

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

Regularly Scheduled Meeting December 20, 2017

**A. Call to Order:**

The regularly scheduled December meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00 p.m. by President Suzanne King. Those present: Barbara Chamberlain, John Pohler, Carol Patterson, Joan Betterly, Janet Mead, Joyce Samoyan, Samantha Snyder, Linda Comfort and Suzanne King. President Suzanne King confirmed that tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

**Public Portion (Open/Close)**

President, Suzanne King opened the Public Portion. There were no members of the public present. President Suzanne King closed the Public Portion.

**B. Approve Minutes of November 2017 Meeting.**

Motion to approve the minutes of the November 2017 meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor.

**C. Financial Reports:** Off the Record to allow Board Review. Back on the record.

**1. Approve Financial Reports for November 2017.**

Motion to approve the Financial Reports for November 2017 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

**2. Approve Payment of Vouchers for November 2017.**

Motion to approve payment of Vouchers for November 2017 was made by Barbara Chamberlain, seconded by Joan Betterly. All voted in favor.

**D. Director's Report:**

**Men's Room:**

Linda Comfort reported Buildings and Grounds reported to take care of a clogged toilet in the men's room due to vandals flushing multiple toilet seat covers, intentionally causing the overflow. There was also a soap dish pulled from the wall.

**Stage Set Up:**

Buildings and Grounds helped to set up the stage for the Magic show which had approximately 90 in attendance. The stage was left up for the Shades of Harmony Christmas performance.

**Foyer Lights:**

Buildings and Grounds changed the foyer light bulbs and adjusted the timer as the area was in darkness from 5:30 p.m. They also changed the lights by the adult public computers.

**Technology Issue:**

Linda Comfort contacted Ken Bellia because her computer was not working. He referred her to Fred Ciorlito, his associate, who determined the computer in the Director's office needed to be replaced. Then the new replacement computer wasn't working. Ken Bellia came and installed a part which should have been on the computer. In the interim, Linda Comfort was using a lap top.

**Bar Code Scanners:**

Linda Comfort reported ordering additional bar code scanners for all of the staff and two backups. The staff can operate more efficiently by having the bar code scanners and not have to input multiple digit numbers for identification.

**Projectors A and B:**

Linda Comfort noted she called Ken Bellia because the projectors in Meeting Rooms A and B were not turning off. Room A was fixed and Room B needed a new bulb.

**Personnel Issue:**

It was noted that Marie Shafer will be out for the rest of the year due to her husband's injury. She will be a caregiver for her husband.

**Fire:**

Linda Comfort reported after Thanksgiving, newspapers were set on fire by two males and then put into the book drop. Security cameras picked up the images for this incident that occurred on November 26, 2017 at approximately 6:30 p.m. There was no damage other than the scorched newspapers. Unfortunately, the cameras did not get a clear picture of the two individuals involved.

**Improved Security Cameras:**

The Board discussed the need for better security cameras in targeted areas which would help to identify the individuals causing any vandalism at the Library. Linda Comfort will research prices for improved camera reception and will report to the Board at the next meeting. It was suggested that better cameras might mean fewer camera sites would be available but would enhance the staff's ability to identify troublemakers.

**Museum Passes:**

Theresa Vanleer, Samantha Snyder, and Martha Oxley discussed establishing a Library policy concerning the museum passes which will be offered to patrons in the coming year. They researched procedures used by other libraries and the Board will review

their ideas. Each Museum pass will be specific to that facility.

**Troublesome Teens:**

Linda Comfort reported an incident involving harassment by teens toward a Library employee. John Pohler stated any incident should be immediately reported to the police for them to handle and not to become involved in any kind of confrontation with these young people.

**E. Committee Reports:**

**Garden Committee:**

John Pohler reported on the outdoor electrical survey noting which lights were out in the parking lot. He will present his written survey at next month's meeting.

**Fund Raising Committee:**

The Volunteer Holiday Tea was very successful and enjoyed by all. The Board literally applauded Joan Betterly for all of her talents and efforts in organizing the tea as a thank you for all of the Library volunteers. Several Board members attended to extend their thanks as well.

Joan Betterly reported that Catherine D'Imperio, member of the Friends of the Library had asked about obtaining books for her Church. On her own, Catherine D'Imperio purchased new books and asked for a certain amount in payment for these books. It was determined that this type of matter is not within the scope of the by-laws of the Friends of the Library and this would have to be a decision by the Library Board. It was also noted that the Church was not in Monroe Township. After discussion of the matter, a motion was made by Joyce Samoyan not to reimburse Catherine D'Imperio for the purchase which she made without permission, seconded by Carol Patterson. All voted in favor.

**F. Old Business:**

**Provision Status of Director Position:**

Suzanne King reported after speaking with Karen Uhl that Linda Comfort is waiting for her Cert for Librarian III. The Department of Personnel's Working Test Period ends December 31, 2017.

**Staffing:**

The Board discussed several staffing issues involving any problems being one librarian down. Linda Comfort reported the staff has been picking up the slack. The Board discussed job description and list of duties. Linda Comfort stated that the circulation staff has been doing very well and there have been no issues.

**By-Laws:**

A copy of the Library Board By-Laws was circulated. President Suzanne King will review them and update them.

**Civil Service Solicitor:**

Joyce Samoyan suggested the Board look into seeking a Solicitor who specializes in Civil Service matters for the future. She suggested speaking with Sue McCormick for any recommendations she may have.

**Digital Copy of Library Upcoming Events:**

Janet Mead, Liaison to the Superintendent of Schools, requested she be provided with a digital copy of Library upcoming activities and events so that she can get the information to Central to go up on the School website.

**G. New Business:**

Suzanne King congratulated Linda Comfort for the reference to the Museum Passes in the Shopper's Guide ad for the Library. Barbara Chamberlain stated the Volunteer Thank You Holiday Tea was a first for her and she wanted to thank Joan Betterly and John Pohler for this wonderful event. She also commented how delightful some of the other holiday events were such as Mrs. Claus reading to the children and the Holiday Shop for children.

Suzanne King commented the Library had a great year and wished all a Merry Christmas.

**H. Adjournment:**

Motion to adjourn was made by Carol Patterson, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 8:05 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees



