

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP  
BOARD OF TRUSTEES  
Reorganization Meeting January 15, 2020**

**Call to Order:**

The January Reorganization meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00 p.m. in accordance with the Open Public Meetings Act by Director Snyder. Those present: Suzanne King, Joan Betterly, Joyce Samoyan, John Pohler, Ron Garbowski, Janet Mead and Jeanne Kirsch. Samantha Snyder stated the first item on the agenda is the election of Board President. Can I have any nominations? Joyce Samoyan nominated Suzanne King for the Office of Board President. Seconded by Joan Betterly. All voted in favor. Samantha Snyder turned the meeting over to President Suzanne King.

**Reorganization:**

**Election of Officers:**

Samantha Snyder accepted nominations for the Office of President of the Board of Trustees. Joyce Samoyan nominated Suzanne King for the Office of President of the Board of Trustees; seconded by Joan Betterly. All voted in favor.

Suzanne King accepted nominations for the Office of Vice President. Suzanne King Nominated Joan Betterly for the Office of Vice President; seconded by Joyce Samoyan. All voted in favor.

**Proxy Members:**

Suzanne King confirmed Barbara Chamberlain as School Board Designee/Alternate, Janet Mead as Superintendent's Designee/Alternate, Jeanne Kirsch Mayor's Designee /Alternate and Ron Garbowski Council Liaison. Suzanne King stated due to the retirement of Susanne McKee, she asked Karen Uhl to fill the position of Clerk Transcriber and she accepted. Suzanne King stated our Accounting Firm would be Nightlinger, Colavita, and Volpe and our Attorney would be Lou Capelli Jr. Esquire.

Suzanne King confirmed with Board Members of their intention to continue on their respective committees. John Pohler and Joan Betterly will be on Garden/Buildings & Grounds committee. Joan Betterly and Suzanne King will be on the Friends Committee, Joan Betterly will chair this committee. Joyce Samoyan, Barbara Chamberlain, Suzanne King and Janet Mead will be Personnel committee. Barbara Chamberlain will be on the By-Laws committee. The Board Members explained to the newest Board Member, Jeanne Kirsch what each committee does and Suzanne King informed Jeanne she can pick any committee she would like to be on.

**Oath of Office:**

John Pohler was sworn in at the Clerks office for his five year term. Jeanne Kirsch sworn in by Ron Garbowski, Samantha Snyder provided a bible for the swearing in. Suzanne King and Joan Betterly were sworn in for their one year term as President and Vice President by Ron Garbowski. Suzanne King stated that John Pohler is the Official Sargent of Arms.

**Public Portion (Open/Close):**

President Suzanne King opened the Public Portion. There were no members of the public present. Suzanne King closed the Public Portion.

**Approve Minutes of December 2019 Meeting:**

Motion to approve the minutes of the December 2019 meeting was made by John Pohler, seconded by Joyce Samoyan. All voted in favor.

**Financial Reports:**

Off the record to allow Board review of the Financial Reports. Back on record.

**Approve Financial Reports for December 2019:**

Motion to approve the financial reports was made by John Pohler and seconded by Suzanne King. All voted in favor.

**Approve The Year End Budget:**

Motion to approve the year end budget was made by Suzanne King seconded by John Pohler. All voted in favor.

**Approve the Proposed 2020 Budget:**

Motion to approve the proposed 2020 budget was made by John Pohler seconded by Joyce Samoyan. All voted in favor.

**Approve the Payment of Vouchers:**

Motion to approve the payment of vouchers was made by Joyce Samoyan and seconded by Suzanne King. All voted in favor.

**Director's Report:**

**Building:** Samantha Snyder reported on January 4<sup>th</sup> because the weather was crazy warm, went up to 67 degrees. Ants crawled out from behind the fireplace. When we returned to work on Monday Karen Uhl and I began the task of tracking down the Township exterminator. Building and Grounds were in the building doing repairs and gave us the name and number of the exterminator. The Library was already scheduled once a month for the exterminator but Karen and I have never seen the exterminator. We did get in touch with him and he came out to the Library and took care of the ants and we also set up a schedule with him for once a month.

**Technology:**

The website is up and running. We are still finding little things that need to be added or edited. This month I'm hoping to focus on making sure the Board

meeting minutes are up and functional and then tackling the Friends of the Library page.

**Little Library:** I found someone who is going to build us a Little Library. The man's name is Michael Mellace, he is the owner of an accounting firm located in Williamstown called Pink Harbor CPA. I reached out to him and asked what he had in mind. I told him I had a location in mind which is where the old Library was on Main Street and I would like it in the shape of the Reading Room. He is looking to pay for the materials and the registration of ten little Libraries throughout the Township. His idea is to build a bunch of little Libraries to promote his business. His logo for his business is a pink lighthouse. So nine of them will be pink lighthouses and one will be in the shape of the Reading Room. I don't have a 100% time frame of when this will be done because Michael is an accountant and he is entering his busy season.

**Staff:** Amber Osbourne, a Part-Time Circulation Staff member had an injury take place at her other job and had to have surgery. She is recuperating now and we are waiting to hear when she will be cleared to return to work.

The Township did an employee appreciation day on December 19<sup>th</sup>. The Library staff went over in shifts and picked up their gift and snacks.

There will be a Staff Meeting on Friday, January 24<sup>th</sup> at 10:30am. Afterwards I will quickly meet up with individuals who do ordering (books, supplies) and let them know their budgets for 2020.

Brandee from the Pheiffer Center approached me about a possible Sunday meeting Room rental. A growing church group is hoping to rent one of our Meeting Rooms For an hour or two on Sundays for \$1,000.00 per month.

Last year I gave you an Annual Report in February of our stats. I am looking forward to doing that again for a comparison of 2018 and 2019.

### **Committee Reports:**

Friends of the Library: Joan Betterly reported the Friends group met on January 6, 2020. Martha had submitted a request for \$1,000.00 to pay for the 2020 Museum passes. The group noted to give the Library this money. The First United Methodist Church has asked for more books. Bonnie Kahlbom will be in touch with Marilyn Powell about that. The group decided to have a one day Book Sale on May 2, 2020. The Middle School will be contacted to help set up on Friday. (Book Sale is on Saturday) We may possibly also sell pretzels and baked goods that day. People are looking forward to seeing how a one day sale will work out. Book sorting is being done 1<sup>st</sup> & 3<sup>rd</sup> Wednesday of the month from 1:00pm – 2:00pm

### **New Business:**

Our new Board Member Jeanne Kirsch. Everyone welcomed Jeanne.

**Holiday Calendar:**

The Board approved the 2020 Holiday Calendar. Since the day after Christmas falls on a Saturday the Board approved closing December 26<sup>th</sup> 2020.

**Adjournment:**

Motion to adjourn was made by John Pohler and seconded by Joyce Samoyan. All voted in favor. The meeting adjourned 8:30pm.

Respectfully Submitted  
Karen Uhl, Clerk Transcriber

Suzanne King, President  
Board of Trustees