

A. Call to Order:

The May meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order by Joan Betterly President at 7:00 p.m. The Board saluted the flag. Ms. Betterly introduces the Board's new transcriber, Scottie Gabbianelli. Present; Joan Betterly, Joyce Samoyan, Jeanne Kirsch, John Valentine, John Pohler, James DeHart, Allison Munch, Suzanne King, Samantha Snyder, Ron Garbowski.

**B. Ms. Betterly confirmed that tonight's meeting was being held in compliance with Open to the Public Meetings Act.
Public Portion (Open/Close).**

C. Ms. Betterly asked for approval of the April 2025 Board minutes. Motion to approve by Mr. Pohler, seconded by Ms. Munch. Voice vote; All ayes. Nays- Zero.

D. Financial Reports:

1. Off the record while the Board reviewed the financial reports. Back on record. Motion to approve the May financial reports by Mr. Pohler, seconded by Ms. Samoyan. Voice vote; All Ayes. Nays- Zero.
2. Off the record while the Board reviewed the payment of vouchers. Back on record. Motion to approve the May payment of vouchers by Ms. Samoyan, seconded by Ms. King. Voice vote; All Ayes. Nays- Zero.

E. Directors Report:

Ms. Snyder reviews the Edmunds Report to the Board. The Board thanks Bill and the grounds crew for the hand painted parking stripes.

Technology:

Ms. Snyder reports issues with the swipe badges that Sonitrol came out to adjust on April 29th. The tech adjusted the Sonitrol box in the server room. Also, replaced a backup battery from 2015. To report, everything is working as it should.

The second monitor on the Reference Desk stopped working. Bellia Tech replaced it on May 14th. The projector in Meeting Room A filter was replaced and hopefully solves the dimness and overheating issue.

Building:

The garden fence lost a whole panel on the Friday before the Book Sale on April 26th due to wind. With help from Bill, we secured it properly on Monday. During the same weekend one of the Children's Department lights began to flicker. Ms. Snyder notified Bill. Lastly, a screw popped out of Meeting Room C's door which accounted for properly not closing. Bill replaced that as well. As of now there still is a hole in Meeting Room C's floor.

Panic buttons have been installed in both information desks on May 13th by Franklin Alarm. The couch was removed from the Children's Library to make room for the new couch that Friends of the Library purchased in honor of our former employee, friend and Board member Terry Van Leer. The parking lot lines have been repainted.

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

**May 21, 2025
7:00 p.m.**

The MUA came out on May 11th to turn on the curb stop and Mr. Garbowski set the sprinkler times on May 15th.

Staff:

One of the full-time circulation members is unable to maintain their full-time status. This would open up a full-time position in the Circulation Department. This could allow for some staff to shift from part-time to full-time or they may need to go outside the library. Ms. Snyder states this can be discussed with personnel.

Events:

Early voting is June 3rd-8th and Primary Election Day is June 10th.

Tidbits:

On behalf of the local Cub Scouts Group, Frank Gunther reached out to Ms. Snyder about putting a temporary storage shed on the Library property. She referred him to the Township Admin Office. To date, Mr. Gunther had not contacted admin yet.

Ms. Snyder reached out to a company for a quote on a canopy cover and table cloths for outside events. Details coming soon.

Notes:

1. Staff meeting date Thursday, May 29th at 9:30 a.m. Township's Human Resources Department will be guest speakers.
2. Ms. Snyder is still trying to track down the original order for the Reference Desk to get some prices on swinging doors. She is having issues with the work order system.
3. Update on the Gabbianelli sign. Mr. Dehart stated Brian Cope was working on it.
4. Ms. Snyder asks about signage under the solar panel where staff parks. She is inquiring about a "Staff Only" sign. Mr. Dehart says Public Works has their own sign shop and the Township makes their own signs. She asks about signage on new swinging doors. Mr. Dehart says they order the interior signs and Bill ordered the ones for the Township.
5. Ms. King questions the response letter to the conflict attorney, Joseph J. Slachetka from Hoffman Dimuzio. Ms. Samoyan believes she responded through an email representing the library. She will confirm and if not, Ms. King will send a letter.

F. Committee Reports:

1. Garden Committee: Mr. Pohler states due to harsh climate they lost one of the large Maple trees, hollies, cypress in the rear. He planted some annuals. He discusses the ongoing issues with Meeting Room C. Billy updated Ms. Snyder on the floor and he is working with a contractor in Glassboro. Ms. Snyder offers to make some phone calls for the flooring. The Board discusses the original flooring. Mr. Dehart hopes to resolve these questions in the next couple of days.
2. Personnel Committee: A Library employee is going to Grad School. She is interested in staying part-time.
3. Policy/By-Laws Committee – No Report
4. Buildings & Grounds – Mr. Pohler reports no leaks have been detected.
5. Friends – Ms. King reported the Library made \$2,017 from their book sale. This was their best one-day 4-hour sale ever.

G. Old Business:

1. Staff Meetings, Suspension Appeal Procedure and Ciccotelli Letter:

Ms. Betterly expresses how poorly the Board members are treated by the library staff. She expressed to Ms. Snyder the unprofessionalism and stated the staff ranted against the Board. The staff members have problems with diversity and The Board members made them aware they are appointed. The staff do not feel secure. They want plexiglass installed around the reference desk and circ desk. They want security like the township employees have. Mr. Dehart states they are not township employees. He explains to the Board most of the plexiglass was installed during COVID and the last office created in the Township does not have any plexiglass.

The staff was not pleased with the Ciccotelli letter. They would like the Board to consider a second opinion from a different lawyer about the Ciccotelli issue. When Mr. Ciccotelli is allowed back into the library, the staff will not address him whatsoever. This concerns Ms. Betterly because they are a public library and the staff plans on treating him poorly. The staff questioned the emergency meeting for Mr. Ciccotelli and asked Ms. Betterly what had transpired. The staff was told a different circumstance, that the Township lawyer made the decision. Ms. Betterly corrected the staff but they want the Board to ban Mr. Ciccotelli indefinitely.

The staff does not agree with the suspension procedure. Mr. Dehart asks if the staff was informed about the emergency meeting. Ms. Betterly is not sure where they received the misinformation. The Board discusses what occurred during the emergency meeting. Ms. Snyder explains the staff did not agree that the Township attorney, Sandra Graise was involved in this matter. They feel it should have been the conflict attorney. The Board debates over the conflict attorney and the Ciccotelli situation. Mr. Pohler reiterates the staff major issues; diversity, safety and raises. The Board has addressed the issues but their efforts are not satisfactory for the library staff. Mr. Dehart states Ms. Snyder is their director/immediate supervisor who is responsible for making sure they act appropriately while under her supervision. Ms. Snyder was present at the staff meeting for their demands and behavior. Mr. Dehart suggests training for interaction with the public and difficult people. He offers free JIF training programs the Library staff should utilize. From personal experience Mr. Dehart recommends Ms. Snyder gets ahead of the problem and show she has done her due diligence to make sure all staff acts appropriately.

2. Formal Complaint from Township:

Ms. Betterly asks if Mr. Dehart can speak on the formal complaint. Mr. Dehart does not feel it is appropriate to use the employees name. He filed a formal complaint about a staff member at the library and it was given to the director to address. Unfortunately, Mr. Dehart explains it is not just the Board that is treated poorly by the staff. He feels there is tension between the library and the township. Ms. Betterly informed the Board, for the record, there was a formal complaint made by Mr. Dehart about a staff member. The Board will support Ms. Snyder and any disciplinary actions she may have to encounter. Mr. Dehart addresses the Township HR will be the guest speaker at the next Library staff meeting. He requests the Library's HR liaison be present at this meeting. He feels this is a key line of communication between both reps and be on the same page going forward. Ms. Snyder inquiries about the township staff meetings. Mr. Dehart tells her she is always welcomed to the leadership meetings. Mr. Garbowski encourages Ms. Snyder to take advantage of the JIF training programs. Mr. Dehart agrees and explains to her she is a part of the JIF and how to log into the free training programs.

3. Negotiations:

Ms. Betterly states late spring/early summer. Mr. Dehart inquires if there has been any research in the budget for the potential new hire salary. Mr. Pohler addresses old business and asks the President if they have formerly adopted the budget for 2025. He would like to rectify the situation. Some of the Board members say they did adopt the 2025 budget and Mr. Pohler has been told otherwise. Ms. Snyder states the January minutes do not reflect it. Motion to accept the 2025 budget as written by Mr. Pohler. Seconded by Ms. Samoyan. Voice vote; All Ayes. Nays- Zero.

H. New Business:

1. Address that the Internet Safety Policy is CIPA compliant (#24):

Ms. Snyder states she has to provide the Board with this policy each year (to be compliant with CIPA) and nothing has changed.

2. NJ Statute 10:4-12:

Ms. Samoyan has researched the statute over the years. In regards to the Sunshine Act and the public portion of the minutes, she explains meetings open to the public and their policies. Motion to limit the time to 10 minutes, per person, per meeting by Ms. Samoyan, seconded by Ms. Munch. Roll call vote; All Ayes. Nays- Zero.

3. Remembrance for Ms. King's daughter Cindy:

Ms. Betterly says the family would like to start a children's garden in remembrance of Cindy. Ms. King does not have full details yet. Ms. Betterly would like to make a \$100 donation on behalf of the Board for the remembrance garden. Motion to pass such donation by Ms. Samoyan, seconded by Ms. Munch. Voice vote; All Ayes. Nays- Zero.

4. New Trespass Case:

Ms. Betterly states the Board received an email May 5th, 2025 on the incident that occurred. Ms. Snyder emailed Ms. Betterly on May 14th for advice to proceed. Ms. Snyder pursued the police report. Ms. Samoyan points out the thread of response from Ms. Snyder in the police report. Ms. Snyder did not receive the report until May 19th and Mr. Dehart explains the police protocol procedure. Ms. Snyder received the suspects address from the Police Department and submitted to the Board the letter she received. Mr. Dehart and the Board agree his actions warrant a permanent suspension. The suspect has a right to appeal the Board's decision. Mr. Garbowski asks if the police still patrol the library's property/parking lot. Ms. Snyder says yes and the library closes at 9 p.m. Ms. Betterly suggests the suspension procedure should be re-written. Ms. Snyder states the library does not trespass but they suspend. Mr. Dehart states the way the procedure is interpreted, it is a suspension procedure. He believes the notice is the same thing. The policy reads suspension may be temporary or permanent depending on the severity of the violation. Ms. Samoyan thinks the policy committee should sit down and review/re-word the many aspects of the suspension policy. The forums should be more specific. Mr. Dehart believes the difficulty of the suspension procedure is that a lot of the pressure is put on the director, Ms. Snyder. Perhaps the suspension should state "temporary pending the outcome of review by the Board". Ms. Betterly says the staff does not like the way the suspension appeal process was written. Mr. Dehart explains when a staff member comes to him with an issue they should state a solution and he recommends the Board do the same.

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

**May 21, 2025
7:00 p.m.**

I. Adjournment:

There being no further business, the meeting was adjourned at 8:11 p.m.

Motion to adjourn by Mr. Pohler, seconded by Mr. Dehart. Voice votes; All Ayes.

Nays- Zero.

Respectfully submitted,
Scottie Lea Gabbianelli
Transcriber