

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
May 17, 2017**

CALL TO ORDER: 6:02 pm

FIRE SAFETY INFORMATION: Provided by Ms. Kromplewski

OPEN PUBLIC MEETING LAW STATEMENT:

Ms. Kromplewski stated that this meeting is being held in compliance with the Open Public Meetings Act. Notice of the meeting was provided by way of the Burlington County Times, the Central Record, and the Mount Laurel Sun, and it was posted in the library and on its website.

ROLL CALL:

Dennis Marks - *absent*
Noreen Duffey - present
Karen Cohen - present
Deborah Rexon - present
Marie Kromplewski - present
Gina Acerbo – present
Stephanie Sawyer – present
Kurt Folcher – present
Diane Blair – present

ALSO PRESENT:

John Armano, Esq.
Becky Boydston
Gayle McCormick

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Approval of April 19, 2017 minutes of meeting:
6 yes votes
2 abstain

APPROVAL of BILL LIST and BILL LIST ADDENDUM:

Motion to approve: Ms. Sawyer, 2nd Ms. Acerbo
Roll Call: 8 yes votes

REPORT from LIBRARY STAFF:

New Tree:

The Garden Club planted a new tree in the library's lawn in honor of Arbor Day. Our Facebook page has been updated with photographs and a video.

Museum Pass System:

The new online system for museum pass reservations has been working well. Use of museum passes has increased but it's difficult to determine how great of a factor the new system played in the increased activity.

OLD BUSINESS:

Outdoor Signage:

Installation of the new driveway sign is currently in progress. Proposal for the digital sign was approved by the Planning Board last week. It will take approximately 6-8 weeks to complete the project.

Cleaning of Building Exterior:

Ms. Boydston learned that the group of professional painters who offered to volunteer has already completed their day of service elsewhere. Consideration is now being given to assigning the task to the library's two full-time maintenance employees who can spot-clean the stucco with extension poles and brushes.

NEW BUSINESS:

Audit Exit Conference:

Ms. Cohen stated that she attended the library's audit exit conference and learned that auditors from Bowman & Company did not identify any major issues of concern. Discussion items identified are attributable to the continuing transition to a new accounting system and will be formally reported at the June meeting.

RESOLUTION 2017-21: Authorization to Purchase Under State Contract

Approval should be documented every year for purchasing from state contracted vendors outside of the bidding process. A list of vendors was provided and request is made for purchasing from any/all of them as needs arise throughout the year.

Motion to approve: Ms. Cohen, 2nd Ms. Duffey

Roll Call: 8 yes votes

RESOLUTION 2017-22: Transfer of Funds for Capital Budget

Several additional capital improvements projects are recommended but money need to be made available by transferring funds from surplus to the current capital budget. Ms. Boydston summarized the need for improvements.

Parking lot: After preliminary discussion with Mr. Long of Alaimo Group it is recommended that the entire lot be milled before paving. Improvements will include the removal of concrete islands and the painting of lines. Project estimate is \$450,000. The MUA force main project will be concluded first, if necessary, and initial work should begin on the library's parking lot in September or October after the formal bidding process is completed.

Building controls: The HVAC control system is outdated and malfunctioning. There are currently more than 40 thermostats in the building and they do not communicate with each other. Energy efficiency can be optimized with a more modern system.

Overhead lights: Breakers are flipped daily to turn lights on and off. This is not the best way to manage lighting needs. The current breaker panel is too old to be serviced.

Furniture: Some tables and chairs in the public areas of the library are quite worn and stained. Replacement of those items is requested.

Current balance of funds in the capital budget is \$410,000.

To complete the above-mentioned work we need \$540,000. Shortage is therefore \$130,000.

Bowman & Company reports that we have \$529,000 in surplus so request is made for approval to transfer \$129,000 of the surplus to the current year capital budget. Mr. Marrone of Bowman & Company stated that leaving \$400,000 in surplus would seem reasonable.

Motion to approve: Ms. Sawyer, 2nd Ms. Blair

Roll Call: 8 yes votes

RESOLUTION 2017-23: Authorization to Sell Surplus on Better World Books

This is a continuation of periodic effort to remove outdated and otherwise unusable materials (books, DVDs) from the library's collection since the last approval.

Motion to approve: Ms. Sawyer, 2nd Ms. Rixon

Roll Call: 8 yes votes

RESOLUTION 2017-24: Authorization of Vendors

During the audit exit conference it was noted that our Board of Trustees should document authorization to purchase from vendors of library materials from whom we typically pay more than \$40,000 for goods and services during the year. Although we already obtain annual Pay-to-Play forms from those vendors per state law, formal Board approval is recommended and should then be promulgated.

Motion to approve: Ms. Blair, 2nd Mr. Folcher

Roll Call: 8 yes votes

IRS Form 990:

Mr. Marrone drafted the annual IRS 990 filing which preserves the library's non-profit status but Board review and approval is required. Details to follow.

Financial Disclosure Filing:

Ms. Boydston reminded Board members that they are required to complete a financial disclosure by following the link emailed to them by Meredith Tomczyk before the end of May.

Training Certificates:

Ms. Rixon has provided proof of completion of the necessary education and training hours for the entire Board of Trustees for 2017.

Resignation:

Ms. Rexon announced that she will be moving to Virginia to pursue a job opportunity in Quantico. Inasmuch as her new position commences 6/11/17, she will not be able to serve on the Mount Laurel Library Board of Trustees after tonight. All members in attendance wish her well in her endeavor.

PUBLIC COMMENT:

None

ADJOURNMENT:

Motion to adjourn at 6:40 PM: Ms. Blair

Roll Call: All in favor