

**Mount Laurel Library  
Board of Trustees  
Regular Meeting Minutes  
April 19, 2017**

**CALL TO ORDER:** 6:00 pm

**FIRE SAFETY INFORMATION:** Provided by Ms. Rixon

**OPEN PUBLIC MEETING LAW STATEMENT:**

Ms. Rixon 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 Rixon - present  
Marie Kromplewski - *absent*  
Gina Acerbo – present  
Stephanie Sawyer – present  
Kurt Folcher – *absent*  
Diane Blair – *absent*

**ALSO PRESENT:**

John Armano, Esq.  
Becky Boydston  
Gayle McCormick

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Approval of March 15, 2017 minutes of meeting:  
All in Favor

**APPROVAL of BILL LIST and BILL LIST ADDENDUM:**

Motion to approve: Ms. Sawyer, 2<sup>nd</sup> Ms. Cohen  
Roll Call: 5 yes votes

**REPORT from LIBRARY STAFF:**

**Museum Pass System:**

The new online system for museum pass reservations has been active for a few weeks and is working well.

**Flag Disposal Drop Box:**

A drop box for proper disposal of flags was recently installed near the library entrance.

**New Staff Members:**

Three new staff members have started in April and are working out well.

**OLD BUSINESS:****Outdoor Signage:**

The new driveway sign has been received. Township employees will build a base and install it since the Planning Board approved installation last week.

Quotes for the digital sign had to be obtained with regard to the current building code which requires a solid base rather than the two masonry columns originally planned. Leigh Visual provided a lower price quote and is expected to be approved at the 5/11/17 Planning Board meeting.

**Circulation Desk:**

At the last meeting a concern was voiced about whether the specifications of the current Circulation desk meet requirements under the ADA. Mr. Armano confirmed that the building is old enough that existing fixtures are grandfathered under code and not subject to newer requirements unless they are upgraded/replaced.

**Cleaning of Building Exterior:**

Ms. Boydston was recently contacted by a painters' union representative who asked if the library is in need of volunteers for any painting or cleaning tasks. They have worked with the NJLA to help improve other libraries and they think they can clean our building exterior with their own brushes and extension poles. Ms. Duffey inquired about the need for insurance to cover volunteers performing such tasks and Mr. Armano explained that he is almost certain the volunteer workers would be covered under our existing general liability policy but suggested Ms. Boydston should verify that before the work begins.

**NEW BUSINESS:****RESOLUTION 2017-19: Change to Computer Use Policy**

Approval is requested to approve a change to the existing policy for computer use. Computers will now shut off 5 minutes before library closing to give patrons and staff the opportunity to clean up and leave on time. Ample warning will be provided before the computers shut down.

Motion to approve: Ms. Duffey, 2<sup>nd</sup> Ms. Acerbo

Roll Call: 5 yes votes

**RESOLUTION 2017-20: 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, 2<sup>nd</sup> Ms. Duffey

Roll Call: 5 yes votes

**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.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Motion to adjourn at 6:25 PM: Ms. Cohen

Roll Call: All in favor