

A. Call to Order:

The January meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order by Katrina Hauserman at 7:33 p.m. Present: Joyce Samoyan, Jeanne Kirsch, James DeHart, Suzanne King, Janet Mead, John Valentine, Katrina Hauserman, Chris DiFazio, Sandra Graise. Excused: Joan Betterly, Ron Garbowski, Allison Munch.

B. Reorganization

2026 Library Board Appointments:

Library Board

(5-Year Term) Mayor Appointments – Advice and Consent of Council
(N.J.S. A. 40:54-9 et.al.)

Board Members

Election of the President

Ms. Hauserman opened nominations for the election of a President. Ms. Kirsch nominated Ms. Samoyan, seconded by Ms. King. With no other nominations, Ms. Hauserman cast a vote for Ms. Samoyan as President. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Election of Vice President

Ms. Samoyan opened nominations for the election of a Vice President. Ms. Samoyan nominated Ms. Kirsch, seconded by Ms. King. With no other nominations, Ms. Samoyan cast a vote for Ms. Kirsch as Vice President. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Election of Secretary/Treasurer

Ms. Samoyan opened nominations for the election of a Secretary/Treasurer. Ms. Samoyan nominated Ms. King, seconded by Ms. Kirsch. With no other nominations, Ms. Samoyan cast a vote for Ms. King as Secretary/Treasurer. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Election of Clerk Transcriber

Ms. Samoyan opened nominations for the election of a Clerk Transcriber. Ms. Samoyan nominated Scottie Gabbianelli, seconded by Mr. DeHart. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

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

**February 3, 2026
7:00 p.m.**

Proxy Members

Superintendent's Designee/Alternate: Janet Mead

Mayor's Designee/Alternate: Jim DeHart

Council Liaison - John Valentine

Accounting Firm - TBA

Attorney – TBA

Motion to send a letter to conflict solicitor Joseph Slachetka by Ms. Samoyan, seconded by Mr. DeHart. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Library Board of Trustees Meetings: 2026

February 18th

March 18th

April 15th

May 20th

June 17th

July- **NO MEETING**

August- **NO MEETING**

September 16th

October 21st

November 18th

December 16th

3RD WEDNESDAY – 7:00 P.M.

Monroe Township Town Hall, 2nd Floor Joe Pace Room- 125 Virginia Ave.

2026 Library Board Committee Appointments

GARDEN COMMITTEE – Ms. Mead, Ms. Kirsch

PERSONNEL COMMITTEE – Mr. Garbowski, Mr. DeHart, Ms. King, Ms. Samoyan

POLICY/BY-LAWS COMMITTEE – Ms. Mead, Mr. Garbowski, Ms. Samoyan

BUILDING COMMITTEE – Mr. DeHart, Mr. Garbowski, Ms. Betterly

DECOR COMMITTEE – Ms. Munch

FRIENDS COMMITTEE – Ms. Kirsch, Ms. King, Ms. Munch, Ms. Betterly

BUDGET/FINANCE COMMITTEE – Ms. Mead, Mr. Garbowski, Ms. Samoyan

C. Public Portion

Motion passed to open the portion. Rebecca questions the process of the new appointee to the Board. The Mayor's office appoints the members, and they can contact them for further information.

Ron Garbowski joins the meeting.

Rebecca asks about Ms. Hauserman's position and if there is more information. Ms. Samoyan states this will be discussed later in the meeting. Motion passed to close the public portion.

D. Approve Minutes of December 2025 Board Meeting Minutes

Motion to approve by Ms. King, seconded by Ms. Kirsch. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Allison Munch and Kathryn Corrigan join the meeting.

E. Financial Reports

1. Off the record, while the Board reviewed the financial reports. Back on record.
 - a. Motion to approve December 2025 financial reports by Ms. King, seconded by Mr. Garbowski. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Ms. Munch leaves the meeting.

E. Financial Reports (continued)

2. Off the record, while the Board reviewed the payment of vouchers. Back on record.

a. Motion to approve December 2025 unpaid vouchers stipulation and not vouchers already paid by Mr. Garbowski, seconded by Mr. DeHart. Voice vote; All Ayes, Nays- Zero. Abstentions- Zero.

3. Budget 2026

The Board can pass a temporary budget of 26 %. Ms. Graise addresses some line items for Board discussion. Motion to pass temporary budget by Ms. King, seconded by Mr. Garbowski. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

F. Director's Report

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP

DIRECTOR'S REPORT

December 2025

Technology:

I found out that in 2024, a new rule was passed on the "Accessibility of Web Content and Mobile Apps Provided by State and Local Governments". The library has until April 26, 2027 to make the necessary changes. I have emailed our website developer to see where we are in this matter. The website developer is looking into the new compliant rules to see what changes need to be made. I have also reached out to the directors of LOGICAL to see who they have contacted. LLNJ has also created an email thread with recommendations for which company they are using.

Our projectors have started to not work properly. When BelliaTech looked at them, stated they are over ten years old and we need to start looking at having them replaced.

Building:

Our outside sign that lights up blue is finally working. Billy said they were able to get it fixed so now the entire name lights up.

Billy stated that the new roof has been approved, but now we are just waiting on the weather so the new roof can begin.

New light bulbs have begun to be replaced over our adult computers as almost all of them were out. Billy stated that some may not be able to be replaced due to the location and not being able to get the equipment into the library to replace them.

F. Director's Report (continued)

I asked Billy about the mulch and the leaf machine and he stated that Jim is aware of the issue and will explain further.

Monroe Township Bureau of Fire Prevention came in and did an inspection. We are passed and the certificate is good until January 2027.

Staff:

Starting in February, I will begin holding staff evaluations. I will have Chris sit in with me and provide his input as well. I will then try to hold another evaluation in October to touch base with the employees on how they are progressing.

With input from Chris, I updated our Employee Handbook and provided the Township with a copy.

The staff and I met with Christine, Felicia and Marianne to go over how payroll and human resources will be handled between the library and the township. The staff were able to ask questions they had. Chris will be the point of contact when it comes to the time clock.

Our last new hire, Luke, has passed all his pre-employment screenings. Chris is working with Luke to get him scheduled and begin his training.

As the board meeting needed to be pushed back a week, I will hold the next Staff Meeting on Wednesday, February 4th at 9:30am.

Events:

Rotary Santa and Friends of the Library Gift Wrap received a huge turnout. A lot more children attended this year. The Friends received donations towards the library.

The Volunteer Tea was a huge success so much so that they ran out of coffee cups and creamers. Many of the volunteers complimented on how lovely it was.

Incident Reports:

A mother left her two young sons, nine and seven, at the library on a Monday night for almost two hours alone. I called the police as we were also closing and no adult/family were present. The mother arrived at the library about 10 minutes after we closed. The police talked to her and allowed the children to go home with the mother and grandmother.

Tidbits:

The Herbal Society is going to purchase and donate a white tree to decorate with patriotic memorabilia for America's 250th Anniversary. The tree will be on display for everyone to enjoy.

F. Director's Report (continued)

I was able to finally get the RFP's done for IT, audit, and cleaning services with the help of Aileen, Sandra, Jim and many others. Thank you all for your patience while I undertook this task.

In March, new rules for posting in regards to public meetings will take effect. I will be posting our meetings twice a month to an online newspaper and our website while also hanging flyers throughout the library.

G. Old Business

1. Bids

Motion to approve R: 2-2026 Cleaning Services to Grimestoppers, LLC by Mr. Garbowski, seconded by Mr. DeHart. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Motion to approve R: 3-2026 Auditor Services by Ms. King, seconded by Mr. Garbowski. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Mr. DeHart discusses two proposed IT Services: BelliaTech & Rivell. Motion to continue with BelliaTech IT Services by Mr. Garbowski, seconded by Ms. King. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

2. Shared Services for Camps

Motion to approve R: 4-2026 Designating Board President Authority for CAMPS Purposes by Mr. Garbowski, seconded by Mr. DeHart. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

3. Shared Services for Solicitor

Motion to approve R: 6-2026 Shared Services for Solicitor by Mr. Garbowski, seconded by Mr. DeHart. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

4. Negotiations

Motion to approve R: 5-2026 Collective Negotiations Agreement by Mr. Garbowski, seconded by Ms. King. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

5. Cyber Training

Ms. Hauserman gives updates on JIF cyber training.

Mr. DeHart asks if Ms. Hauserman researched how to enroll the Library Staff in the State Disability Program. She will make a note of this.

H. New Business

1. Update Board Members' information - The Board has ordered a plaque for John Pohler. Ms. Hauserman updated the list of the members' information.
2. ADA compliant website - previously discussed
3. Policy for calling out after the holiday weekend - The Policy Committee will research this concern and look into creating a policy.
4. Difficult Patron - Ms. Hauserman would like advice on how to deal with a particular impatient/rude patron. It has been documented, and to call the police if escalated.
5. Staff Evaluations – Ms. Hauserman found an evaluation form to use and will email it to the Policy Committee.

I. Committee Reports

1. Garden – Ms. Mead emailed pictures after the storm and spent a couple of hours cleaning up.
2. Personnel – Staff fully hired
3. Policy/By-Laws – Meeting coming soon
4. Buildings and Grounds – Mr. DeHart gives an update on the pole barn.
5. Friends – Spring Book Sale April 25th

Mr. DeHart gives a subcommittee report on the County Library. Ms. Betterly and Mr. DeHart reached out to their Director, who stated that if Council is not interested in putting it on the referendum, then they do not want to take on the responsibility.

Ms. Samoyan addresses the public comment on Ms. Hauserman. Civil Services have strict rules, and it has taken a long time to have the title fixed. Ms. Samoyan believes they are going to be able to move forward.

There was a recommendation that the auditor provide training to the Board and Staff. Ms. Graise advises noticing and having it enclosed. Ms. Samoyan will follow up on this matter.

J. Adjournment

There being no further business, the meeting was adjourned at 8:52 p.m. by Mr. Garbowski, seconded by Mr. DeHart. Voice vote; All Ayes. Nays- Zero. Abstentions- Zero.

Next meeting: Wednesday, February 18th at 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.