

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES

Regularly Scheduled Meeting September 19, 2018

A. Call to Order:

The regularly scheduled September 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: Ron Garbowski, Barbara Chamberlain, John Pohler, 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.

B. Public Portion (Open/Close)

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

C. Approve Minutes of June 2018 Meeting.

Motion to approve the minutes of the June 2018 meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor.

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

1. Approve Financial Reports for June 2018.

Motion to approve the Financial Reports for June 2018 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Motion to approve the Financial Reports for July 2018 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Motion to approve the Financial Report for August 2018 was made by Joan Betterly, seconded by John Pohler. All voted in favor.

2. Approve Payment of Vouchers for June 2016.

Motion to approve payment of Vouchers for June 2018 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Motion to approve payment of Vouchers for July 2018 was made by Joan Betterly, seconded by John Pohler. All voted in favor.

Motion to approve payment of Vouchers for August 2018 was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

E. Director's Report:

Bathrooms:

Linda Comfort reported Buildings and Grounds replaced the flushers and any leaking issues in all of the bathrooms.

Electronic Sign:

The Board discussed that the electronic sign has been periodically malfunctioning. Samantha Snyder reported that in order to upload and fix errors, there is only one access from meeting room A. Ken Bellia advises software is available where access can be channeled to staff computers. The Board discussed budget categories for such a purchase. Ron Garbowski advised the sign falls under Buildings and Grounds but the software would be under Technology for budget purposes.

New Librarians:

Linda Comfort advised the Board of two new librarians hired. One is full time and one is part time. She introduced Olympia Sosangelis to the Board. The other librarian is Katrina Hauserman.

Summer Reading Program;

Linda Comfort noted the Summer Reading Program was a great success and was featured in a story in the Williamstown Sun.

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

Joan Betterly reported that the Friends of the Library Book Sale raised \$2,700.00 which was the most successful to date. The Friends have asked the Library staff to prepare a Wish List for the use of the proceeds. The Friends are interested in contributing toward additional museum passes. Joan Betterly also reported that the Friends are also interested in purchasing a Flag on Main Street promoting the Library. The Board was very much in favor of their participating and suggested a good location would be at the former site of the Library on Main Street.

Volunteer Tea:

Joan Betterly said she has chosen December 14, 2018 for the Annual Volunteer Tea. It is scheduled for 10:00 a.m. and she noted several Board Members attend each year to thank the volunteers.

Holiday Luncheon for Book Clubs:

Joan Betterly also announced that the Book Club Holiday Lunch will be December 4, 2018 at noon at Mona Lisia. Both Book Clubs are invited to attend.

G. Old Business:

There was no old business reported.

H. New Business:**Museum Pass Policy:**

Suzanne King confirmed that a strict policy is in place for anyone not returning a

museum pass. Linda Comfort confirmed after 12 days, the pass is considered late and late fees range from \$199.00 up to \$500.00. Linda Comfort stated that there was one instance where a pass for the Academy of Natural Science was not returned. The Academy of Natural Science cancelled the existing pass and issued a new one. Linda Comfort also reported that all passes are currently returned.

Tutoring Room Policy:

The Board discussed several proposed policies intended to prevent abuses by underage patrons accessing the computers in the tutoring rooms. Several ideas put forth were limiting the age of tutors, requiring underage patrons to be accompanied by an adult, and the pros and cons of each suggestion. Linda Comfort will contact other libraries to see how they have handled these types of policies and if they have had similar abuses from underage patrons. She will report her findings.

On Line Computer Classes:

Joyce Samoyan contacted Linda Comfort about a Gloucester County Program available to residents to access computer learning classes on their home computers for free. It was noted that the Monroe Township Library is not currently participating in this program. Linda Comfort said that the Library will be starting up in-house computer classes shortly. She said she would look into the Gloucester County Program and current subscription programs the Library is participating in to see which programs will be the best fit.

Trustee Continuing Education:

Barbara Chamberlain asked and Suzanne King provided information about a program for Trustee continuing education to be held at the Holiday Inn in East Windsor, New Jersey on October 27, 2018 from 9:00 a.m. to 4:30 p.m. provided by the NJLA. Suzanne King stated that the first person enrolling will be free. Any other registrants would have a fee of \$95.00 which will be paid by the Library in addition to mileage. The registration deadline is October 12, 2018.

Membership Cards:

Janet Mead noted revised Trustee membership cards are needed.

Off the record. Back on the record.

Election Day In-Service:

Linda Comfort stated that the staff were asking if the Library would be closed on Election Day this November to the public. In the past, the Library is closed but the staff have an in-service that day. She stated with the new librarians, it will be a good time to go over policies and procedures. Motion to close the Library to the public on Election Day this November and the staff having an in-service day made by Joyce Samoyan, seconded by Joan Betterly. All voted in favor.

Maker's Space:

Janet Mead asked if the Library was familiar with creating a Maker's Space. Samantha Snyder was familiar with the Cherry Hill Library's Maker's Space corner. She noted they are traditionally comprised of different small programs that go hand in hand with the STEM Program.

New Employees:

Suzanne King noted that new hire preliminary testing and paperwork are done in-house. Once all of the data is compiled, the documents are sent to the Office of Administration where Pension and Medical are handled.

I. Adjournment:

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

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees