

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
October 21, 2020**

CALL TO ORDER: 6:00 P.M.

OPENING REMARKS: Provided by Mr. Stridick

OPEN PUBLIC MEETING LAW STATEMENT:

Mr. Stridick stated that this virtual meeting via Zoom 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 Courier Post, and the Mount Laurel Sun, and it was posted in the library and on its website.

ROLL CALL:

Gina Acerbo -present
Diane Blair - *absent*
Karen Cohen - present
Noreen Duffey - present
Marie Kromplewski - present
Dennis Marks - present
Stephanie Sawyer - present
Stephen Steglik - present
Walter Stridick - present

ALSO PRESENT:

John Armano, Esq.
Becky Boydston
Gayle McCormick

APPROVAL of MINUTES:

Approval of minutes of September 16, 2020 meeting:
Motion: Ms. Sawyer
2nd: Mr. Marks
All in Favor

APPROVAL of BILL LIST and BILL LIST ADDENDUM dated 10/16/20 and 10/21/20:

Motion: Ms. Duffey
2nd: Ms. Cohen
Roll Call: 8 yes votes

REPORT from LIBRARY STAFF:

Ms. Boydston said that the library continues to adapt to the limitations of servicing the community during the COVID-19 public health emergency. Children's programs will continue to take place outdoors as often as weather permits. Also, new and expanded subscriptions will allow the library to offer additional digital magazines as well as on-demand arts & crafts video classes through Creativebug.com. Further, the library's wi-fi availability outside the building will be extended by adding 2 access points as soon as the equipment is received.

Ms. Duffey commended library staff members who have been creative in finding ways to offer programs and services to the community during these months of COVID-19 restrictions.

OLD BUSINESS:

None

NEW BUSINESS:

RESOLUTION 2020-26: National Friends of Libraries Week

Mr. Stridick read aloud the proclamation that Mount Laurel Library Board Trustees officially recognize October 18 to October 24, 2020 as National Friends of Libraries Week. We know the Friends continue to work tirelessly to support the library for the good of the community. Once again this year, the Friends funded several needed items, programs and museum passes. We thank them for their dedication.

Motion to approve: Mr. Steglik

2nd: Ms. Duffey

Roll Call: 8 yes votes

Nominating Committee

Mr. Stridick explained that it is the time of year to consider nominating officers for the 2021 Library Board of Trustees. Ms. Duffey volunteered to chair the nominating committee.

Virtual Trustee Institute

Two trustees reported that they attended the Virtual Trustee Institute, either in part or entirety. Ms. Boydston asked whether they had any comments to share about the sessions they attended.

Ms. Duffey found the programs interesting. She asked whether the library is expecting a budget shortfall due to unanticipated expenses related to COVID-19 mitigation efforts. Ms. Boydston explained that expenses for disinfectants and other needed items have caused a shortfall in the Housekeeping budget line but that the library budget overall will not fall short. Savings in other budget categories, such as Programs, were realized due to the library's mandated closure from mid-March through mid-July. A transfer of funds from surplus budget lines to overspent lines will be presented for approval at next month's Board of Trustees meeting.

Ms. Duffey then asked whether a specific face mask policy is needed for the library. Ms. Boydston explained that everyone in New Jersey must abide by the governor's executive order regarding masks and that the library's official reopening plan, which was approved by the Board in June, included a mask mandate. There are signs throughout the library and patrons are generally complying, though some have had to be reminded to cover both their mouth and nose.

Ms. Cohen said she attended the Roles and Responsibilities of Trustees session and she found it to be informative. The presenter suggested that bylaws and strategic plan templates should be reviewed annually.

Ms. Boydston said that the sessions attended by Ms. Cohen and Ms. Duffey garnered 5 hours of Trustee training. An additional 2.5 hours is needed for the year and there is an opportunity for other Trustees to earn training hours by reviewing Power Point presentations from the Virtual Institute sessions.

Form 990 Review

Ms. Boydston shared the 2019 federal form 990 prepared by auditor Robert Marrone of Bowman & Company. Inasmuch as there were no comments or questions about it, Ms. Boydston will ask Mr. Marrone to proceed with submission of the form.

RESOLUTION 2020-27: Adopt Change to Circulation Policy

Inter-library loan (ILL) has resumed. Ms. Boydston suggested a change to existing Circulation policy in anticipation of offering ILL services again. Some patrons had been requesting the maximum number of items -- mainly music CDs -- every day and the handful of enthusiastic requesters represented about 50% of the library's ILL volume. She would like to change Circulation policy to include more realistic limitations on ILL service.

Motion to approve: Ms. Cohen

2nd: Mr. Marks

Roll Call: 8 yes votes

RESOLUTION 2020-28: Authorization to Sell Surplus on Discover 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. Acerbo

2nd: Ms. Kromplewski

Roll Call: 8 yes votes

PUBLIC COMMENT:

No public in attendance.

At this time Mr. Armano announced that he will no longer attend library meetings as Counsel because he is leaving his law firm to pursue a municipal judgeship. Keith Trimble will be taking his place. He

expressed his well wishes for the future of Mount Laurel Library and those who devote time and effort to making it such a great place. All in attendance wished Mr. Armano well in his new position.

ADJOURNMENT:

Motion to adjourn at 6:35 PM: Ms. Sawyer

All in favor