

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
December 16, 2020**

CALL TO ORDER: 6:01 P.M.

OPENING REMARKS: Provided by Mr. Stridick

OPEN PUBLIC MEETING LAW STATEMENT:

Mr. Stridick stated that this virtual meeting via Zoom 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 Courier Post, and the Mount Laurel Sun, and it was posted on the library's website. He also made it known that this meeting is being recorded.

ROLL CALL:

Gina Acerbo -present
Diane Blair - *absent*
Karen Cohen - present
Elizabeth Demaio - present
Noreen Duffey - present
Marie Kromplewski - present
Stephanie Sawyer - present
Stephen Steglik - *absent*
Walter Stridick - present

ALSO PRESENT:

Keith Trimble, Esq.
Becky Boydston
Gayle McCormick

ADMINISTRATION OF OATH OF OFFICE:

Mr. Trimble administered oath of office to the library's newest Board Trustee, Elizabeth Demaio, who swore to uphold her responsibilities to the best of her ability.

APPROVAL of MINUTES:

Approval of minutes of November 18, 2020 meeting:

Motion: Ms. Sawyer

2nd: Ms. Duffey

5 in Favor

2 Abstentions: Mr. Stridick and Ms. Demaio

APPROVAL of BILL LIST and BILL LIST ADDENDUM dated 12/11/20 and 12/16/20:

Motion: Ms. Cohen

2nd: Ms. Sawyer

Roll Call: 7 yes votes

REPORT from LIBRARY STAFF:

Ms. Boydston said that closing the library to the public after Thanksgiving and offering curbside pickup only has been going well despite a few customer complaints. A few other patrons expressed their opinion that closure at this time is a good idea given the recent surge in COVID-19 cases. The volume of curbside requests has increased and Mobile Print Service is now available as well. The need for continuing curbside only will be revisited at the January meeting.

A long-time library employee, Kathy Kasprzyk, is retiring at the end of the year. Kathy worked in Technical Services where she processed new materials and repaired older ones. Another library employee, Sheila Haswell, has been promoted to the position and a new employee, Michelle Smith, has been hired to take Sheila's place as Library Assistant.

OLD BUSINESS:

RESOLUTION 2020-30: 2021 Budget

This resolution was tabled at the December meeting because there was not sufficient time to finalize it. Ms. Boydston explained that the library's 2021 overall budget is higher than 2020 because Mount Laurel Township's annual appropriation increased according to the State of New Jersey's third of a mill formula for municipal library funding. The time frame used to calculate 2021 funding was based on pre-COVID era property ratables. It is anticipated that ratables used to calculate the library's 2022 budget will be lower due to decreased property tax revenue during the COVID-19 pandemic.

For 2021, the budget includes a 1.9% salary increase for all full-time staff. Ms. Cohen asked whether the minimum wage increase which goes into effect January 1, 2021 was included in the salary line of the budget. It was. Also included is a larger projected housekeeping expense due to the continuing need for disinfectants, masks, gloves and other supplies required for effective COVID-19 mitigation and protection. Mr. Stridick asked whether the library was applying for reimbursement of COVID-related expenses under the government programs which were enacted by Congress earlier this year. Ms. Boydston affirmed that the Township is including the library in their application for funds and that an itemization of eligible expenses has been provided.

Funding of the Capital Expense line has decreased inasmuch as most major capital improvements have been completed in recent years. The Capital budget is sufficient to cover replacement of an air conditioning unit and other projects which become necessary during the year.

Motion: Ms. Cohen

2nd: Ms. Sawyer

Roll Call: 7 yes votes

NEW BUSINESS:

RESOLUTION 2020-33: Cancellation of Outstanding Checks

A list was provided of a few checks disbursed in 2019 which remain uncashed. At the advice of our auditor, it is best to cancel those checks to take them off the books and, if necessary, reissue at a later date.

Motion: Ms. Acerbo

2nd: Ms. Duffey

Roll Call: 7 yes votes

RESOLUTION 2020-34: Authorization to Sell Surplus on Discover 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. Kromplewski

2nd: Ms. Sawyer

Roll Call: 7 yes votes

OTHER ITEMS:

Ms. Boydston explained that RFPs (Requests for Proposal) of 2021 professional services were not ready for distribution but she would send out the materials before the January meeting so that appointments could be confirmed then.

Ms. Cohen said that this library meeting is her last as Board Trustee in her current capacity. She was elected to town council and is unsure which board she will serve in her new capacity as Town Council Representative. She has enjoyed her 7 years serving on the library board and feels that the library is a valuable community asset which she believes it will continue to be the "Main Street" of Mount Laurel.

Mr. Stridick mentioned that his term as Library Board President is ending and he has enjoyed his role. He, too, believes the library is a tremendous asset to the community and looks forward to continuing to serve as a Trustee.

PUBLIC COMMENT:

No public in attendance.

ADJOURNMENT:

Motion to adjourn at 6:31 PM: Ms. Sawyer

2nd: Ms. Duffey

All in favor