

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting June 21, 2017**

A. Call to Order:

The regularly scheduled June meeting of the Free Public Library of Monroe Township Board of Trustees was called to order by Suzanne King at 7:00 p.m. Those present: John Pohler, Carol Patterson, Joan Betterly, Barbara Chamberlain, Ron Garbowski, Joyce Samoyan, Manny Paredes and Suzanne King. Suzanne King confirmed tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion (Open/Close):

Suzanne King opened the Public Portion of tonight's meeting and welcomed Jennifer Shureman who attended tonight's meeting to express her interest in applying for the position of Director. She outlined what she had done relative to applying, who she had spoken with locally and in Trenton. Suzanne King thanked Jennifer Shureman for her interest and advised that the Board would be in touch with her. Suzanne King closed the Public portion.

C. Approve Minutes of May 2017 Meeting:

Motion to approve the Minutes of the May 2017 meeting was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor.

D. Financial Reports:

Off the record to permit time for review of documents. Back on the record.

1. Approve Financial Reports for May 2017:

Motion to approve the financial reports for May 2017 was made by Carol Patterson, seconded by Joan Betterly. All voted in favor.

2. Approve Payment of Vouchers for May 2017:

Motion to approve the payment of vouchers for May 2017 was made by Joan Betterly, seconded by John Pohler. All voted in favor.

E. Director's Report:

HVAC System

Manny Paredes advised the Board of a service problem on the roof involving coil filter clogging which was not identified when Peterson inspected the HVAC system on 6/07/17. A high water in tray error was found in the Computer lab and the technician identified two errors in the Liebert unit. Every time the technician would solder, the repair would not hold. The outcome was the technician was on site for the entire day and for multiple days. Manny Paredes said he would ask that the bill for the repair be spaced out to allow sufficient time between payments on the outstanding balance.

Phone System

Next, the phone system malfunctioned. Staff was unable to make calls out or receive calls. The phone vendor ultimately had to replace the entire phone system. Manny Paredes said the wiring for the phones is old, however, it is now working satisfactorily.

Fire Door/Server Room

Discussion about the temperature of the door to the Server Room which is very hot. It was noted that the Haylon Fire Extinguisher which is liquefied gas pressurized with nitrogen requires that the door be solid and not louvered and kept closed.

College Students

Manny Paredes asked Mike Calvello if he has two college students to pull weeds in front of the Library. If the help doesn't come through, Manny Paredes said he will do it himself.

Camera Storage Capacity

A request from the Office of Administration, prompted a call by Manny Paredes to Sonitrol regarding security camera storage. He was advised that the Library cameras only retain ten days of recordings due to the system's limited stored memory. Three alternative options can be considered with their costs: a new server, a new hard drive or eliminating cameras that offer little video benefit. Manny Paredes will notify staff and police that cameras can only capture ten days data with the tenth day deleted each day.

Handicap Door

The internal working of the outside Handicap Door post and the cap covering the post were stolen. Manny Paredes has been unsuccessful in contacting the service provider and subsequently found the equipment manufacturer and ordered the necessary replacement parts. The parts are being delivered to the Library and Manny Paredes assisted by Ron Garbowski will attempt to replace the missing parts.

Notary

Karen Uhl has received her Notary seal. A brochure with guidelines and instructions for the public has been prepared.

Chamber of Commerce

Manny Paredes attended the Chamber meeting and offered himself as a volunteer. He also brought samples of the Community Newsletter which was well received. Manny Paredes was voted the position of Vice President for the Chamber of Commerce.

Municipal Alliance

Manny Paredes noted that the Library lost revenue when the Municipal Alliance did not come

to their scheduled meeting. The Library had turned down a request from another group which would have paid for the use of the room.

Environmental Commission Outline

Manny Paredes noted that the Library received an outline for the proposed classes from Sandy Keen of the Environmental Commission.

Library Staff and Board Appreciation

Manny Paredes reminded Board Members they are invited to his Library Appreciation Garden Reception at 5:00 p.m. on June 30, 2017 to thank Staff and Board Members on the occasion of his retirement.

Community Newsletter:

Manny Paredes distributed the second edition of the Community Newsletter. He advised Jennifer Schillig is doing a good job visiting and interviewing businesses and other organizations. Manny Paredes noted he will discuss advertisement opportunities with the Chamber Board and the Sunrise Rotary.

F. Committee Reports:

Fund Raising Committee

Joan Betterly reported that the Friends will be holding a book sale the last week of September. They will not be meeting over the summer other than sorting books. The Lunch and Dinner Fund Raiser at Mona Lisia successfully raised \$158.84 and management made an additional donation to bring the amount to \$200.00. Ron Garbowski also donated \$50.00 since he was unable to attend due to a conflict in his schedule. Joan Betterly noted she is planning a luncheon for the Book Club in September at Mona Lisia and a book talk.

Garden Committee

John Pohler reported on the state of poison ivy throughout the Library gardens. He is continually trying to keep on top of the invasion by using Round Up as well as for all weeds and the pavement cracks. He noted that the fence along Maxine Avenue is full of poison ivy. John Pohler also observed that the new Director will need to continue Manny Paredes' vigilance in flushing every toilet three times a day to prevent effluent build up. He will also remind the new Director relative to the sprinkler system blow-out in the fall.

Personnel Committee

The Personnel Committee met on June 4, 2017 relative to the retirement of Manny Paredes. A brief discussion was held off the record. There were no action items.

G. Old Business

Karen Uhl met with Jean at Newfield Bank regarding what Bank signature forms are necessary during the interim period following his retirement. A meeting will be set up.

By-Laws

The discussion concerning revisions to the By-Laws was tabled until a future meeting.

H. New Business

Fourth of July 2017

After discussion as to policy over past holidays, the Board decided to close the Library ½ day prior to the Holiday. Motion to have the Library open ½ day and closed ½ day on July 3, 2017 was made by Carol Patterson, seconded by Joan Betterly. All voted in favor. Staff will get paid ½ day.

Dress Code Policy

Manny Paredes distributed a proposed Dress Code Policy for the Board's consideration. The Board debated the pros and cons of certain line items and a consensus was in favor of implementing the Dress Code Policy with revisions as discussed. Motion to approve the Dress Code Policy with the recommended revisions was made by John Pohler, seconded by Joyce Samoyan. All voted in favor.

I. Adjournment:

Motion to adjourn 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