

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
March 15, 2017**

CALL TO ORDER: 6:00 pm

FIRE SAFETY INFORMATION: Provided by Mr. Marks

OPEN PUBLIC MEETING LAW STATEMENT:

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

ALSO PRESENT:

Keith Trimble, Esq.
Becky Boydston
Gayle McCormick

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Motion to approve February 15, 2017 minutes of meeting: Ms. Sawyer, 2nd Ms. Duffey
Roll Call: 7 yes votes, 1 abstain

APPROVAL of BILL LIST and BILL LIST ADDENDUM:

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

REPORT from LIBRARY STAFF:

Lighting Upgrades: Installation of lights has been completed in the area where the largest skylight was closed off and the area appears much brighter. In addition, fixtures in the public bathrooms near the front door and the 7-Day Book Express have been upgraded to brighter LEDs.

Staff Resignations: Ms. Boydston is already interviewing candidates to replace the 5 staff members who resigned or retired in the past few weeks. She is glad to report that there are a few qualified candidates within the library who applied and are being considered as well as some outside applicants.

Building Automation System for HVAC: Quotes have not yet been received for a new system to replace the obsolete one. Ms. Blair inquired if the issue should have been addressed at the time other work was recently completed on the HVAC components. Ms. Boydston explained that the system was working then but has recently malfunctioned. Although the boilers are fully operational, the system that monitors and regulates them is not.

Children's Section Upgrade: A new play table has been assembled in the children's area of the library. It includes drawers and bins with Tinker Toys and Duplo Blocks. Lincoln Logs may be added soon. The kids seem to be enjoying it.

New TV Screens: TV screens on display in the library have been replaced. The old ones had burned-in images.

Outdoor Signs: A permit will soon be requested for installation of the masonry sign. The digital sign requires a second quote which has proven difficult to obtain.

OLD BUSINESS:

Nothing to report in addition to the items mentioned in the Report from Library Staff.

NEW BUSINESS:

Circulation Desk: Ms. Cohen mentioned that it may be worth investigating a way to upgrade the desk at Circulation. She would like to know whether the current configuration/height complies with the Americans with Disabilities Act. Ms. Boydston believes it is functional, if not ideal, and she is not aware of any violation but she will check into it. Replacement of the desk may be considered after some other projects are completed.

Cleaning of Building Exterior: Mr. Folcher asked whether it is possible to clean the outside of the building inasmuch as it appears stained or moldy. Ms. Boydston said she previously learned that the stucco should not be power washed and she is not aware of an effective method of cleaning it. She will ask Mr. Bill Long from Alaimo Group for advice.

RESOLUTION 2017-17: Shared Service Agreement for Finance Services

Approval is requested to renew the existing annual agreement for shared services with the Mount Laurel Township Finance Office.

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

Roll Call: 8 yes votes

RESOLUTION 2017-18: 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. Acerbo

Roll Call: 8 yes votes

Grant Opportunity: Library Link NJ is accepting applications for a grant to cover the \$6,000 cost of a wireless device charging station with lockers. Twelve grants are available and will likely be awarded to libraries that have demonstrated disaster preparedness or availability to assist the community during a disaster. Ms. Boydston will therefore contact the Mount Laurel Office of Emergency Management to discuss a cooperative outline that can be included with our grant application. It was also suggested that the township schools and the local Red Cross chapter might help in this endeavor.

Annual Statistical Report: Ms. Boydston recently submitted our annual state survey. Completion is required to receive per capita state aid. The last check received was more than \$18,000. It was noted that the survey includes confirmation of minimum staff and trustee training requirements. To be sure we continue to meet the requirement Ms. Boydston requested that all trustees review the email she will send with a link to various training opportunities. If any trustee completes training they should notify Ms. Boydston so she can keep track for the next survey.

PUBLIC COMMENT:

None

ADJOURNMENT:

Motion to adjourn at 6:34 PM: Ms. Duffey, 2nd Ms. Sawyer

Roll Call: All in favor