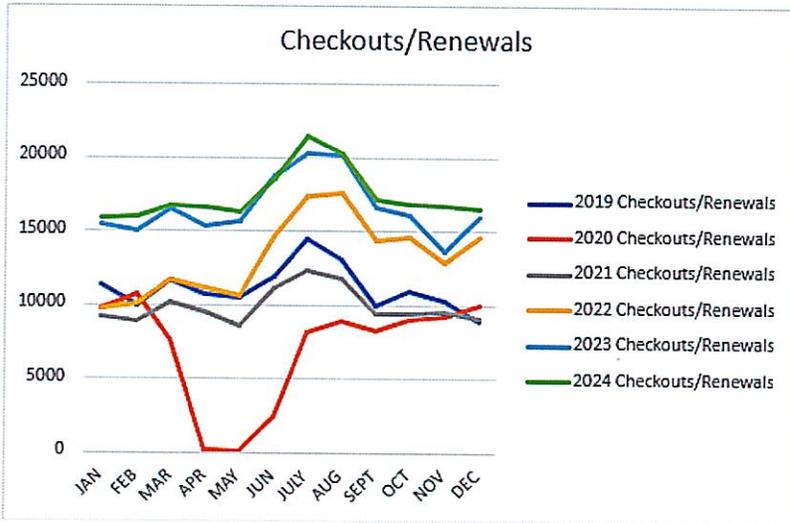


MOORESTOWN LIBRARY

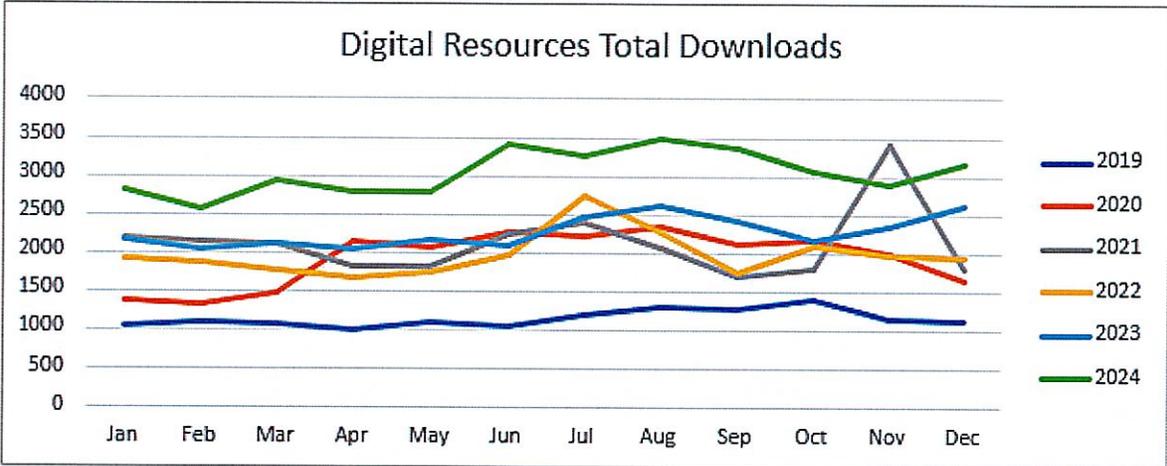
2024
Year End Review



Thank you to the Friends of the Moorestown Library for sponsoring programs, downloadable content, museum passes, book group in a bag kits, summer reading prizes and many hours of volunteer time!



New people counter installed 8-2024.



RESOLUTION NO. 2025-1

**RESOLUTION TO ADOPT THE 2025 BUDGET
FOR THE MOORESTOWN LIBRARY BOARD OF TRUSTEES**

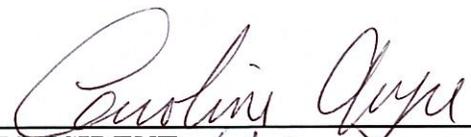
BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, that the 2025 budget be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 22, 2025.

**BOARD OF TRUSTEES
MOORESTOWN LIBRARY**



SECRETARY



PRESIDENT (Acting)

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Joan Bernstein		✓			
Jamie Boren					✓
Jackie Brownell		✓			
Caroline Joyce		✓			
Shan Martin					✓
Mary McMahan	✓	✓			
Beth Misselhorn		✓			
Kevin Aberant	2nd	✓			

**MOORESTOWN LIBRARY
2025 PROPOSED BUDGET FINANCIAL STATEMENT
OPTION - 4% 7% INCREASE**

	2023	2023	2023	2024	2024	2024	2025	2025	4% & 7%RAISE
	APPROVED BUDGET	ACTUAL	ACTUAL VS APPROVED FAV (UNFAV)	APPROVED BUDGET	ACTUAL	ACTUAL VS APPROVED FAV (UNFAV)	PROPOSED BUDGET	PROPOSED VS 2024 ACTUAL \$ FAV (UNFAV)	NOTES
INCOME									
Township Appropriation	1,657,462.00	1,657,461.96	(0.04)	1,843,819.00	1,843,818.96	(0.04)	1,957,492.00	113,673.04	
Supplemental Appropriation	-	-	-	-	-	-	-	-	
Building Expense	125,000.00	125,000.04	0.04	125,000.00	125,000.04	0.04	125,000.00	(0.04)	
State Aid	10,996.00	11,888.00	892.00	11,755.00	11,524.00	(231.00)	11,524.00	-	
Meeting Room Fees	-	-	-	-	-	-	-	-	
Interest	1,000.00	4,009.36	3,009.36	4,000.00	4,140.88	140.88	3,000.00	(1,140.88)	
Fines	-	95.00	95.00	-	145.00	145.00	-	(145.00)	
Lost Books	2,500.00	2,891.31	391.31	2,500.00	3,312.79	812.79	2,500.00	(812.79)	
Photocopy Machine	1,500.00	1,823.40	323.40	1,500.00	1,369.30	(130.70)	1,000.00	(369.30)	
Non-Resident & Replacement Card Fees	2,500.00	4,149.00	1,649.00	3,750.00	5,273.00	1,523.00	4,000.00	(1,273.00)	
Computer Printing	3,500.00	4,559.64	1,059.64	3,500.00	4,096.75	596.75	3,500.00	(596.75)	
Miscellaneous	1,000.00	1,446.98	446.98	1,000.00	1,788.04	788.04	1,000.00	(788.04)	
Book Sales	-	(4.00)	(4.00)	-	20.00	20.00	-	(20.00)	
TOTAL INCOME	1,805,458.00	1,813,320.69	7,862.69	1,996,824.00	2,000,488.76	3,664.76	2,109,016.00	108,527.24	
EXPENSES (PERSONNEL)									
Salaries	888,300.59	863,653.69	24,646.90	965,514.04	940,971.96	24,542.08	1,031,446.48	(90,474.52)	
FICA	67,950.00	60,989.20	6,960.80	73,860.00	66,523.17	7,336.83	78,910.00	(12,386.83)	
State Assessments	680.00	615.14	64.86	740.00	653.78	86.22	790.00	(136.22)	
PERS	135,409.00	135,409.00	-	145,808.00	145,808.00	-	90,315.00	55,493.00	
DCRP	9,380.00	6,086.83	3,293.17	7,651.37	5,330.35	2,321.02	9,100.00	(3,769.65)	
Workman's Comp & other Ins.	126,687.12	126,687.12	-	141,405.24	140,592.92	812.32	151,000.00	(10,407.08)	
Group Health Insurance	181,200.00	161,603.45	19,596.55	192,200.00	179,204.20	12,995.80	195,000.00	(15,795.80)	
Dental Insurance	4,400.00	3,855.80	544.20	4,400.00	4,081.56	318.44	4,200.00	(118.44)	
Prescription Plan	12,700.00	11,496.38	1,203.62	15,300.00	13,669.46	1,630.54	15,900.00	(2,230.54)	
Vision	1,600.00	940.00	660.00	1,600.00	771.00	829.00	1,400.00	(629.00)	
PERSONNEL EXPENSES	1,428,306.71	1,371,336.61	56,970.10	1,548,478.65	1,497,606.40	50,872.25	1,578,061.48	(80,455.08)	
EXPENSES (OPERATING)									
Library Materials	118,000.00	101,113.11	16,886.89	143,000.00	160,251.57	(17,251.57)	176,000.00	(15,748.43)	
Supplies	13,300.00	12,524.66	775.34	14,500.00	13,804.17	695.83	14,500.00	(695.83)	
Postage	2,300.00	394.26	1,905.74	2,400.00	1,258.91	1,141.09	900.00	358.91	
Travel and Conference	3,600.00	3,401.32	198.68	4,750.00	1,893.51	2,856.49	6,400.00	(4,506.49)	
Audit	5,000.00	5,250.00	(250.00)	6,000.00	6,000.00	-	6,000.00	-	
Photocopy Services	10,000.00	11,390.37	(1,390.37)	10,000.00	9,557.63	442.37	8,000.00	1,557.63	
Computer Services	108,000.00	155,617.62	(47,617.62)	72,000.00	112,803.63	(40,803.63)	84,530.00	28,273.63	
Payroll Services	13,500.00	13,785.39	(285.39)	13,850.00	14,478.25	(628.25)	16,600.00	(2,121.75)	
Bank Fees	700.00	308.33	391.67	800.00	384.05	415.95	700.00	(315.95)	
Miscellaneous	16,000.00	16,428.31	(428.31)	22,600.00	25,554.45	(2,954.45)	55,600.00	(30,045.55)	
Legal	-	-	-	-	-	-	-	-	
Building Expense	125,000.00	125,000.00	-	125,000.00	125,000.00	-	125,000.00	-	
OPERATING EXPENSES	415,400.00	445,213.37	(29,813.37)	414,900.00	470,986.17	(56,086.17)	494,230.00	(23,243.83)	
Board approved expenses	-	-	-	-	-	-	-	-	
TOTAL EXPENSES	1,843,706.71	1,816,549.98	27,156.73	1,963,378.65	1,968,592.57	(5,213.92)	2,072,291.48	(103,698.91)	
INCOME (LOSS)	(38,248.71)	(3,229.29)	35,019.42	33,445.35	31,896.19	1,549.16	36,724.52	4,828.33	
Opening Balance	327,625.32	327,788.37		324,559.08	324,559.08		356,455.27		
(Allocated Reserves)-Capital Account									
Income	1,805,458.00	1,813,320.69		1,996,824.00	2,000,488.76		2,109,016.00		
Available Balance	2,133,083.32	2,141,109.06		2,321,383.08	2,325,047.84		2,465,471.27		
Less Expenses	1,843,706.71	1,816,549.98		1,963,378.65	1,968,592.57		2,072,291.48		
Closing Balance	289,376.61	324,559.08		358,004.43	356,455.27		393,179.79		
Desired Closing Balance	337,790.53	337,790.53		363,310.00	363,310.00		393,718.51		20% of prior year expenses
Over/ under	(48,413.92)	(13,231.45)		(5,305.57)	(6,854.73)		(538.73)		

2025 Budget Notes

Allocation: \$2,082,492 (an increase of 5.77% or \$113,673)

2025 budgeting strategy:

- Increase salaries to keep up with COLA
- Merit increases for two staff to reflect growing roles
- Additional spending on one-time costs to allow for increased PERS cost next year

Details:

4% COLA increase for staff (last several years increases have not kept up with Cost of Living)

7% increase for 2 Librarians with increasing responsibilities

PERS is based on 2nd quarter 2023 so is lower this year.

Benefits are expected to increase in July: 10% Medical, 15% Prescription, 3% Dental

Library Materials includes \$17,000 increase in spending for eBooks and eAudiobooks (in addition to the \$19,000 credit secured at the end of December 2024) and a new language learning resource. It also includes increased spending for popular collections like Adult Fiction, Children's Fiction and Nonfiction.

Postage is estimated to cost \$1,600 less than last year.

Travel and conference includes funds for staff to attend Public Library Association conference to be held in Philadelphia in 2025.

Photocopier lease is estimated to be \$2,000 less than last year.

Computer Services includes funds for cybersecurity fobs for multi-factor authentication and replacement laptops.

Payroll Services: the transition to PrimePoint and additional Time and Labor Management feature will cost about \$2,200 more including a one-time implementation fee.

Miscellaneous Expenses include funds for a replacement outdoor book drop, carts, promotional materials, signage, shelving supplies and consultation with MPTC (My Part-Time Controller) for converting Quickbooks to the Cloud version, streamlining budget process and improving spending analysis.

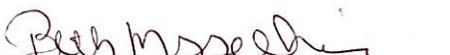
RESOLUTION NO. 2025-2

**RESOLUTION TO ADOPT THE 2025 SALARY SCHEDULE
FOR THE MOORESTOWN LIBRARY BOARD OF TRUSTEES**

BE IT RESOLVED, by the Moorestown Library Board of Trustees, County of Burlington, and State of New Jersey, that the 2025 salary schedule be and is hereby approved.

I hereby certify that the within Resolution was adopted at the meeting of the Moorestown Library Board of Trustees held on January 22, 2025.

**BOARD OF TRUSTEES
MOORESTOWN LIBRARY**


SECRETARY


PRESIDENT (Acting)

	MOTION	AYE	NAY	ABSTAINED	ABSENT
Joan Bernstein	2 nd	✓			
Jamie Boren					✓
Jackie Brownell		✓			
Caroline Joyce		✓			
Shan Martin					✓
Mary McMahan		✓			
Beth Misselhorn		✓			
Kevin Aberant	✓	✓			