

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

February 2025

A. Call to Order:

The February meeting of the Board of Trustees of the Free Public Library of Monroe Township was held at the Township offices building. Said meeting was called to order by President, Joan Betterly at 7:00PM. Followed by the Pledge of Alligence. Present were: Joan Betterly, Joyce Samoyan, Suzanne King, Allison Munch, Jeanne Kirsch, John Pohler, and James DeHart.

B. President, Joan Betterly, confirmed that tonight's meeting was being held in compliance with Open to the Public Meetings Act.

C. The approval of the minutes of the January 2025 Board meeting was postponed until the March 2025 Board meeting.

D. Financial Reports:

1. Off the record while the Board reviewed the financial reports. Back on record. John Pohler made a motion to approve the January 2025 financial reports. Seconded by Joyce Samoyan. All voted in favor.
2. Off the record while the Board reviewed the payment of vouchers. Back on record. Allison Munch made a motion to approve the payment of January 2025 vouchers. Seconded by John Pohler. All voted in favor.

E. Directors Report:

Technology:

Samantha Snyder reported that Public Works picked up the electronic trash that she mentioned on at our January meeting.

Bella Tech stopped by on January 22<sup>nd</sup> to fix the audio cords for meeting room A.

Samantha attended a LOGIN meeting pm February 14<sup>th</sup> where she learned all library cards are getting PINs. Those PINs are required in order for our new Mobile app to work. Everyone in the LOGIN system is required to have a PIN.

Building:

We are still having lighting problems. Building and grounds was given enough bulbs to update lights in the Children's Dept. The entire place should have new bulbs before the warranty runs out in May.

Fire inspection was completed on Feb. 3<sup>rd</sup>. Everything passed except the exit light in Meeting Room C. That has been replaced.

The door handle to Meeting Room C stopped working. Samantha has contacted building and grounds.

Cintas rugs have been replaced by a new company. The new company took some of the Cintas rugs that we paid for and own. Samantha will follow up.

Events:

Annual Art Show is scheduled for May 6<sup>th</sup>.

Tidbits:

The NJ Libraries Trustee bill was paid. The Trustee Cards should be on their way. Samantha finished the State Report. She will have President Joan Betterly sign the report in order for our library receives our annual check

F. Committee Reports:

1. Garden Committee: John Pohler reported "everything frozen".
2. Personnel Committee: No Report.
3. Policy/By-Laws Committee: No Report.
4. Building & Grounds Committee: John Pohler and Joan Betterly reported on repairs that need to be done. James DeHart suggested that Samantha Snyder put in work orders with Building and Grounds.
5. Friends Committee: No Report.

G. Old Business:

1. Staff Meetings: Joan Betterly has called for a meeting of Trustees for February 21<sup>st</sup> at 9AM in the Library conference room. All Trustees are invited to attend. This meeting is focused on Library staff complaints.
2. Shared Services: James DeHart handed out copies of other municipalities shared services agreements to give us an idea of what to expect. John Pohler asked how would this affect the Library control. Discussion followed with decision that this will be discussed further at our March meeting and voted on at that time.

H. New Business:

Skipping to No. 4 of the Agenda. 2024 Budget Report:

Samantha Snyder met with Township about health care charges, electric billings, building repairs, etc. for the Library. James DeHart offered Samantha an explanation on these charges. James DeHart suggested that Samantha send building and grounds work orders for repairs.

1. Code of Conduct Policy. Copies were handed out. Motion by John Pohler that we obtain legal advice from our attorney about this code. Seconded by Allison Munch. All voted in favor. Joan Betterly asked all Trustees to read the Code and be prepared to vote on it at the March meeting.
2. Conflict Attorney. Joyce Samoyan received a letter from Joseph J. Slachetka, Esq. expressing his interest in serving the Board of Trustees in the position of Conflict Attorney. Joyce Samoyan made a motion that we accept Joseph J. Slachetka, Esq. as the Board of Trustees Conflict Attorney. Seconded by Jeanne Kirsch. All voted in favor.
3. Unionization of Staff. Samantha Snyder received an email from Library staff letting her know that they want to unionize. Joan Betterly suggested that she, Joyce Samoyan and Samantha Snyder form a committee. James Dehart also volunteered to be part of this committee.

5. Attorney Review of all policies. Joan Betterly noted that she went over the Trustees book. She found that it stated we should have policies reviewed every 3 to 5 years. Our policy

committee had a meeting and it was suggested that our committee review said policies every five (5) years and make changes as needed. We should have our attorney review all policies and changes.

6. Annual performance appraisal of staff. Joan Betterly presented the Townships performance appraisal form which she had previously shown to Samantha Snyder.
7. Janet Mead. Janet is retiring as a teacher in the Monroe Township School system. Janet has served on our Board of Trustees as the School Board liaison. To be continued.

There being no further business, the meeting was adjourned at 8:39PM. Motion by John Pohler to adjourn the meeting. Seconded by Joyce Samoyan. All in favor.

Respectfully submitted,  
Suzanne King  
Secretary