

**HADDONFIELD PUBLIC LIBRARY**  
Board of Trustees Meeting  
Room 102, Haddonfield Borough Hall  
Tuesday, May 24, 2016

**CALL TO ORDER:** Marchand called the meeting to order at 8:07 am. She stated that the meeting was in compliance with the Open Public Meetings Act.

**ROLL CALL:** Present: Blau, Hallahan, Kasko, Kelleher, Marchand, Smith and Zino. Absent: Perry. Goodworth arrived 8:18 a.m. Squadrito-Moskovitz arrived 8:21. Kasko left at 8:34. Sharon Parker arrived at 8:35.

**COMMUNITY MEMBERS ATTENDING:** None.

**AGENDA APPROVAL:** Hallahan moved to approve the agenda; Marchand seconded. Motion carried.

**COMMENTS FROM PUBLIC/FRIENDS OF THE LIBRARY:** None.

**APPROVAL OF THE MINUTES:** Marchand moved to approve the minutes from the April 26, 2016 meeting, Kelleher seconded. Motion carried.

**PRESIDENTS REPORT:** Marchand reported that she had had some trouble connecting with the Haddonfield Foundation, and that Gene Kain had offered to reach out to them. The board is hoping that Bill Dengler will come speak to the board about the library foundation fund.

**TREASURER'S REPORT:** Kelleher reported that the Budget Committee met last week, and is still in the information building stages. The board discussed the timing of the budget, and determined that the library budget is proposed roughly at the end of the summer and finalized by end of year.

Kelleher would like to have the renovation estimated costs lined up with actual costs. Marchand has met with Parker about outstanding items and allocating who is paying for what. Zino reported that the last page of the packet has the costs to date. Kelleher wants to put together complete documentation and to discuss what kind of reserve we should keep.

Marchand reported that 2016 is 100<sup>th</sup> anniversary of ground-breaking of Haddonfield Public Library in 1916, and that this may be a perfect fundraising theme to launch in September as part of capital campaign.

Marchand moved to approve the checks; Smith seconded. Motion carried.

**HADDONFIELD FOUNDATION REPORT:** No report received, see President's report.

## OFFICERS/COMMITTEE/LIAISON REPORTS –

- A. Budget Committee – See Treasurer’s report above.
- B. Temporary Renovation Committee – Hallahan reported that the renovation is proceeding. Zino noted that the Friends have itemized the exterior building as a target for fundraising project. One question is whether the borough or library will pay for renovations exterior and grounds. Sharon Parker will discuss further when she arrives (see below).
- C. Building and Grounds Committee – No report.
- D. Personnel Committee – Goodworth reported that she and Marchand conducted phone interviews for the library director position and narrowed the list down to four finalists. One of the four has withdrawn, and the remaining interviews are moving along. The committee is looking to finish in-person interviews by 1<sup>st</sup> week in June and make the final decision hopefully by June 15. Goodworth noted that the committee is also finalizing the annual evaluation form.
- E. Nominating – No report.
- F. Fundraising – Blau reported that he has been interviewing fundraising consultants. He reported that most charge a flat fee to create a plan and software tools, but that the actual fundraising is up to trustees. Squadrito-Moskovitz reported that there is a local resident who might be a resource. Zino reported Friends are looking doing fundraising by personalized bricks on the outside of the building. Hallahan raised a question about whether public libraries can fundraise, and if so where the money will be donated. If it is the Haddonfield Foundation the board needs to determine whether Foundation will allow additional money to be donated.
- G. Marketing Committee – Squadrito-Moskovitz is to meet with Zino regarding possible events over the summer. Zino is considering outdoor movies; possibly having them inside while things get settled.
- H. Policies and Procedures Committee – Hallahan reported that the committee has been meeting about the Young Adult circulation policy and that it will next review the meeting room policy. The committee is also considering creating an arts policy. Parker reported that Markeim had indicated that it would help the library catalog existing art, as well as help find vendors for art repair and cleaning in exchange for display of the art of their local artists for sale. The board discussed charging for the use of meeting rooms; one option is to ask for a recommended donation, and whether there should be a difference between the charges for a for-profit or non-profit.
- I. Strategic Plan Committee – Smith reported that he had met with Zino. They would like to create both a strategic plan and a technology plan as guiding documents. Smith reported that the last strategic plan was in 2011 with three-year look ahead, so it is out of date. The committee is going to create a resource inventory of technology/hardware/data that the library holds, and investigate community wishes regarding what the community is seeking with technology. They want the community to know what the library resources are, which is basis for asking for grants etc. as well.
- J. Haddonfield Foundation – No report. See above.

- K. Friends of the Library – Zino reported that Brian Smith and Mike Gotlows have just been reappointed as the chairs of the Friends’ annual book sale, which is slated for September and will be held at Presbyterian. The Friends are considering holding their sale in conjunction with events with the Inkwood Bookstore across the street. The board discussed the benefits of Presbyterian as a location for the book sale, including parking, room to sort and relationship with Inkwood.

**LIBRARY DIRECTOR REPORT:**

Zino presented the Library Director report. He reported that he spoke to American Interfile about moving annex contents to renovated building, and that American Interfile quoted price of \$2400. The board discussed whether a change order to the original quote would meet the requirements of public purchasing laws, and concluded that it would. Motion: Squadrito-Moskovitz moved to approve \$2400 to pay for annex move; Smith seconded. Motion carried.

The board discussed whether its insurance would cover having volunteers helping move materials from the annex to the renovated building, and also whether library materials would be covered in transit. Zino will follow up with the insurance company.

Zino noted that he met with Senator Beech and that the meeting went well. Senator Beech will put dates of the library’s opening on his calendar and will hopefully attend.

**OLD BUSINESS:**

**A. Updates on Renovation.**

Costs. Sharon Parker reported on furniture and costs.

Change Orders. Parker also presented pending change orders. Marchand made motion to approve \$6950.00 for change orders for repainting of basement meeting room, plaster and paint two closets, fish line through drywall ceiling, and remove conduit and junction box; Squadrito-Moskovitz second. Motion carried.

Trash Enclosure. The board discussed the location of the trash enclosure area and potential for loitering. Parker noted that the library could eliminate the fence; however the fence and footing could not be removed and could only be cut off at grade level. Parker did not feel that this is an issue and board agreed. Parker will investigate moving trash to Haddon Avenue side where there is a space for it. Board agreed that this was a good idea.

Front Lampposts. Parker reported that the globes on two of the lampposts are broken and cannot be replaced. She recommended getting new lampposts. She will investigate costs and also follow up with Sharon McCullough to see if borough should be paying for these broken lamps.

Front of Building. Parker reported that McCullough said that the borough would have the borough Buildings and Grounds remove dead trees and clean up the front of the library. Parker also noted that the Shade Tree Committee wants a plan from library about what is being removed and how these items are being replaced. There are four trees in the front - two cherry and two evergreens –if they are removed they should be replaced. Squadrito-Moskovitz suggested trying to get a donation from Partnership from Haddonfield for the trees/lampposts. She will reach out to Remy Fortunato to see if business community would consider this.

Other. Parker noted that other items are needed such as coat hooks, walk off mats, book drops, artwork restoration, and artwork hanging system. She is in the process of getting prices. She is also getting prices for window coverings from Onsite Drapery.

B. **Other.** None.

**NEW BUSINESS:**

- A. **Approval of Change Order to American Interfile.** See Library Director Report.
- B. **Budget Timeline and Surplus for 2016** – tabled until June.
- C. **Other.** None

**ADJOURNMENT:** Marchand moved to adjourn the meeting, Blau seconded the motion passed and the meeting adjourned 9:50 am.

The Library Board’s next meeting will be held on Tuesday, June 28, 2016 at 8 am in Room 102 at Haddonfield Borough Hall.

Respectfully Submitted,  
Janet Hallahan