

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting February 21, 2018**

A. Call to Order:

The regularly scheduled February meeting of the Free Public Library of Monroe Township Board of Trustees was called to order by President King at 7:00 p.m. Those present: John Pohler, Carol Patterson, Joan Betterly, Ron Garbowski, Joyce Samoyan, Linda Comfort and Suzanne King. President 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 Shurman Brenner. Jennifer Shurman Brenner told the Board that she was at tonight's meeting to inquire about the Library Director position. She had obtained an email through the OPRA. She stated that according to Civil Service, there is no Director since Manny left in late July. She asked where the Board is in the process. Suzanne King said the Board is still going through the process. Jennifer Shurman Brenner asked if the Board has certified the list yet for the Library Director position. Suzanne King stated the Board is waiting for notice from Civil Service. She said the Board is waiting on them. Suzanne King said as soon as the Board hears from Civil Service, they will request the list. Jennifer Shurman Brenner said she was looking into the Library By-Laws, Article 2 Act 4 which states that the Public Portion should come at the end of the meeting. The answer provided was that the current order for the agenda has been in effect for some time.

Jennifer Shurman Brenner stated she looked into the Budget for 2017 and 35% was left in teens and children's programming, 36% in juvenile and 70% left in general programming. She asked why the money wasn't spent on programming. Suzanne King stated the Board will look into it. Jennifer Shurman Brenner then stated print materials had \$10,000 left. Suzanne King stated that the budget is not firmed up for 2018. Jennifer Shurman Brenner stated it was concerning that there was \$10,000 left. Suzanne King said the Board is taking that into consideration and the funds are encumbered.

Jennifer Shurman Brenner stated that there is a 2018 PLA workshop in Philadelphia this year in March for ALA members. The exhibit pass is \$50. Suzanne King said the Board will take that into consideration. Jennifer Shurman Brenner also spoke about an email she sent to the Mayor relative to legal matters. She said the Mayor instructed to whom she should direct her emails and to copy the Board. Suzanne King closed the public portion.

C. Approve Minutes of the January 2018 Meeting:

Motion to approve the Minutes of the January 2018 meeting was made by Carol Patterson, seconded by Joan Betterly. 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 January 2018:

Motion to approve the financial reports for January 2018 was made by John Pohler. seconded by Joan Betterly. All voted in favor.

2. Approve Payment of Vouchers for January 2018:

Motion to approve the payment of vouchers for January 2018 was made by Carol Patterson, seconded by John Pohler. All voted in favor.

E. Director's Report:

Lights Fixed:

Linda Comfort advised the Board that Buildings and Grounds had checked all the interior and exterior lights and everything was now working. Several Board members mentioned that the foyer was dark and those lights were not on. Linda Comfort said she would have the timer checked to see if it needed adjustment.

State Flag Removed:

Linda Comfort reported that the State flag was taken down because of a large hole. Senator Madden's office was contacted for a replacement and advised they didn't offer that service any more. Suzanne King said she would get more information about a replacement. Ron Garbowski also offered his assistance.

Carbon Monoxide Detectors:

Linda Comfort said the Fire Inspector went through the building and advised that the Library needed to install carbon monoxide detectors throughout. He also advised certain fire extinguishers needed to be updated. The Board advised that Linda Comfort should prepare a map with dates and locations where the detectors are installed so they could be located easily when it is time to replace the batteries.

New Exterminator.

Linda Comfort advised that the Township selected a new exterminator due to complaints about the prior exterminator. She said the new exterminator will spray the building on the weekend to avoid any issues about odor. John Pohler reminded that the Sunday clean-up crew and he are working in the building over the weekend. Consequently, he said the Library has people working 7 days a week.

Recycle Bin:

Linda Comfort reported TGI, the company that leases the Library copiers, has a new program and will provide a recycle bin for the used toner cartridges.

Computer Repair:

The computer in the Director's office has now been repaired. Ken Bellia had to take it back to his office to get it working properly.

Snow:

Linda Comfort reported the Library was closed for snow several days in January.

Personnel:

Linda Comfort advised the Board that Ashley Rahn has accepted a position at the Atlantic County Library and her last day will be March 3, 2018. She recommended starting the hiring process as soon as possible.

AARP Tax Preparation:

The AARP Tax Preparation services are underway. John Pohler said he had called in January and was told to call back. Calling back, the earliest date he was able to get was in March. The calendar is now full.

F. Committee Reports:**Garden Committee**

John Pohler said he recently made some cactus plant purchases at Lowes and when he attempted to use the tax exempt number, he was told that the certificate had expired 6/17/17. They would not give him the tax exempt discount. He will look into getting an updated certificate.

Fund Raising Committee

Joan Betterly advised that the Friends Group will be conducting a book sale the last week of April. She relayed to Linda Comfort the Friends Group would like a list of things to be purchased using the proceeds of the book sale.

Committee Members:

Suzanne King reviewed Committee Appointments with Board members.

G. Old Business

John Pohler reported that the delivery person is still throwing the Inquirer against the door instead of into the drop box.

H. New Business

There was no new business to report.

I. Adjournment:

Motion to adjourn made by Carol Patterson, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 7:45 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees