

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP  
BOARD OF TRUSTEES**

Regularly Scheduled March 16, 2022

**A. Call to Order:**

The March meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00 p.m. by President, John Pohler, followed by Pledge of Allegiance. Those present: Joan Betterly, Joyce Samoyan, Janet Mead, Councilman Ron Garbowski, John Pohler and Samantha Snyder. President John Pohler confirmed that tonight's meeting was being held in compliance with the requirements of the Open to the Public Meetings Act.

**B. Public Portion (Open/Close)**

President, John Pohler opened the Public Portion of the meeting and introduced Margaret Muth Kirkby who spoke to the Board about the importance of native plants in the garden surrounding the Library building.

**C. Approve February 2022 Minutes:** Motion to approve February Minutes was made by Joyce Samoyan seconded by Joan Betterly. All voted in favor.

**D. Approve February 2022 Financial Reports:** Off the record while the Board reviewed the February Financial Reports: Back on record. Motion to approve the February Financial Reports was made by Joan Betterly seconded by Joyce Samoyan. All voted in favor.

**E: Approve Payment of February 2022 Vouchers:** Motion to approve payment of February 2022 Vouchers was made by Joan Betterly seconded by Joyce Samoyan. All voted in favor.

**F: Director's Report:**

**Building:**

Samantha reported, since the automatic flushers in the public restrooms were more than

ten years old and they were not powerful enough to flush well which have caused clogging issues. Also the parts have become very expensive to replace. Buildings and Grounds suggested to Samantha to replace them with regular toilet flushers. A regular flusher will provide a more powerful flush. Samantha reported the flushers will be replaced some time over the next month.

Samantha reported, the HVAC system in the server room has been replaced by Peterson. Samantha reported, the prior system was made to work with a refrigerant that is highly expensive to replace and the coils were rusting and causing leaks. The Board voted to get a ductless wall unit installed. Samantha reported, the unit is now installed and Buildings and Grounds came by to put the ceiling tiles into the area where the old unit previously sat. Samantha reported, it is much cooler in the server room and the unit is better at maintaining temperature so far.

### **Meeting Room C:**

Samantha reported, Buildings and Ground has completed all the prep work they were able to do on their end to get more outlets installed in Meeting Room C. The electrician will be out soon to do the final installation.

Samantha reported, the Library passed fire inspection for 2022.

### **Library Events/Services:**

Samantha reported, at the last Board Meeting she mentioned she would speak to the staff members about skipping the Art Fest this year because of the high-traffic programming going on inside the Library that day. Samantha reported, the staff agrees and we will revisit the idea of having a booth at the Art Fest next year.

Samantha reported, the Library Staff have decided to offer curbside pickup indefinitely.

Samantha reported, the Library had a Covid vaccination clinic from Rowan on March 1<sup>st</sup>. Samantha reported, Rowan has booked a few more dates and times since they had some success with patrons stopping in to get their boosters.

Samantha reported, Chris (Reference Librarian) created an online form for patrons to Suggest books they would like the Library to purchase. Samantha reported, we have taken suggestions but we never had any way of notifying the patron their suggestion had come in. Samantha reported, the online form attaches to the patron's library card so we will have the contact information of the patron should we purchase their suggestion.

**Tibits:**

Samantha reported, we brought out all remaining furniture from storage and put the items back. Jake from Colavita's office came in and picked up the information from Karen for the audit and the State Report has been sent.

**G: Committee Reports:  
Friends:**

Joan Betterly reported the Friends of the Library are ready for their book sale on April 2 and April 4. Samantha reported the Discover Books will be coming to take the books out of the blue bins before the sale.

**Garden Committee:**

John Pohler reported the garden clean – up date will be April 9<sup>th</sup> time 10:00am to 12:00pm. Rain date on April 16<sup>th</sup>. They will be cleaning up all the debris and taking care of the Banana.

**H: Old Business:**

John Pohler referred to the H-6 on the meeting agenda. Regarding the cat housing, he wants the cat boxes taken out of the Library garden so the spring bulbs can come up.

**I: New Business:**

Voting on the Personnel Committee Revised/Clarified Policies.

**Policy Mission Vision.**

Joan Betterly made a motion to approve the Mission Vision, Joyce Samoyan seconded. All voted in favor.

**Military Duty Policy.**

Joan Betterly made a motion to approve the Military Policy, Joyce Samoyan seconded.

All voted in favor.

**Leave of Absence with No Pay Policy.**

Joan Betterly made a motion to approve the Leave of Absence Policy. Joyce Samoyan seconded. All voted in favor.

**Work Week Policy.**

Joyce Samoyan made a motion to approve the Work Week Policy. Joan Betterly seconded. All voted in favor.

**Jury Duty Policy.**

Joyce Samoyan made a motion to approve the Jury Duty Policy. Joan Betterly seconded. All voted in favor.

**Landscaping**

Joan Betterly made a motion to accept Joseph's Landscaping, remediating of the soil, mulching and repairing the irrigation system, known as number one and number three in Joseph's proposal. Joyce Samoyan seconded. All voted in favor.

The Board voted on the Library Staff wearing masks and decided it was up to the individual's choice to wear or not to wear masks.

**Attorney Appointment:**

Joan Betterly made a motion to retain the same attorney the Library had in 2021, Lou Cappelli, in 2022. Joyce Samoyan seconded. All voted in favor.

**J: Adjournment:**

A motion to adjourn was made by Joan Betterly seconded by Joyce Samoyan at 8:30pm all voted in favor.

Respectfully Submitted  
Karen Uhl Transcriber

John Pohler, President  
Board of Trustees





