

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

ROLL CALL:

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

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Motion to approve November 16, 2016 meeting minutes: Mr. Riley, 2nd Ms. Cohen
Roll Call: 6 yes votes

APPROVAL of BILL LIST and BILL LIST ADDENDUM:

Motion to approve: Mr. Marks, 2nd Mr. Riley
Roll Call: 6 yes votes

REPORT from LIBRARY STAFF:

Fire Panel: Our fire alarm has been converted to cellular monitoring; testing of the new system was completed successfully.

Security Gate: The motor has stopped working and parts for the 25 year old unit are not available. We received an acceptable quote and the motor will be replaced promptly.

Rotary Club members were on-site this morning to prepare meal boxes and them as well as Books for Kids to Mount Laurel families in need.

Statistics: November statistics revealed that attendance at programs continues to be strong.

OLD BUSINESS:

Nothing to report in addition to the items mentioned in the Report from Library Staff.

NEW BUSINESS:

Requests for Proposal: RFPs for 2017 Professional Services have been received and the materials were sent to Board members for review before the January reorganization meeting.

Nominating Committee: Diane Blair is working as Chair of the committee and will finalize officer recommendations for the January Board reorganization meeting. New Board members will be announced January 3, 2017 by Town Council.

RESOLUTION 2016-41: 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This is a continuation of periodic effort to remove outdated and otherwise unusable materials (books, DVDs) from the library's collection since the last approval.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. Bell, 2nd Ms. Duffey

Roll Call: 6 yes votes

RESOLUTION 2016-42: Authorization to Sell Surplus on GovDeals

A list of items/equipment no longer needed, including an old fax machine, a printer and several 3-ring binders was recommended for sale by online auction at GovDeals.

Motion to approve: Mr. Riley, 2nd Ms. Bell

Roll Call: 6 yes votes

RESOLUTION 2016-43: Adopting 2017 Budget

A proposal for 2017 budget was sent out in advance for Board member review.

Mr. Riley asked how much the 2016 budget surplus is. Ms. Boydston explained that some expenses are still not paid, although funds for known expenses were encumbered, and the final computation will not be available until the annual audit takes place. Further, Ms. Boydston explained that none of the library's 2016 expense categories were over budget.

The 2017 budget includes an additional \$196,000 for capital. Improvement projects being considered or already planned include painting the library interior, upgrading public bathroom partitions and lighting, adding or improving interior lighting, and replacing worn tables and chairs in public areas. Also, reserving capital funds for future unexpected building and equipment repair/replacement is wise.

Ms. Cohen asked whether further improvements were necessary to the HVAC system. Ms. Boydston explained that the rooftop units were repaired or replaced in 2016 but an inspection is planned in the spring to be sure everything is working properly.

Ms. Cohen said a new parking lot layout would be a good idea and suggested a parking lot study to that end. Ms. Boydston explained that the MUA is still planning their force main replacement and we are not sure how that might affect our parking lot. It would be ideal to reevaluate our parking lot at the time of the MUA's work which is likely to affect the end of the library's parking lot closest to Route 295.

Mr. Marks expressed interest in improving the lighting in the parking lot as well as repainting lines.

Motion to approve: Mr. Riley, 2nd Ms. Duffey

Roll Call: 6 yes votes

Strategic Plan: Ms. Boydston is in the early stages of creating a new strategic plan to map out the library's goals for the coming years and she factored the cost of hiring an experienced consultant into our 2017 budget. The last strategic plan was completed in 2011 and it outlined plans for 2012 through 2015. Recent changes in technology and the way patrons use library facilities and services have made it worthwhile to develop an updated plan. All in attendance agreed that this is an important undertaking to prevent stagnation. With the absence of a Main Street in Mount Laurel, the library serves as a popular gathering place and should strive to stay relevant for the benefit of the entire community.

PUBLIC COMMENT:

None

ADJOURNMENT:

Motion to adjourn at 6:58 PM: Ms. Bell, 2nd Mr. Riley

Roll Call: All in favor