

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
September 21, 2016
6:00 PM**

ROLL CALL:

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

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Motion to approve August 17, 2016 meeting minutes: Mr. Riley, 2nd Ms. Bell
Roll Call: 8 yes votes

APPROVAL of BILL LIST and BILL LIST ADDENDUM 1:

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

REPORT from LIBRARY STAFF:

Statistics: August statistics were previously distributed to Board members by email; no questions were asked.

Electrical Panel: Electrical panel replacement will begin soon. Final cost is unknown as yet but the current panel from circa 1974 is not fully functioning and replacement parts can no longer be obtained.

Skylights: Work will begin within days to close off existing skylights. The project is expected to take 2-3 weeks with completion expected before carpet installation begins.

Staff Training: While the library is closed for carpet installation staff members will take part in training. Sessions/speakers are still being planned.

Flag Pole: A hole has been dug near the parking lot entrance for installation of a flag pole. Recent rain delayed completion of the project but the flag pole will be installed as soon as possible.

New Employees: Three new employees, two Pages and one Circulation staff member, are completing their job training. It's going well.

OLD BUSINESS:

Surveillance cameras have been operational with no problems. To date, no incidents have necessitated review of the recorded footage.

NEW BUSINESS:

RESOLUTION 2016-33: Vote to Conduct Executive Session of up to 15 Minutes

Motion to approve: Mr. Riley, 2nd Ms. Duffey
Executive Session began at 6:13 P.M. and ended at 6:19 P.M.

RESOLUTION 2016-34: Approve Change Order to Roof Replacement Contract

Includes approval of funding for skylight removal which is expected to improve cooling and heating efficiency as well as reduce risk of future roof leaks.

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

APPROVAL of BILL LIST ADDENDUM 2 (Initial Payment to Roofing Contractor for Skylight Removal):

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

RESOLUTION 2016-35: Authorization to Sell Surplus through Better World Books

This is a continuation of periodic effort to remove outdated and otherwise unusable materials (books, DVDs) from the library's collection.

Motion to approve: Ms. Bell, 2nd Ms. Duffey
Roll Call: 8 yes votes

RESOLUTION 2016-36: Adopt Group Study Room Policy

Due to staff changes over the past few years, a small room which had been a study room in the past but converted to a staff office years ago is now vacant and available for study space again. It is located near the large-print book collection. There is demand for a small group study area and software has been installed to allow patrons to make online room reservations. The room accommodates a conference table and 6 chairs.

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

FLEXIBLE SPENDING ACCOUNTS

Ms. Boydston asked for permission to begin offering Flexible Spending Accounts next month at the start of our annual open enrollment period. The accounts will be offered to all employees not currently included in union negotiations. The plan, which is administered by Bowman & Company, is already offered to Township

employees and there will be no cost to the library or Township to offer this benefit to eligible library employees. Flexible Spending Accounts may be offered in the future to all employees following conclusion of union negotiations.

Motion to approve: Mr. Riley, 2nd Ms. Duffey
Roll Call: 8 yes votes

PUBLIC COMMENT:

None

ADJOURNMENT:

Motion to adjourn at 6:30 PM: Ms. Duffey, 2nd Ms. Kromplewski
Roll Call: All in favor