

A. Call to Order:

The December 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, Ron Garbowski, James DeHart, Allison Munch, Suzanne King, Janet Mead, John Valentine, Katrina Hauserman, Ashley Zimmerman. Excused: 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 November 2025 Board Meeting

Motion to approved by Ms. Munch, seconded by Ms. Samoyan. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

D. Executive Closed Portion

Motion to pass Resolution #3 for executive closed session by Mr. DeHart, seconded by Mr. Garbowski. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

E. Financial Reports

1. Off the record while the Board reviewed the financial reports. Back on record.
  - a. November 2025. Motion to approve by Ms. King, seconded by Ms. Kirsch. Voice vote; Ayes- Ms. King, Ms. Kirsch, Ms. Mead, Ms. Betterly, Ms. Samoyan, Mr. Garbowski, Ms. Munch, Ms. King. Nays- Zero. Abstentions- Mr. DeHart.
2. Off the record while the Board reviewed the payment of vouchers. Back on record.
  - a. November 2025. Motion to approve by Ms. King, seconded by Ms. Kirsch. Voice vote; Ayes- Ms. King, Ms. Kirsch, Ms. Mead, Ms. Betterly, Ms. Samoyan, Mr. Garbowski, Ms. Munch. Nays- Zero. Abstentions- Mr. DeHart.

F. Director's Report

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP  
DIRECTOR'S REPORT  
November 2025**

**Technology:** Nothing to report.

**Building:**

Billy, Bob and electrician were here on 11.03.25 trying to get the atrium lights working. They replaced the stained tiles in the atrium, but due to the leak and the rain, they are stained again.

Women's employee toilet was finally replaced and is now working.

Our outside sign is still not lighting up. Billy stated he is talking with someone from Astro Signs to get the lightbulbs replaced.

I found the outside door that is between Meeting Room A & B was not locking properly. Billy and Bob came out and tightened the lock. Now we check that door to ensure it is locked each night. I also found the fire exit to the outside in that location was unlocked, so now it is locked.

**Staff:**

I had a Staff Development Day on 11.04.25. The first half we learned different ways of meditation, breathing, how to walk the labyrinth, easy ways to avoid burn-out/stress. The second part, we had a work shop on different techniques on how to handle situations that may arise with patrons.

I held a safety meeting on 11.18.25 where one staff member asked about Narcan/CPR/First aid.

I held a staff meeting on 11.20.25. I reported on what transpired at the library board of trustees meeting.

Chris and I interviewed eight potential people for the part-time reference position (library associate). I would like the board's approval to continue with the hiring process.

I will not be holding a Staff Meeting this month as there are a lot of employees on vacation and the two shortened work weeks due to the holidays. I am going to send out a quick summary of what transpired at our board meeting tonight where the staff can respond. I will be holding the next Staff Meeting on Tuesday, January 27<sup>th</sup> at 9am.

**Events:**

Voting happened on 11.04.25 with no issues.

**Incident Reports:**

Kyle went into labor while she was working the reference desk. Kyle and her baby are doing just fine.

**Tidbits:**

AARP training has begun on Tuesday & Wednesday.

**Notes:** None

G. Committee Reports

- a. Garden – Ms. Hauserman read a note to the Board from Mr. Pohler. He is retiring from the Monroe Township Free Public Library as a trustee effective January 2026.
- b. Personnel – Ms. Hauserman states the three new employees started at the library.
- c. Policy/By-Laws – No Report
- d. Buildings and Grounds – No Report
- e. Friends – Volunteer Tea Friday December 19<sup>th</sup> at 10 a.m. Profit from Santa was \$175.00. They corrected the Friends brochure/website to inform volunteers will have to perform a background checks.

H. Old Business

- a. New Committee Report – Ms. Mead reports:

Monroe Township Free Public Library Research Committee regarding shared services.

Meeting at Glassboro branch of the GCLS: November 21, 2025

Attending: Janet Mead (reporting), Jeanne Kirsch, Jim DeHart

Follow-up meeting at Monroe Township: December 4, 2025

Attending: Janet Mead, Jeanne Kirsch, Jim DeHart, Joyce Samoyan

Summary:

We have learned of an opportunity to enter into a temporary partnership with the Gloucester County Library System during which time the Board of Trustees can collaborate on developing an action oriented, 5-year Strategic Plan.

Generally speaking, the NJ State Library describes a Strategic Plan as “a management tool to determine the library’s mission, vision, values, goals and objectives, roles and responsibilities, and to determine benchmarks and timelines that will shape the library’s future.”

At this time, our library does not have a strategic plan.

Having a strategic plan can address areas such as budget and finance, enhancing community engagement, equity and sustainability, technology changes, supporting staff with continuing education, and strengthening infrastructure.

At this time the Board of Trustees has an obligation to align our practices with the accepted standards for a NJ Public Library, correct any inconsistencies or omissions in existing policies, and to conduct a search for a full-time director.

Speaking on behalf of the above-named committee members, it is my recommendation the Board of Trustees enter into a one-year shared services agreement with the Gloucester County Library System. The agreement would provide administrative, operational, and technical library management services. This agreement can be severed by either party within the one-year period.

Some benefits gained by our library during this partnership may include the following:

a. New Committee Report (continued)

- A supervisor of staff (schedules, objectives, performance reviews)
- Staff cross-training
- Additional programming
- Increase to the current collection
- Evaluation of technological infrastructure
- Guidance on financial reports

A shared services agreement with the GCLS will require the lawful use of the Monroe Township QPA (Qualified Purchasing Agent) and will also incur a monthly fee for the shared services provided by the GCLS.

Mr. Garbowski asks about the monthly fee. Mr. DeHart states the fee would be \$10,000 per month, which equals roughly \$1,300 increase difference. There is a draft agreement. Mr. Valentine questions the duration of the shared services. This is discussed amongst the Board. Motion to send a letter interested in negotiating a contract by Mr. Garbowski, seconded by Ms. Samoyan. Voice vote; All Ayes- Nays- Zero. Abstentions- Zero.

- b. New Hires Report (update/status) – Previously discussed
  - c. Civil Service Status – Previously discussed
  - d. 2026 Holiday Calendar Status – Until the contract settles, the library will continue to follow the 2025 Holiday calendar.
- I. New Business
- a. 2026 Budget – Ms. Hauserman distributed copies for the Board members. Ms. Mead asks about advertising and printing for the meetings. Mr. DeHart informs the Board the law will be changing March 1<sup>st</sup>, 2026 for advertising. He questions the budget and actual because the numbers are the same. Ms. Hauserman explains she printed the 2026 budget for everyone to view and was not sure the actual figure the library is approved for. Ms. Hauserman explains the E-Rate program with the Board.
  - b. Quarterly Staff Development Days – The library staff requested the quarterly staff development days. Mr. DeHart states this would bring their hours below the required State minimum.

Ms. Betterly asks if bids and quotes are completed. Motion to advertise the RFPs by Mr. Garbowski, seconded by Ms. Samoyan. Voice vote; All Ayes, Nays- Zero. Abstentions- Zero. They discussed the delivery and opening process of the RFPs. This will be held in one of the library's meeting rooms.

Ms. Hauserman states library staff does not have disability insurance. Mr. DeHart is researching the requirements.

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

**December 17, 2025  
7:00 p.m.**

- J. Adjournment – There being no further business, the meeting was adjourned at 8:21 p.m.  
Motion to adjourn by Mr. Garbowski, seconded by Ms. King. Voice vote; All Ayes.  
Nays- Zero. Abstentions- Zero.

*Next meeting: Tuesday, February 3<sup>rd</sup> @ 7:00 p.m.*

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.