FREE PUBLIC LIBRARY OF MONROE TOWNSHIP **May 20, 2026**
BOARD OF TRUSTEES REGULAR MEETING **7:00 p.m.**

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 President Joyce Samoyan at 7:00 p.m. Present: Joyce Samoyan, Jeanne Kirsch, Kathryn Corrigan, James DeHart, Suzanne King, Janet Mead, Allison Munch, Christopher DiFazio, Zachary Sireci. Excused: Joan Betterly, Ron Garbowski, John Valentine

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

B. Public Portion: (open/close) - None

C. Approve Minutes of April 2026 Board Meeting-
Motion to approve by Ms. King, seconded by Mr. DeHart. Roll call vote: Ayes- Ms. King, Mr. DeHart, Ms. Corrigan, Ms. Kirsch, Ms. Mead, Ms. Munch, Ms. Samoyan. Nays- Zero. Abstentions- Zero.

D. Financial Reports:

1. Approve Financial Reports-
Motion passed to open executive session: All Ayes. Nays- Zero. The Board reviewed the financial reports and payments of vouchers. Motion passed to close the executive session.

a. Motion to approve April 2026 by Ms. King, seconded by Ms. Kirsch. Roll call vote: Ayes- Ms. King, Ms. Kirsch, Mr. DeHart, Ms. Corrigan, Ms. Mead, Ms. Munch, Ms. Samoyan. Nays- Zero. Abstentions- Zero.

2. Approve Payment of Vouchers-

a. Motion to approve April 2026 by Ms. King, seconded by Ms. Munch. Roll call vote: Ayes- Ms. King, Ms. Munch, Ms. Corrigan, Mr. DeHart, Ms. Kirsch, Ms. Mead, Ms. Samoyan. Nays- Zero. Abstentions- Zero.

E. Director's Report:

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP

DIRECTOR'S REPORT

April 2026

Technology:

I spoke again with Tom, our web developer, about a few small things to add to the website--museum passes, a careers section, etc. He should be rolling out an update very soon.

Building:

Peterson came out 4/21 following up on a report that one of our roof units may be nearing the end of its lifespan. Their project manager provided a quote for a new unit + installation coming to $64,861, but also mentioned there may be cheaper options if we switch manufacturers.

Following a suggestion from Jim, Ed Andricola from Tri-State Energy came out on 4/27 to look at our lighting situation and see if there might be options for their ACE Direct program. The lighting auditor Jeff came out on 4/29 and did a walkthrough with Billy from B&G to get measurements, total number of fixtures, etc.

Staff:

I met with the librarians on 4/21 to discuss distributing some of my duties as I move into the temporary director position. Kyle has taken over scheduling for the reference desk as well as museum passes. Jen is taking over organization of the book clubs. Brittany will be in charge of the adult summer reading program and bimonthly horticulture program. And Katrina will be handling reference stats.

I held a staff meeting on 5/12. We discussed several things including creating checkout exceptions for homebound patrons, potentially ordering a "menu" sign to display prices, policies, etc. instead of having several little signs scattered around the circ desk, rearranging the new book section, adding fine policy to printed receipts at checkout, and implementing checkout limits.

Events:

The Friends Book Sale on 4/25 was a success as usual. They made about $1500.

The Young Makers Extravaganza on 5/2 gave an opportunity for teen vendors to sell some of their creations (art, crafts, etc.) and both the teens and patrons seemed very happy with it.

E. Director's Report (continued):

Gina Martucci held her annual art show on 5/12. This event is always popular and features a huge display of students' artwork in Rooms A&B as well as a small talk from Gina and her students about art and the creative process.

Incident Reports:

On 5/7 the police were called per request of a patron who claimed to have witnessed a kidnapping at the library's "Zootopia event" (we did not have a Zootopia event) the previous weekend. She appeared very frantic and incoherent and police recognized her when they arrived. She seems to have a history of mental health issues and left in an ambulance without issue.

On the evening of 5/12 a woman was at the library for the art show and when getting into her car noticed a strange substance around her gas tank and noticed her car wouldn't start. Katrina was able to pull up the cameras and saw a man pouring an unknown substance into the woman's gas tank. The woman mentioned having problems with an ex. The police were called and given video and photos of the incident.

Tidbits:

Kyle is back doing teen programming in May, with some craft programs, a movie night, and a teen advisory board meeting.

Katrina has also restarted her children's programming with several story times and craft programs in May and more planned in June.

At the staff meeting we also discussed the possibility of creating a small college scholarship in Barbara Chamberlain's name. We've received several donations from her daughter in Barbara's name since her passing. We are going to reach out to her daughter to get her input and if she is okay with it, we will look into setting it up for next year. I've already looked at a few other libraries who have similar scholarship programs to see how they handle the logistics.

F. Old Business –

1. 2026 Budget
Motion to pass R:11-2026 by Ms. King, seconded by Mr. DeHart. Roll call vote: Ayes- Ms. King, Mr. DeHart, Ms. Corrigan, Ms. Kirsch, Ms. Mead, Ms. Munch, Ms. Samoyan, Nays- Zero. Abstentions- Zero.
2. Trustee Education Hours – Individual members require a minimum of 2 hours. Mr. DiFazio will contact the Trustee Organization to make sure they have the board members' proper email addresses.
3. Deputy Director – Mr. Sireci suggests drafting a resolution to appoint Katrina Hauserman to the deputy director position.

G. New Business –

1. Resolution R10-2026: Add Account Clerk to Union Contract
Motion to approve by Ms. King, seconded by Mr. DeHart. Roll call vote: Ayes- Ms. King, Mr. DeHart, Ms. Corrigan, Ms. Kirsch, Ms. Mead, Ms. Munch, Ms. Samoyan. Nays- Zero. Abstentions- Zero.
2. Policy regarding checkout limits – Mr. DiFazio will submit a policy to the committee to change the limit to 30 checkout items and provide reasons to justify the change.

H. Committee Reports:

1. Garden – Ms. Mead is requesting funds to fix up the courtyard. She is going to price out three different landscapers, and the committee will decide.
2. Personnel – Previously discussed
3. Policy/By-Laws – None
4. Buildings and Grounds – The police pole barn is scheduled to start soon. Mr. DiFazio will research who installed the sprinkler system.
5. Friends – Another successful book sale that raised $1,528.50. The newly appointed president is Melissa Sundmaker.
6. Budget and Finance – The committee requested the reporting to look different for clarity and transparency.

The Board discussed electronic attendance to approve the financial reports in July and August.

I. Adjournment:
There being no further business, the meeting was adjourned at 7:55 p.m. by Ms. Kirsch, seconded by Ms. Mead. Voice vote: All Ayes. Nays- Zero. Abstentions- Zero.

Next meeting: Wednesday, June 17th, 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.