

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

**October 15, 2025
7:00 p.m.**

A. Call to Order:

The October 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. Present: Joan Betterly, Joyce Samoyan, Jeanne Kirsch, John Valentine, John Pohler, James DeHart, Allison Munch, Suzanne King, Janet Mead, Katrina Hauserman. Excused: Ron Garbowski.

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

B. Public Portion:

Mayor Greg Wolfe addresses the following: rumors of the library closing/police department taking over, the relationship between the library and the municipality and the checks and balances of the library.

Melissa Newton is a library employee and is concerned about the operation of the library with a limited staff. She is thankful they are hiring more employees. She asks about the 11% increase for next year and Mr. DeHart explains the breakdown.

Rebecca Riether. Ms. Riether would like the breakdown of the budget. Mayor Wolfe states she can call the administration office and find out how to gain access.

Motion passed to close the public portion. Voice votes; All Ayes. Nays- Zero.

C. Approve Minutes of September 2025 Board Meeting

Ms. Hauserman has concerns about the public's addresses in the September minutes and would like to have them removed. Mr. DeHart states the addresses stay on the record unless redacted by Daniel's Law. Motion to approve by Mr. Pohler, seconded by Ms. King. Voice vote; All Ayes. Nays- Zero.

E. Director's Report

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
DIRECTOR'S REPORT
September 2025 Technology:**

Technology:

Verizon came out and fixed our alarm. Bellia Tech came out and updated our computer in the server room and ran the penetration testing per the statewide JIF protocols/prevention of hackers.

Director's Report (continued)

Building:

Comcast came out due to a low hanging wire being reported. Peterson came out and did a routine inspection on our roofing units. All is in running order. With all the rain we had in the

beginning of the month, the roof in the foyer began to leak and part of the ceiling tile now has a hole. I spoke to Billy who has reached out to the roofing company twice and he has still not heard back from them. Women's employee bathroom toilet was not functioning properly. Billy ordered a part but the wrong one was delivered. We are having a new toilet installed as the base of the toilet is also broken.

Johnson Fire Controls came out and did a suppression inspection. We are going to need to replace the batteries on the fire panel as they are swollen. Waiting for a quote for Johnson Fire Controls to replace them.

The swinging doors were installed at the reference desk on 9.29.25. I ordered a swinging door for the children's reference desk.

I spoke to Dan from Signs by Dan and he is coming out to take a look at where we want to place a sign that says "Williamstown Community Garden, Parking, and Employee Parking Only".

Staff:

I held a staff meeting on September 18th. I went over what was discussed at the Board Meeting the previous night. Most of the staff were able to attend. They were all happy with the board's decision to allow me to hire more staff. I promoted Ava from part-time to full-time. I have received many applications for the other positions. I will begin interviewing within the week.

Events:

I spoke with the Williamstown Fire Company on 09.15.25 and set up a date for our annual Touch a Truck for Fire Prevention Week. The Herb Christmas Trees (they are doing two this year) will again be placed in the library on December 2nd.

Incident Reports:

Nothing to report.

Tidbits:

Baker & Taylor, our book distributor, has not been sending out book orders to any library throughout the United States. They were supposed to merge with another company on the 26th of September but that fell through and now the word is that they are looking at bankruptcy. I am in the process of looking into another company as we have not received any book orders since July/August.

- F. Executive Closed Portion in compliance with N.J.S.A. 10:4-12(b)(8).
Motion to close with Board's approval for Ms. Hauserman and Mr. Valentine to stay in closed session by Ms. King, seconded Ms. Samoyan. Voice vote; All Ayes. Nays-Zero.

D. Financial Reports

1. Approve Financial Reports

a. September 2025

Motion to approve by Mr. Pohler, seconded by Ms. King. Ayes- Mr. Pohler, Ms. King, Ms. Betterly, Ms. Samoyan, Ms. Kirsch, Ms. Munch, Ms. Mead. Nays-Zero. Abstains- Mr. DeHart.

2. Approve Payment of Vouchers

a. September 2025

Motion to approve by Mr. Pohler, seconded by Ms. King. Ayes- Mr. Pohler, Ms. King, Ms. Betterly, Ms. Samoyan, Ms. Kirsch, Ms. Munch, Ms. Mead. Nays-Zero. Abstains- Mr. DeHart.

Back on record Ms. Samoyan states the Board has discussed and decided Ms. Gabbianelli will record the minutes on her recorder, transcribe and forward the minutes to all Board members. Once approved they will be forwarded to Karen Uhl.

G. Committee Reports

1. Garden – No Reports.
2. Personnel – Ms. Hauserman filled one position and will be interviewing for other positions.
3. Policy/By-Laws – TBA by Ms. Hauserman.
4. Buildings and Grounds – Tile in meeting room C completed.
5. Friends – Successful book sale. \$1,319.00 in 6 hours.

H. Old Business

1. Policy Revision-rewrite trespass notice – Ms. Hauserman, Ms. Betterly, Ms. Samoyan and Ms. King decided to send this to the library staff. They are waiting for Mr. DiFazio's input. Also, they discussed if the director resigns, then the deputy director would become the provisional acting interim director. Until hired for the position or someone else is hired to replace.
 2. Negotiations & Update – There is a meeting October 30, 2025.
 3. Status of Meeting Room C Floor - Testimony has been provided.
 4. Status of Rock/Refresh project – Mr. DeHart spoke to Mike Cavello.
- Mr. Valentine asked about the police patrolling at night. There was some discussion on the matter.

Mr. Pohler leaves the meeting.

H. Old Business (continued)

5. Hiring – Ms. Hauserman is working on hiring four (4) part-timers.

6. Shared Services with the Township over Human Resources – Motion to approve Resolution NO. 2025-02 by Ms. Betterly, seconded by Ms. Samoyan. Voice vote; Ayes- Ms. Betterly, Ms. Samoyan, Ms. Kirsch, Mr. DeHart, Ms. Munch, Ms. Mead, Ms. King. Nays-Zero.

7. Shared Services with the Township with Payroll

Motion to approve Resolution NO. 2025-02 by Ms. Betterly, seconded by Ms. Kirsch. Voice vote; Ayes- Ms. Betterly, Ms. Kirsch, Ms. Samoyan, Mr. DeHart, Ms. Munch, Ms. Mead. Nays- Ms. King.

8. Report of Shared Services with the County

The committee members are Ms. Samoyan, Ms. Kirsch, Ms. Mead and Mr. DeHart. Mr. DeHart reiterates this would be a committee for researching purposes and to help guide Council.

I. New Business

1. Policy for Director's Resignation – This was previously addressed.

2. Policy for Volunteering at the library – Ms. Hauserman is working with Christine Scola. She had the Friends fill out the volunteer forms and explained if anyone would like to volunteer they have to fill out this form and it would be reviewed by human resources.

3. 2026 Staff Holiday Schedule -This cannot be discussed because it is part of the upcoming contract. Ms. Betterly would like to discuss library hours next meeting.

4. In-Service Day for staff in November – The staff is requesting a in-service day. Ms. Hauserman was looking at dates in November to review new policy/procedures and educational training webinars or videos for the staff. Motion to approve by Mr. DeHart, seconded by Ms. Mead. Voice vote; All Ayes. Nays- Zero.

5. Library Board Trustee-term expiration dates – Aileen Chiselko notified Ms. Hauserman for the members to re-do their letter wanting to be on the Board and complete by the end of the year.

6. Library's QPA Status – The Board discusses QPA.

Ms. Betterly announces the Volunteer Tea is December 19th, 2025 at 10:00 a.m.

J. Adjournment - There being no further business, the meeting was adjourned at 9:51 p.m. Motion to adjourn by Ms. Samoyan, seconded by Ms. Kirsch. Voice votes; All Ayes. Nays- Zero.

Next meeting: Wednesday, November 19, 2025 @ 7:00pm

These minutes are an extract from the meeting that was held on the above date and are not a verbatim account or to be construed as an official transcript of the proceedings.

Respectfully submitted by: Scottie Gabbianelli, Clerk Transcriber.