

**Mount Laurel Library
Board of Trustees
Regular Meeting Minutes
May 18, 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 - *absent*
John Armano – present
Becky Boydston – present
Gayle McCormick – present

PUBLIC COMMENT:

None

APPROVAL OF MINUTES:

Motion to approve April 20, 2016 meeting minutes: Mr. Riley, 2nd Ms. Cohen
Roll Call: 7 yes votes

Motion to approve February 17, 2016 Executive Session meeting minutes: Ms. Cohen, 2nd Ms. Plasket
Roll Call: 7 yes votes

APPROVAL of BILL LIST and BILL LIST ADDENDUM:

Motion to approve: Mr. Riley, 2nd Ms. Duffey
Roll Call: 7 yes votes

REPORT from LIBRARY STAFF:

OLD BUSINESS

Roof Replacement Update:

Ms. Boydston reported that roof replacement phase 2 has begun. Expected completion time 4-5 weeks. Signs have been placed to notify visitors of additional parking available across the street.

Alaimo Group Representative Bill Long noticed that flashing around the skylights needs to be resealed so he will have that job included in the roof replacement project.

Security Camera Update:

Cameras are now fully functional and in use. Monitors are located in the computer server room and can be accessed by Ms. Boydston via password-protected web page.

Fire Alarm Panel:

Lowest quote was received from Multi-Temp and they will replace the malfunctioning panel soon. Mr. Marks questioned whether blue prints are readily available for such projects and if they are stored digitally. Specialty equipment is available to scan up to 36-inch documents and the library might want to consider doing so.

Power Washing of Building Exterior:

Ms. Boydston looked into the possibility of power washing the building. Jerry Mascia, Director of Municipal Services, said the Township is not equipped to do the job but will ask if a contractor can do it without damaging the building's stucco façade thereby causing a mold problem.

Staffing Update:

For the first time in about one year all staff positions at the library are filled and new employees seem to be doing well and enjoying the environment.

NEW BUSINESS**Staff:**

Several librarians attended the NJLA Annual Conference this week which afforded them the opportunity to learn the latest about library programs and activities. Ms. Boydston was personally able to talk with some state-contracted carpeting vendors.

Carpeting:

Ms. Boydston is still hopeful that carpet replacement can take place around Columbus Day. She learned that some vendors have equipment which is capable of lifting large items like book shelves so carpeting can be replaced without relocating books and other items during the process. A larger library in Old Bridge recently replaced their carpeting without closing their doors to patrons during regular business hours. Ms. Duffey mentioned that the use of adhesives could pose a health risk for staff and patrons if the building is not properly ventilated during carpet replacement.

Friends of the Library:

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.

Meeting Room Policy Revision:

A resolution will be proposed next month to revise the library's meeting room policy inasmuch as there are a few outdated points in the current policy regarding the equipment available for use. Also, at some point in the past outside groups were not permitted to reserve meeting rooms during the months of July and August but that restriction is no longer necessary.

Discussion ensued regarding the possibility of restricting reservations to groups who have at least one current library member, or giving priority for reservations to those groups first. It was suggested that consideration be given to limiting program attendance to library members. In addition, it would be

reasonable to charge a nominal fee to cover costs associated with room set-up and clean-up. Ms. Boydston explained that it would be difficult to ensure compliance without spending more for staff time to enforce attendance rules but she will review similar policies of other nearby libraries before revising our policy.

Disposal of American Flags:

Mr. Marks questioned why the library no longer accepts American flags for proper disposal. Ms. Boydston explained that the individual who had been retrieving flags from the library stopped picking them up. We accumulated several bags of flags and found a few alternative sites which still accept flags. A suggestion was made to post a notice on the library's website before Memorial Day so residents wishing to dispose of flags know where to take them.

RESOLUTIONS

Resolution 2016-020: Approval of Change to Circulation Policy

The policy change involves only the section about discarded library materials and the authority to sell otherwise-worthless items online via Better World Books. This is in compliance with state and local regulations.

Motion to approve: Ms. Bell, 2nd Ms. Kromplewski

Roll Call: 7 yes votes

Resolution 2016-021: Adoption of a Bulletin Board Policy

Ms. Boydston explained that no changes are being made to our existing rules but it would be a good idea to formalize the policy for public posting on the library's bulletin board. Not having a formal written policy can be problematic if we need to ask someone to remove an item from the bulletin board since the policy regarding what materials are acceptable is not currently promulgated.

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

Roll Call: 7 yes votes

Resolution 2016-022: Approval of Change Order to Roof Replacement Contract

This resolution was removed from consideration at this time.

Ms. Boydston explained that approval granted at the April 2016 meeting to change our roof replacement contract does not cover the full cost of said approved changes. Spending was capped at \$45,000 to replace rooftop air conditioning unit #2 in accordance with the initial estimate. Further clarification revealed that electronic controls were not included in the estimate. Mr. Bill Long of the Alaimo Group said replacement of the unit *and* controls would be \$113,000.

Although the electronic panel needs to be replaced, a newly-installed air conditioning unit can be operated by thermostat controls until funds are available to replace the panel. We now have a second estimate of \$39,000 for the unit itself and Bill Long will solicit a third estimate before making recommendations.

Ms. Duffey inquired about the disposal of the defunct air conditioning unit once it is removed and whether it has any value. Ms. Boydston will check with Mr. Long.

PUBLIC COMMENT:

None

ADJOURNMENT:

Motion to adjourn at 6:45 PM: Mr. Riley, 2nd Ms. Cohen