

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting November 15, 2017**

A. Call to Order:

The regularly scheduled November meeting of the Free Public Library of Monroe Township Board of Trustees was called to order by President Suzanne King at 7:00 p.m. Those present: John Pohler, Carol Patterson, Joan Betterly, Barbara Chamberlain, Ron Garbowski, Joyce Samoyan, Samantha Snyder, Timothy McHugh, Esquire, Linda Comfort 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 Schureman Brenner. Jennifer Schureman Brenner asked if the Board has certified the list yet for the Library Director position. Suzanne King stated that the Board has not heard anything from Civil Service and they are still waiting on them. Jennifer Schureman Brenner also noted that the Construction Bond on the ballot had passed and she was wondering if the Library had ideas for any of that money. The Board discussed this issue and the consensus was that it was too soon relative to the election and too close to the Township's expenditures relative to the current Library building. Suzanne King closed the Public Portion.

C. Approve Minutes of the October 2017 Meeting:

Motion to approve the Minutes of the October 2017 meeting was made by John Pohler. Suzanne King noted on the second page of the minutes, two dates should have been stated as 2013 and not 2003. Carol Patterson seconded approval of the Minutes as amended. 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 October 2017:

Motion to approve the financial reports for October 2017 was made by John Pohler. seconded by Joan Betterly. All voted in favor.

2. Approve Payment of Vouchers for October 2017:

Motion to approve the payment of vouchers for October 2017 was made by Carol Patterson, seconded by Joan Betterly. All voted in favor.

E. Director's Report:

Sprinkler System:

Linda Comfort advised the Board that Buildings and Grounds blew out the sprinkler system. Buildings and Grounds also came over because one of the toilets in the public ladies room was not flushing. The batteries had gone out so they were replaced.

Web Page Design:

Linda Comfort and Samantha Snyder have been redesigning the Library Web Page. They have been researching other library sites as well. One feature would permit all staff to update information. Another feature would allow bad weather bulletins to be made without having to be in-house. They are looking to possibly transfer to Go Daddy next year. They are looking to design a collage site.

Adult Computers:

Several patrons reported that the computers were holding onto their email addresses. Ken Bellia fixed the problem. Suzanne King received mail from Jersey Connect reporting free internet access which she passed onto Linda Comfort. Suzanne King asked Linda Comfort to report back to the Board at the next meeting concerning it.

Halloween Parade:

Linda Comfort noted Ashley Rahn did a phenomenal job with story time and Halloween. The children came in costume and had their own Halloween Parade around the Library.

Cataloguing:

Linda Comfort said before she took on this role, she had been a cataloguer. In an effort to continue that process, she and Samantha Snyder have been training Emily Shafer to take over some of the cataloguing. Linda Comfort noted they are creating a section in the Children's Library for the classic popular books. Samantha Snyder is creating labels for those books which will make them easier to find. Linda Comfort noted the Children's collection is expanding.

Holly Glen Supplies:

In view of Holly Glen losing so much of their supplies due to the mold situation at their school, Linda Comfort said the Library has started collecting school supplies which they will donate when the school reopens. In addition to the supplies, the Library is also sponsoring a book drive for the school. Through the efforts of Samantha Snyder coupons have been donated by Chick-Fil-A for every new or gently used book donated. Carol Patterson, a substitute teacher, noted that the displaced students share one book between several students because they were not permitted to remove books from the school.

Holiday Programs:

Linda Comfort listed several Holiday Programs at the Library including Holiday wreath making, Shades of Harmony Singers, Luncheon with movies Program by Jennifer Schillig including Christmas Carol, Nutcracker, It's a Wonderful Life; Senior craft reindeer; Make Your Own Christmas Ornament; Visit from Mrs. Claus; Polar Express Night; and a Holiday Shop for the children to do their own Christmas shopping. There may also be a visit with Santa.

More Patrons:

The Board discussed seeing more patrons at the Library. One reason noted was that a lot of parents are home schooling now. Carol Patterson noted the popularity of the Read to A Furever Friend program from first grade to high school. Linda Comfort stated the program helps to develop reading skills. She cited one example where a reluctant reader helped the other children as a result of the program building his confidence. Linda Comfort also stated she will not allow programs to suffer and they will be handed over to Emily Shafer who will continue the programs.

F. Committee Reports:**Fund Raising Committee**

Joan Betterly noted the Friends of the Library have provided the staff with a Library Wish List which included a value of \$5,000 from previous book sales they are offering for Challenge Island, Holiday Concert, and 3D Puzzles for kids. Also offered are annual passes for the Garden State Discovery Museum, Grounds for Sculpture, Academy of Natural Sciences, Battleship New Jersey, Independence Seaport Museum and Wheaton Arts & Cultural Center. The passes can be borrowed and returned after 3 days. The Friends group has also been donating books to the Veterans' Home in Franklinville to help with starting a Library. Joan Betterly said the Volunteer Tea will be December 15, 2017 at 10:00 a.m. She said all of the volunteers have been invited to attend.

To coordinate with Suzanne King's efforts toward Puerto Rico Hurricane Relief, the Friends have packaged approximately 10 boxes of books. Suzanne King requested that each book include a label as being donated by the Monroe Township Public Library in Williamstown, New Jersey. She will transport the books to an associate for shipment to Puerto Rico.

Garden Committee

John Pohler reported more damage to the gazebo where the balustrade was kicked out by vandals. He reported on a winter clean up and care for tender tropicals. This Saturday, the clean-up will be from 10:00 to 12:00. Equipment and gloves will be provided. John Pohler noted mowing was not done for approximately a month. He asked Buildings and Grounds to come in and run the tractor. Since the mower vendor is from Philadelphia, John Pohler said he would recommend having a local person do the mowing in the future. He noted how reliable Fred from Grimestoppers has been. Fred is local and doesn't mind giving the Library a break.

John Pohler also reiterated his reminder to have the leaves on the roof removed before a major clog starts leaks from the roof. He also commented that the exterior door lock is not a problem and the exterior light timer needs to be reset. Linda Comfort said she will call Buildings and Grounds regarding those issues.

G. Old Business

Suzanne King read her response to the letter received from Carol Gerschwindt regarding kids loitering. She explained the Library Code Blue Policy wherein the Police will be called at the first sign of trouble. Suzanne King also thanked Carol Gerschwindt for her outstanding commitment and expressed the Board's appreciation to her.

H. New Business

The annual Christmas dinner will take place on December 8, 2017 at Mona Lisa. at 6:30 p.m. Carol Patterson asked about having a chess club at the Library. Linda Comfort said a chess club will be part of the programs in the new year.

I. Adjournment:

Motion to adjourn made by John Pohler, seconded by Joyce Samoyan. All voted in favor. The meeting was adjourned at 7:50 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees