

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

**November 19, 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, Jeanne Kirsch, John Valentine, James DeHart, Allison Munch, Suzanne King, Janet Mead, Katrina Hauserman, Chris DiFazio. Excused: Joyce Samoyan, John Pohler.

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

**B. Public Portion (open/close)**

**C. Approve Minutes of October 2025 Board Meeting**

Motion to approve by Ms. Kirsch, seconded by Ms. King. 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 unpaid vouchers listed on page 1 and top of the spreadsheet by Ms. King, seconded by Mr. DeHart. 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 October payment of vouchers by Ms. King, seconded by Ms. Kirsch. Ayes- Ms. King, Ms. Kirsch, Ms. Betterly, Ms. Munch, Ms. Mead, Nays-Zero. Abstains- Mr. DeHart.

**E. Director's Report**

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP**

**DIRECTOR'S REPORT**

**October 2025**

**Technology:**

Nothing to report.

**Building:**

Buildings and grounds completed the flooring in meeting room C on 10.14.25. Most of the plants have been removed from the room. There are only a couple of the larger plants left. A woman from the garden club was out and took pictures of the plants to see about transferring them to the Franklinville Public

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**E. Director's Report (continued)**

Library. Some of the church members are also interested in the plants and are looking to take some as well. *Update: All plants were removed.*

Women's employee toilet is still not operational. *Update: new operational toilet.*

A roofer came out to inspect the leak in the atrium and states that we need a new roof. Billy informed me that the township was looking into it.

The lights in the atrium as well as part of our blue outside sign (the middle part was not lighting up) stopped working and Billy came out to inspect. Billy and Bob replaced the lightbulbs but found that that was not the issue. Billy informed me that an electrician would be called to inspect what could be causing the issue. An electrician came out, inspected the area, and fixed what needed to be done. We are just waiting on the light bulbs to be replaced. *Update: lights in the atrium are fixed.*

I asked Billy about the status of the rocks and was informed that the leaf pick up would be starting for the residents and he is going to coordinate with the machine to pick up the mulch. Once that is done then the rocks can be placed.

**Staff:**

I held a staff meeting on 10.21.25. I reported on what transpired at the library board of trustees meeting and some of the staff have concerns regarding the shared service agreement in regards to human resources and payroll. Chris created a shareable document for the employees to input all their questions (which I printed out and provided for you all). I invited Christine and Maryanne to come to the library to see about answering all of the staff's questions. Christine stated that once everything has been finalized, she would be able to. *Update: Christine was able to answer many of the staff's question and this was well received.*

I have found three people that I would like to hire for the library. Two part-time employees for the circulation desk and one part-time employee that would help cover Storytime as well as the reference desk. I am still in the process of hiring one more part-time employee, with the board's approval, for the reference desk. *Motion to allow the director to hire the three candidates selected pending onboarding approval through Human Resources by Ms. Mead, seconded by Mr. Garbowski. Voice vote; All Ayes. Nays-Zero.*

I will be holding a Staff Safety Committee Meeting on Tuesday, November 18<sup>th</sup> at 5:30pm and our monthly Staff Meeting on Thursday, November 20<sup>th</sup> at 9:30am. *Update: Safety meeting discussed CPR, First Aide and Narcan training.*

**Events:**

The Runnemedede Girl Scout Troop 30208 came to the library and with signed permission slips, picked out a few children's books to read as a virtual story time. Kyle recorded them and then scheduled to have

E. Director's Report (continued)

them posted on our Facebook page to promote National Literacy Month for October. The girls also decorated the Children's Section for Halloween.

The voting machines were dropped off and early voting began on 10.25.25. All went well except for a couple of the people calling the police as they were unhappy with how they were being approached by the campaigners.

**Incident Reports:**

I had to call the police on 10.02.25 around 9:45am as there was a car parked in the employee parking lot and the couple were being inappropriate. Police arrived and informed the couple they had to leave.

Another gentleman called the police on 10.29.25 to inform them that he is a "celebrity". The police came out and talked to the gentleman. He left and has not been back since.

**Tidbits:**

Baker & Taylor, our book distributor, announced they were filing for bankruptcy and officially closing in December of 2025. I emailed a few other book distributors with no luck. I was able to find a company called Midwest, located in Illinois, that normally only distributes to academic libraries but has begun to work with public libraries. Chris and I met with our representative, Cindy, and were able to get everything set up that day. We began placing orders and books have finally begun to come in.

**Notes:**

Kyle had her baby.

F. Committee Reports

1. Garden – No Reports
2. Personnel – Previously stated
3. Policy/By-Laws – Ms. Hauserman and Mr. DiFazio reviewed the suspension procedure and added the section in red. The Board suggests to return to policy committee and Ms. Graise for review. Discussion to add policy for Director's resignation
4. Buildings and Grounds – Mr. Garbowski closed down the sprinkler system
5. Friends – Pictures with Santa on December 6<sup>th</sup> from 12-2 p.m.

G. Old Business

1. Volunteer Tea – Ms. Betterly is requesting \$300 for tea expenditures. Motion to approve by Mr. Garbowski, seconded by Ms. King. Voice vote; All Ayes. Nays- Zero. Herbal society is donating two trees.
2. Negotiations & Update – Meeting on December 1<sup>st</sup>. Calendar cannot be set for next year due to the contract not finalized. Discussion on the library staff to follow 2025 calendar with subject to change.
3. Background Checks – Completed by Board Members, Library Volunteers and All Friends

**H. Old Business (continued)**

1. Trespass Notice as developed by the staff – Previously addressed
2. QuickBooks Status – Ms. Hauserman reports a way to make payroll inactive since it has been paid for. The concern is processing the W-2 since all the information will be converted into QuickBooks. Mr. DeHart suggests making the switch in the calendar year. Ms. Uhl should keep active until the completeness of W-2's then inactivate.
3. Library Hours – Kathy from negotiations emailed the New Jersey State Library Lawyer about library hours. Ms. Hauserman provided the email which shows the library is over the five hours required to be opened.

**I. New Business**

1. "Food for Fines"-donations for local food banks. Ms. Hauserman discusses the updated policy for "Food for Fines." The library has received great response for the food donations. The food drop-off is located at the library year-round and "Food for Fines" is usually around Thanksgiving.
2. Janet Mead to report on webinars she attended

Sue King and Janet Mead attended two webinars presented by the NJLTA (New Jersey Library Trustee Association). Here is a report.

**1. Sustainability Issues and Action. Host Larissa Brooke October 2025. Sustainable Libraries Initiatives. Has a .org website / membership fee to join and get certified**

- Clothing swaps such as children's, proms, weddings, Halloween costumes (Fair Lawn)
- Seed swap (Camden County)
- Use Environmental Commission as a partner
- Record and Post presentations
- Apply for grants
- Environmental Film Fest (Princeton)
- "we-cycle" (Matawan)

**2. Director/Trustee partnerships**

- Board is governance & advocacy - setting and maintaining policies in support of the library and director; Director is management
- Trustees:
  - Write specific goals (not the same as by-laws) - MUST have a strategic plan
  - Members should have some level of expertise in a given area to support the board of trustees
  - Need a budget/finance committee
  - Policies are written with workable actions
  - Board Pres. develops a meeting agenda with the Director
  - Limit discussions to small committees with chairs (not a quorum, no minutes)
  - Committees should have alternates
  - No decisions made outside of a public meeting - no surprises
  - Performance Review of the Director annually or as needed
- Director:
  - Can reach out to all/any officer or committee chair with news or questions
  - Communicates with an overview report before the trustee meeting
  - Manages staff and schedule

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2. Janet Mead to report on webinars she attended (continued)
  - o Conducts performance reviews of staff annually - evaluations linked to goals and expectation
  - o Publishes job descriptions/employee manual; maintains personal goal statements from staff
  - o Keeps metrics of the library function
  - o Survey of community
  - o Public presentations at Council meetings - maintain communication with township administration and keep a working relationship (tag team with trustee president) o Meets with township groups whose interest is in promoting the library
3. Book Club Luncheon – Ms. Betterly shares her “Book Club 101” story/history
4. Report on Homeschool Programs – Ms. Hauserman started the program Homeschool Hangout and discusses the operations with the Board. The Board raising concerns with the public using library grounds and the wording for room rental fees or donations. Ms. Hauserman will email the NJ State Library Lawyer.
5. Rocks – Previously stated
6. Floor in Meeting Room C – Previously stated
7. Monroe Township Historical Society Gift –Unveil Nancy Taylor’s Reading Room Painting on the history wall in Meeting Room B at the Volunteer Tea
8. Room Rentals – Previously stated
9. Missing Vouchers – Previously stated
10. Time Clock – Has been ordered
11. Adjournment - There being no further business, the meeting was adjourned at 9:00 p.m. Motion to adjourn by Mr. Garbowski, seconded by Ms. King. Voice vote; All Ayes. Nays-Zero.

***Next meeting: Wednesday, December 17<sup>th</sup> @ 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.