

**Mount Laurel Library  
Board of Trustees  
Regular Meeting Minutes  
August 17, 2016  
6:00 PM**

**ROLL CALL:**

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

**PUBLIC COMMENT:**

None

**APPROVAL OF MINUTES:**

Motion to approve July 20, 2016 executive session meeting minutes and regular session meeting minutes: Mr. Riley, 2<sup>nd</sup> Ms. Kromplewski  
Roll Call: 5 yes votes, 1 abstain

**APPROVAL of BILL LIST and BILL LIST ADDENDUM:**

Motion to approve: Mr. Riley, 2<sup>nd</sup> Ms. Blair  
Roll Call: 6 yes votes

**REPORT from LIBRARY STAFF:**

Damage to the library's exterior wall by a patron's single-car accident has been fixed. The repair will be paid by the patron's insurance company.

Rooftop air conditioning unit replacement is to take place 8/18/2016. A crane will be on site early morning and parking will be limited until completion.

Two staff members, both Pages, will be leaving their employment this month to attend college. Replacements have already been interviewed and both positions will likely be filled quickly.

Indoor sprinkler head replacement will begin soon with completion expected before carpet installation.

Ms. Blair questioned the availability of reference librarian assistance for computer questions. Ms. Boydston replied that patrons are assisted immediately if staff members are available and that appointments may be reserved for 30-minute help sessions.

## **OLD BUSINESS:**

### **Approval of Raises for Non-Union Employees:**

Last month at conclusion of executive session the Board did not formally approve raises for employees who are not union-eligible. Raises were approved effective 8/1/2016:

Motion to formally approve: Mr. Riley, 2<sup>nd</sup> Ms. Blair

Roll Call: 6 yes votes

## **NEW BUSINESS:**

### **RESOLUTION 2016-28: Corrective Action Plan**

Steps have already been taken to remedy issues identified during the 2015 audit. Most problems were the result of switching accounting systems midyear.

Motion to approve: Ms. Bell, 2<sup>nd</sup> Mr. Riley

Roll Call: 6 yes votes

### **RESOLUTION 2016-29: Change to the Policies and Procedures Manual**

Labor Attorney Mr. Betley added statements to the policy manual regarding eligibility of staff members for consideration of raises and the timing of such raises.

Motion to approve: Ms. Kromplewski, 2<sup>nd</sup> Ms. Bell

Roll Call: 6 yes votes

### **RESOLUTION 2016-30: Authorization to Sell Surplus through Better World Books**

Periodic culling of the library's collection has made available 669 otherwise-obsolete books for sale.

Motion to approve: Ms. Blair, 2<sup>nd</sup> Mr. Riley

Roll Call: 6 yes votes

### **RESOLUTION 2016-31: Change to Circulation Policy**

As discussed in more detail last month, Circulation Policy has been updated to include the availability of free library cards to library staff members who do not live in Mount Laurel, as well as cards for their immediate families. Also, Mount Laurel Library volunteers who do not live in Mount Laurel are eligible for free library cards.

Motion to approve: Ms. Bell, 2<sup>nd</sup> Mr. Blair

Roll Call: 6 yes votes

### **RESOLUTION 2016-32: Transfer of Funds for Capital Expenses**

Carpet replacement planning is moving forward with price quotes and sample materials received. The anticipated flooring expense leaves enough funds for bathroom upgrades as well.

First and second choice carpet samples were displayed and discussed, as well as low-maintenance tile samples; the general consensus was to move forward with the first choice selection provided that lowest price is for comparable thickness, durability, warranty and attic stock. The project is slated to begin Columbus Day and will require closing of the library for two additional days during which time staff members will report to the Community Center for in-service training. At the same time upgrades can begin on outdated bathroom fixtures. After the first three days, installation of the new flooring materials may continue during regular library operations with minimal disruption. Fund transfer resolution makes available \$171,500 for these capital improvement projects.

Motion to approve: Mr. Riley, 2<sup>nd</sup> Ms. Blair

Roll Call: 6 yes votes

**PUBLIC COMMENT:**

None

**ADJOURNMENT:**

Motion to adjourn at 6:40 PM: Mr. Riley, 2<sup>nd</sup> Ms. Bell

Roll Call: All in favor