

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
December 19, 2018**

CALL TO ORDER: 6:00 P.M.

FIRE SAFETY INFORMATION: Provided by Mr. Stridick

OPEN PUBLIC MEETING LAW STATEMENT:

Mr. Stridick 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:

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

ALSO PRESENT:

John Armano, Esq.
Becky Boydston
Gayle McCormick

PUBLIC COMMENT: None

APPROVAL of MINUTES:

Approval of minutes of November 14, 2018 meeting
Motion: Mr. Marks
2nd: Ms. Kromplewski
5 in Favor
2 Abstentions: Ms. Blair, Mr. Folcher

APPROVAL of BILL LIST plus BILL LIST ADDENDUM :

Motion: Ms. Cohen

2nd: Mr. Marks
Roll Call: 7 yes votes

REPORT from LIBRARY STAFF:

PSE&G Direct Install Program

Work is slated to begin 01/02/2019 on replacement of lighting fixtures and bulbs with more energy efficient ones throughout the library. This first phase is expected to take about 6 days and should cause little disruption to patrons. PSE&G agreed to arrive at 7:00 A.M. and cordon off small areas at a time. The second phase in which a third-party contractor will replace boilers and an air conditioning unit has not been scheduled yet.

Mr. Marks inquired about the expected savings from the Direct Install Program. Ms. Boydston said PSE&G estimates the energy savings will be a few hundred dollars per month immediately after the upgrade. After 36 months when the new equipment is paid monthly savings may be about \$2,000.

New Digital Streaming Services

Kanopy and RB Digital streaming services are now available to library patrons. The services were promoted on Face Book and in the library. Feedback has been positive.

TumbleMath

Ms. Blair asked whether the new TumbleMath offering would be brought to the attention of school officials. Ms. Boydston has already contacted Mount Laurel school librarians and they are pleased to offer this math program to students.

OLD BUSINESS:

Nothing to address.

NEW BUSINESS:

Requests for Proposal (RFPs)

Service vendors were solicited via advertising to submit proposals for 2019. The responses were received by Meredith Tomczyk, a Qualified Purchasing Agent, who created a chart summarizing the data. The summary chart and copies of full vendor proposals were made available to each Board Trustee.

Mr. Armano provided a brief review of the RFP process and the reason it is done. Although only required every 3 years, it is considered good practice to conduct this undertaking annually. In response to Ms. Sawyer's question about whether retainers were necessary when appointing professional service vendors Mr. Armano explained that they are not.

Ms. Boydston asked to Trustees review the information before the next meeting scheduled 01/16/2019 at which time those appointments will be made.

Ms. Blair stated that she spoke with current Board officers and all have agreed to continue in those roles next year. Reappointments will take place at the January meeting.

Ms. Cohen inquired about executive session meeting minutes and whether they are eventually made public. Mr. Armano said that once the reason for keeping the information private is no longer an issue those minutes could potentially be made available to members of the public who request them under the Open Public Records Act. If such a request is received by Ms. Boydston she will forward it to Mr. Armano for his opinion about whether the information may be released.

RESOLUTION 2018-42: 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: Mr. Marks

Roll Call: 7 yes votes

PUBLIC COMMENT: None

ADJOURNMENT:

Motion to adjourn at 6:20 PM: Ms. Sawyer

All in favor