

**Board of Trustees  
Regular Meeting Minutes  
April 20, 2016  
6:00 PM**

**ROLL CALL:**

Dennis Marks - present  
Noreen Duffey - *absent*  
Karen Cohen - present  
Carol Bell - present  
Marie Kromplewski - present  
Kimberly Plasket - present  
Dennis Riley - present  
Diane Blair - present  
Deborah Rixon - present  
John Armano – present  
Becky Boydston – present  
Gayle McCormick – present

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Motion to approve September 16, 2015 Executive Session meeting minutes as a true and accurate representation of events and discussions that took place: Mr. Riley, 2<sup>nd</sup> Ms. Kromplewski

Roll Call: 7 yes votes, 1 abstain

Motion to approve October 7, 2015 Executive Session meeting minutes as a true and accurate representation of events and discussions that took place: Ms. Cohen, 2<sup>nd</sup> Ms. Rixon

Roll Call: 6 yes votes, 2 abstain

Motion to approve October 21, 2015 Executive Session meeting minutes as a true and accurate representation of events and discussions that took place: Ms. Bell, 2<sup>nd</sup> Mr. Marks

Roll Call: 6 yes votes, 2 abstain

Motion to approve November 18, 2015 Executive Session meeting minutes as a true and accurate representation of events and discussions that took place: Ms. Plasket, 2<sup>nd</sup> Ms. Cohen

Roll Call: 6 yes votes, 2 abstain

Motion to approve March 16, 2016 meeting minutes: Ms. Cohen, 2<sup>nd</sup> Mr. Riley

Roll Call: 6 yes votes, 2 abstain

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

Motion to approve: Mr. Riley, 2<sup>nd</sup> Ms. Cohen

Roll Call: 8 yes votes

**REPORT from LIBRARY STAFF:**

## **OLD BUSINESS**

### **Roof Replacement Update:**

Ms. Boydston reported that she attended a pre-construction meeting with representatives of Alaimo Engineering, JDS Roofing, HVAC/Electrical subcontractors, Meredith Tomczyk and Jerry Mascia. Tentative proceed date is April 25, 2016 with 90 days to complete.

A suggestion was made to replace the second malfunctioning air conditioner unit at the time of roof replacement. The unit was installed circa 1991 and is not working. Further, a curb needs to be constructed around the unit when the roof is replaced; the footprint of the old unit would not be the same as that of a new unit when it is eventually replaced. Also, a crane will already be on-site for the roof project. The estimated cost of \$41,000 (\$39,000 for the unit plus 5% profit ) is significantly less than the previous estimate of about \$100,000. The project would not need to go out for bid if a change order is approved since the overall cost would not increase extra funds in the original roof bid which were earmarked for possible asbestos abatement will not be needed and could instead cover the cost of a new air conditioning unit. Ms. Boydston is waiting for final approval from the engineer.

A resolution for authorization to move forward with the replacement of the air conditioner can be finalized at the next meeting. For now, the Board agrees to proceed with the project, not to exceed \$45,000.

Motion to approve: Mr. Riley, 2<sup>nd</sup> Ms. Kromplewski  
Roll call: 8 yes votes

### **Security Camera Update:**

Camera positioning has been tweaked and the cameras are operational but images are not yet being recorded. There was a problem with the recorder and a replacement recorder is expected soon. When in place, the recorder will keep images for about 1-2 weeks until the footage is replaced by newer images. If the recording of a particular event needs to be saved it can be stored on a flash drive before the segment is replaced by a newer one. Ms. Boydston will be hanging signs to notify public and staff that they are on camera.

### **Panic Buttons:**

Panic buttons have been installed and can now be used in the event of a security concern. The police and Ms. Boydston will be notified if a panic button is pressed.

## **NEW BUSINESS**

### **Force Main Replacement:**

The MUA needs to replace a waste water main that runs through wetlands behind the library. This project will begin after the roof replacement project is complete. Township CFO Meredith Tomczyk requested that the MUA repair the area where digging will be necessary by paving extra parking spaces for the library when the main project is complete.

### **Trees:**

Township staff removed a tree on library grounds along Walt Whitman Avenue which had been downed by a storm. The Garden Club will be planting a new plum tree on April 26, 2016 at 10:00 A.M.

**Fire Alarm System:**

Our fire alarm panel is very old and has been malfunctioning. Ms. Boydston is in the process of gathering quotes for replacement and will review with Meredith Tomczyk and Jerry Mascia before proceeding.

**Staffing:**

Marianne Sulling was hired to fill the position vacated when Ms. Boydston took the position of Director. She has been working for about a month and is doing well.

We hired a new Page, a Library Assistant, and part-time Librarian who will begin in a few weeks. Laura Hunter has resigned her position as part-time Librarian to pursue a career change.

**Friends of the Library:**

The next Friends Book Sale will take place April 27 through April 30, 2016.

Bertucci's Restaurant in Mount Laurel will host a fund raiser for the Friends organization on May 22, 2016. Fifteen percent of all proceeds that night will be donated to our Friends organization.

**Moving Staff Offices:**

Ms. Boydston is considering moving staff members to unused offices in the Administrative suite to make more room for patron space in the main public section of the library.

**Financial Disclosure Forms:**

Ms. Boydston reminded Board members that they are required to complete an online financial disclosure form by April 30, 2016.

**RESOLUTIONS**

**Resolution 2016-017: Resolution Authorizing 2015 Budget Transfer of Funds**

The recent annual audit revealed the need to move \$3,300 of budgeted funds from the salary line to the pension line.

Motion to approve: Mr. Riley, 2<sup>nd</sup> Ms. Cohen

Roll Call: 8 yes votes

**Resolution 2016-018: Resolution to Adopt a Change to the Mount Laurel Library Circulation Policy**

Ms. Boydston explained that library policy had not been updated to reflect recommendations made by Meredith Tomczyk under the Shared Financial Services Agreement regarding refunds given at the Circulation desk cash register. We now issue refunds from the register if payment was made the same day. All other refunds are made by check upon Board approval of the monthly bill list.

The Library's Museum Pass policy has been updated to allow check-out of museum passes to adult patron accounts only, as originally intended.

Replacement magazine prices have been updated.

The library's web address has been updated to [www.mountlaurellibrary.org](http://www.mountlaurellibrary.org)

Motion to approve: Ms. Bell, 2<sup>nd</sup> Ms. Rexon

Roll Call: 8 yes votes

**Resolution 2016-019: Resolution Authorizing Mount Laurel Library to Sell Surplus Items on GovDeals**

Ms. Boydston has identified a few desks, file cabinets and other itemized materials which are no longer of use. She would like to list them for sale on GovDeals.

Motion: Mr. Riley, 2<sup>nd</sup> Ms. Plasket

Roll Call : 8 yes votes

Included on surplus list are discarded library circulating materials (books, DVDs, audiobooks). In this case, since other items are to be auctioned, it makes sense to list them on GovDeals. Other times the volume of discarded materials (damaged, out-of-date) is too great to store but not cost-effective to list on GovDeals.

Ms. Boydston has asked for permission to revise the policy and request approval at a future meeting so that discarded materials can once again be sold for commission via Better World Books. Ms. Boydston will revise the library policy for disposal of unwanted items and seek formal approval via future resolution.

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Motion to adjourn at 6:53 PM: Ms. Blair, 2<sup>nd</sup> Mr. Riley