

**Moorestown Library  
Board of Trustees Meeting  
Moorestown, NJ 08057**

**OFFICIAL ACTION**

**Meeting Minutes**

*January 25, 2017*

**7:00 PM**

**In Attendance:**

D. Bertino **Y**  
D. Blair **N**  
K. Cooper **Y**  
K. Fischel **Y**  
J. Galbraith **Y**  
L. Gallo **Y**  
C. Joyce **Y** (arrived after reorganization portion of meeting)  
B. Lemaire **N**  
T. Merchel **Y**  
G. Walton **Y**

**The meeting was called to order at 7:02 pm by Mr. Galbraith**

**I Open Public Meetings Act Statement**

“Notice of this meeting has been provided in accordance with the Open Public Meetings Act” by:

1. Posting a notice on the bulletin board at the Library & Municipal complex
2. Emailing Sunshine Law Notice to the Courier Post and Township Clerk
3. Posting on the Library Board web page

All of the above posting, filing and mailing having taken place on the 19th day of January 2017.

**II Introductions, Welcome, Swearing in of new Board members, nominations and elections of Trustee Officers for 2017.**

**A. President**

Mr. Galbraith welcomed everyone to the first meeting of 2017. He then called for nominations for President.

Kim Fischel nominated Glen Walton, 2<sup>nd</sup> by Karen Cooper. Upon show of hands vote, Mr. Walton was elected President for 2017, 6-0

**B. Secretary**

Mr. Galbraith called for nominations for Secretary.

Lynne Gallo nominated Karen Cooper, 2<sup>nd</sup> by Glen Walton. Upon a show of hands vote, Ms. Cooper was elected Secretary for 2017, 6-0

**C. Treasurer**

Mr. Galbraith called for nominations for Treasurer.  
Mr. Walton nominated Deborah Blair, 2<sup>nd</sup> by Kim Fischel. Upon a show of hands vote, Ms. Blair was elected Treasurer for 2017, 6-0

**III Public Comment**  
N/A

**IV Meeting Minutes**  
**Regular Meeting, December 21, 2016**

A motion was made to approve the December 21, 2016 meeting minutes.

*Moved by: Ms Bertino Second: Ms. Fischel Vote: 4-0 to approve, Mr. Merchel abstaining.*

**V Financial Discussions**

**A. Monthly Financial Statements**

- a. Cash Receipts
- b. Cash Disbursement Analysis Report
- c. December Year End Budget Statement
- d. December 2016 receipts and disbursements
- e. Invoices in excess of \$2,000.00:  
An invoice from Innovative Interfaces, Inc. in the amount of \$26, 937.78 in connection with the annual maintenance contract for the Millennium integrated library system hardware and software for calendar year 2017.

An invoice from EBSCO Information Services in the amount of \$5,187.00 in connection with a package of databases that includes Novelist Plus, Library Aware, Current Biography Illustrated, and Auto Repair Reference Center. (Note that the check for this was approved by Ms. Blair and mailed in late Dec. 2017)

A motion was made to approve the monthly financial statements and invoices as presented.

*Moved by: Mr. Walton Second: Ms. Fischel Vote: 7-0 to approve*

**VI Director's Report**

Mr. Galbraith reviewed items on the written directors Report and answered questions on same.

**VII Old Business**

## **VIII New Business/Trustee Comments**

### **2017 Budget discussion**

Mr. Walton introduced the proposed 2017 operating budget for discussion. A request to reduce the library materials line item from \$128,000.00 to \$120,000.00 was made in order to help with an expected deficit due to a decrease in the appropriation from the town.

A motion was made to accept and approve the proposed 2017 budget as amended.

***Moved by: Ms. Cooper Second: Ms. Gallo Vote: 7-0 to approve***

Mr. Walton and Mr. Galbraith introduced a request by a library staff member to create a policy whereby staff may be able to donate excess accrued sick time to another staff member as authorized by N.J.A.C. 4A: 6-1.22. The township does not have such a policy in place but the Library Board can create one for the library. Cinnaminson Township uses such a policy and a written policy statement from Cinnaminson was distributed to the Board for review.

Ms. Bertino advised that the mayor has informed her that getting a café established in the library is a priority for him in 2017. Brief discussion ensued as to what form said café would take.

## **IX Public Comment**

N/A

## **X Closed Session**

N/A

## **XI Adjournment**

A motion was made to adjourn the meeting at 8:20 pm.

***Moved by: Ms. Bertino Second: Ms. Gallo Vote: 7-0 to adjourn***

The next regular meeting of the Board of Trustees is February 22, 2017 at 7 pm