

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JANUARY 11, 2018

Attendees Andrew Rodgers, Presiding
 Chris Rasmussen, Secretary
 Donna Ryan
 Stanley Kruczyski
 Barbara Borger
 Brenda Roach, Librarian

Prior to opening the meeting, The Librarian, Brenda Roach swore in members Andrew Rodgers, Donna Ryan and newly appointed Barbara Borger.

Meeting was opened by at 7:08 PM. A quorum was present. Since this was the first meeting of the new year, it was necessary for reorganization with the nomination and election of officers for 2018. The following is a summary.

President – Andrew Rodgers Nominated by Chris seconded by Donna
Vice President – Stanley Kruczyski Nominated by Donna seconded by Chris
Secretary – Chris Rasmussen Nominated by Barbara seconded by Andrew
There were no other nominations so election was by acclamation.

Approval of the minutes of the November 2nd meeting was made by Donna and seconded by Stanley
Approval of the minutes of the November 17th special meeting was made by Donna and seconded by Stanley.
A motion to approve the meeting dates for 2018 was made by Donna and seconded by Stanley.

Stanley praised the Christmas events held at the Library and Brenda added additional plaudits to the Fire Department, the Police and the Boy Scouts who helped with the Cocoa and cookies.

Librarian's Report

Brenda gave the Librarians report for both November and December (see attached)

Brenda reported that the new Library insignia over the front door which is in place, will need some maintenance which is scheduled. The insignia's final cost was \$1,408.33. Brenda still has hopes for a new electronic sign bordering the street.

The Lindenwold Boro new website is up and running Also Photo Shop and Adobe Pro has been given to the Library by the Boro.

Camden County College offered a free course in Publisher. Both Brenda and Barbara attended.
IRS forms will soon be in. Linkedin 101 wants to add to our computer system for users. The Boro IT guy has to approve.
A new copy machine will be installed by month-end. It will be Ricoh and will be much improved and cheaper.

Meeting adjourned at 7:56 PM

Submitted by
Chris Rasmussen, Secretary

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, APRIL 5, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:02 PM. A quorum was present. Approval of the minutes of the January meeting was made by Donna and seconded by Stanley

Approval of the minutes of the November 17th special meeting was made by Donna and seconded by Stanley.
A motion to approve the meeting dates for 2018 was made by Donna and seconded by Stanley.

Librarian's Report

Brenda gave the Librarians report for both February and March (see attached)

The Library assistant, Dawn, resigned her position although she will fill in on special Thursday when Brenda is otherwise involved in meetings.

The Connections Center, a community outreach program, will have programs for anyone who wishes to attend. They will host a BINGO program April 14 and have other community assistance activities. (See comment on the March Library report. This outreach program is active in Pine Hill also.

As noted in the March Library report, The Camden County Improvement has been in contact with the Librarian and will assist in preparing grant applications. We are looking for financial aid from local, County and even Federal sources. Nothing is guaranteed at this point but Brenda is preparing a needs list for future use including the use of State Aid money which must be used this year. The request for 2018 State Aid has been submitted. Brenda has been advised that some computers need to be up-dated. See other comments on the February Library report.

The next meeting will be held in June.

The Board members need to complete Financial Disclosure forms shortly.

Meeting adjourned at 7:50 PM

Submitted by
Chris Rasmussen, Secretary

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, JUNE 7, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:00 PM. A quorum was present. Approval of the minutes of the April meeting was made by Donna and seconded by Andrew

Librarian's Report

Brenda gave the Librarians report for both April and May (see attached). It was noted, however, that usage of the computers and other services were down. A suggestion was made to allow users of DVD's to take 3 at a time instead of the current amount of two. See below for Board action on this matter. See also the attached Library reports for April and May for reports of other activities.

The Camden County Improvement Authority, acting under the New Jersey Library Construction Act – 2171 or A222, has proposed 11 Refurbishments, Upgrades, Equipping and Renovating. There are other reorganizations and suggestions. Nota bene, these are only current proposals and nothing can be fixed in stone until there is a final allocation of funds. For reference, see the attached copy of the Authority report.

Brenda announced plans for the summer reading program. The theme this year will be based on music of various genres. Brenda has a calendar, time log and other material for the program. She has requested funds from the Board for prizes.

RESOLUTIONS – Andrew for a motion to be made to support Brenda's request for money for the summer reading program. Barbara motioned to allow Brenda to draw funds, not to exceed \$279.81, from the State Aid fund. The motion was seconded by Donna and passed unanimously.

Barbara moved to permit the Library to patrons to take 3 DVD's at a time. This permission may be withdrawal in 3 months if the Librarian feels the service is being abused. Donna seconded the motion and it passed unanimously.

Next meeting will be September 6. Meeting adjourned at 8:00 PM

Submitted by
Chris Rasmussen, Secretary

Attachments

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, SEPTEMBER 6, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Stanley Kruczyski
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:00 PM. A quorum was present. Approval of the minutes of the June meeting was made by Donna and seconded by Stanley

Librarian's Report

Brenda gave the Librarians report for both July and August (see attached). Brenda reviewed the summer programs which were a great success. See synopsis of activities on the July report attached. Per the Board's action last meeting, \$241.86 of the State Aid was spent for these activities.

As mentioned in the June minutes, The Camden County Improvement Authority has now offered to meet with the Librarian to discuss what the Library's needs will be and how to meet them. Note that no Board action or involvement is required.

The Board's action last month was to permit clients to take 3 DVD's at a time on a trial basis. Brenda reported that so far has been successful and will continue unless a problem arises.

The Library will be decorated for Christmas on November 17th and the annual parade will held December 7th and will start promptly at 7 PM.

Brenda was queried about her needs for the Library. Her wish list includes a scanner attached to a certain computer, and a 3-D printer. Also mentioned were a laminator and a small book cart which will be used for meetings and other activities held outside of the Library.

RESOLUTION – Chris Moved to expend \$75 of State Aid funds to purchase the book cart, the laminator plus laminator refills. The motion was seconded by Andrew and approved by voice vote.

Next meeting will be October 4. Meeting adjourned at 7:48 PM.

Submitted by
Chris Rasmussen, Secretary

Attachments

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, OCTOBER 4 2018

Attendees Stanley Kruczyski, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:06 PM by Stanley since the President was unavailable. A quorum was present. Approval of the minutes of the September meeting was made by Donna and seconded by Barbara.

Librarian's Report

Brenda provided the usual Library Report. See attached plus a calendar of October events.

It was reported by Barbara that a number of different ways of advertising the up-coming book sale was being utilized including "Nextdoor app". There followed a discussion of the Friends Book Sale starting next week.

Brenda reported that the Camden County Improvement Authority has not been able to set a meeting date with our Library; therefore is imperative that Board requests an alternative spending plan for the remainder of 2018. The Board and Brenda held a discussion of possible needs and wants for the Library. The following was selected as possible.

1. Replacement of the window blinds on the second floor
2. A replacement computer for the book search
3. New wooden shelves to replace the metal shelves in the basement. These would have adjustable shelves and would provide for more book displays.

Since the Board is not privy to the Borough purchase requirements, it is incumbent on the Librarian to select the proper providers and to ascertain the costs. It was agreed that these items and their costs would be available at the November so that the Board could then make the required resolutions.

Meeting adjourned at 7:54 PM

Submitted by
Chris Rasmussen, Secretary

Attachment

MINUTES OF THE REGULAR MEETING OF THE ADVISORY BOARD OF THE
LINDENWOLD LIBRARY HELD AT 310 EAST LINDEN AVENUE
LINDENWOLD, NEW JERSEY, NOVEMBER 1, 2018

Attendees Andrew Rodgers, Presiding
Chris Rasmussen, Secretary
Donna Ryan
Barbara Borger
Brenda Roach, Librarian

Meeting was opened by at 7:15 PM by President Andrew. A quorum was present. Approval of the minutes of the October meeting was made by Barbara and seconded by Donna.

Librarian's Report

There is a correction to the Library's hours of operation. The Library will close on Nov 6 because of the General Election day, on Nov 10 for Veterans Day and Nov 22, 23 & 24 for Thanksgiving. Brenda gave the Library report for October (see attached).

Project ELF, which is a holiday charity mission, will be operated by the Library as well as other organizations in Lindenwold.

There was a donation of \$1,000 to the Lindenwold Library by the Brownrigg Charitable Trust, Note that this fund is separate from the State funds and will not be administered by the Board.

Spending Plan – Brenda made to request to replace the Library's blinds as they are quite old and discolored. She received several bids and has selected "Blinds to Go" at a price of \$1,537.95. This bid will cover all of the blinds on both the first and second floors including the restrooms. Barbara made the motion to approve the purchase and the motion was seconded by Donna. Motion was approved.

Second, Brenda asked for approval to update certain electrical (USB) outlets at a cost of \$264.13. Motion to approve this request was made by Donna and seconded by Barbara. Motion was approved.

Motion to adjourn the meeting was made by Donna and seconded by Andrew. Meeting closed at 8:04.

Next meeting will be on January 3, 2019.

Submitted by
Chris Rasmussen, Secretary

Attachment