

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES

Regularly Scheduled June 15, 2022

A. Call to Order:

The June meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00pm by President Joan Betterly followed by Pledge of Allegiance. Those present: Joyce Samoyan, Suzanne King, Jeanne Kirsch, Barbara Chamberlain, John Pohler, Robin Lewis, Janet Mead, Councilman Ron Garbowski, Allison Munch, Joan Betterly and Samantha Snyder. President Joan Betterly confirmed that tonight's meeting was being held in compliance with the requirements of the Open to the Public Meetings Act.

B. Public Portion (Open/Close)

President, Joan Betterly opened the Public Portion of the meeting. Nicolas Mercado, Director of Public Works introduced himself to the Board as a member of the Public. Mr. Mercado proposed to the Board the possibility of using Meeting Room C as a storage area for the food for the Food Pantry. He suggested putting up a wall with electric, all construction would be in house. The Board informed Mr. Mercado that meeting room C was used to store books for the Friends of the Library's Book Sale which generates money for the Library in the area he would like to put the storage to be for the food. The Board asked Mr. Mercado if he knew the exact square footage they would need for the food storage. He said he was not sure but he intended to draw up plans and measurements for the Board to review and vote on within two weeks.

President Joan Betterly asked Mr. Mercado, if this was for food storage only and is not going to turn into a food pick up area for members of the community to pick up the food. Mr. Mercado answered President Betterly, this area would be used only for storage for the Community Center to come pick up the food to distribute to the Senior Citizens and the "less fortunate." of the community.

President Joan Betterly stated to Mr. Mercado, that the Library has contracted programs as well as Library programs. Mr. Mercado thanked the Board for their time. President Joan Betterly closed the Public Portion.

President Joan Betterly introduced Allison Munch our newest Board Member. Allison will be the Mayor's representative. Everyone welcomed Allison.

C. Approve May 2022 Minutes: Motion to approve May Minutes was made by John Pohler, seconded by Joyce Samoyan All voted in favor.

D. Approve May 2022 Financial Reports: Off the record while the Board reviewed the May Financial Reports: Back on record. Motion to approve the May Financial Reports was made by Joyce Samoyan, seconded by Suzanne King. All voted in favor.

E. Approve Payment of May 2022 Vouchers: Motion to approve payment of May 2022 Vouchers was made by Suzanne King seconded by Joyce Samoyan All voted in favor.

F: Director's Report:

Building:

Samantha reported, Joseph's has put the Library on the schedule for the garden bed clean ups. Samantha reported, a contractor on the Rotary has taken on the task getting quotes to get the plantings done.

Samantha reported, last month she had mentioned a power outage caused the lights in the receiving room to go out and never come back on. An electrician had to come out and replace the sensor. Everything is working now. Samantha reported, the First Aid Kit fell off the wall onto the Cintas worker who fills it. We are waiting for Buildings and Grounds to put it back up.

Library Events/Services:

Samantha reported, we hosted early voting Friday-Sunday for the County Elections Department and they told her we had the highest turnout of early voters in the County. Samantha reported, this is good for the Library as well because people come in after voting to get Library cards or visit and pay us compliments.

Major Shifting:

Samantha reported, Ben our part time Librarian quit on May 19th. Samantha reported, Chris and she worked together to come up a schedule for the remaining days in May and all of June. Samantha reported, it worked out perfectly Brittany is scheduled to with her Master's Degree in Library Science and Erin, who is in Library School can fill Brittany's intern spot in a part-time capacity covering the hours Ben left behind.

Samantha reported, Terry is retiring at the end of this month and Melissa has taken on the task Circulation. Supervisor. Kathy Lemanowicz will fill the full time vacancy. Samantha reported, we have a new part time circulation clerk to fill the evening position, her name is Aylin.

Tibits:

Samantha reported, many of the employees went to the NJLA Conference. For many it was their first time in-person since the conference has been virtual the past couple years

G: Committee Reports:

Building Committee:

John Pohler reported, Buildings and Grounds told him the Library pays for every light bulb and any other supplies needed to repair bathroom fixtures etc.

Friends Committee:

Joan Betterly reported, the Friends will be having their next book sale on 10/22/22 and 10/24/22 and set-up on 10/21/22. Joan reported, the Friends also decided from now on they will have their book sale for two days they make more money and it is less work.

H: Old Business:

There was no Old Business to report.

I: New Business

Personnel and Policy Committee

XVIII: Policy Regarding Personal Days

Suzanne King made a motion to approve the Policy Regarding Personal Days
Joan Betterly seconded. All voted in favor

XVII: Disability Policy

Joyce Samoyon made a motion to approve the Disability Policy. Jeanne Kirsch
seconded. All voted in favor.

XVI: Book and Non-Print Material Selection Policy

Joyce Samoyan made a motion to approve the Book and Non-Print Selection Policy.
Joan Betterly seconded. All voted in favor.

XV: Policy on Evaluation of Library Staff Members

Joyce Samoyan made a motion to approve the Policy on Evaluation of Library
Staff Members. Joan Betterly seconded. All voted in favor.

J: Adjournment:

A motion to adjourn was made by Joan Betterly seconded by Joyce Samoyan
at 8:00pm all voted in favor.

Respectfully Submitted
Karen Uhl Transcriber

Joan Betterly, President
Board of Trustees