

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES

Regularly Meeting June 19, 2019

A. Call to Order:

The June 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: John Pohler, Ron Garbowski, Jennifer Brenner, Joan Betterly, Janet Mead, Barbara Chamberlain, Samantha Snyder, 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. President King closed the Public Portion.

C. Approve Minutes of May 2019 Meeting.

Motion to approve the minutes of the May 2019 meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor with Jennifer Brenner abstaining.

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

Approve Financial Reports and Vouchers for May 2019.

Motion to approve the Financial Reports for May 2019 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Motion to approve the Vouchers for May 2019 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

E. Director's Report:

Building:

Samantha Snyder called Buildings and Grounds to order and install a replacement toilet paper holder in the men's bathroom that had fallen off the wall. Buildings and Grounds will also replace a door sweep strip for the Library storage closet door.

Samantha Snyder reported an ongoing issue with the current electrical panel controlling the timer for the foyer lights not functioning. She has been in contact with Kurt from Central Electric who is trying to reach out for someone to assess salvage-ability. This issue will become critical in the fall when it is dark at 5:00 p.m. and the lighting timers need to be changed.

Samantha Snyder reported Jackie Wallace from the Township's Office of Emergency Management had sent men from the Department of Corrections to do clean up at the Library. Samantha Snyder will keep them in mind for future work at the Library. Samantha Snyder gave the Board an overview of the mowing contractor's charges.

Samantha Snyder noted Peterson performed their quarterly checkup on 6/06/19 and 6/07/19. Unit 5 was tripping the circuit breaker and only the blower was working and Rooftop Unit 9 had two damaged screens that needed to be replaced. 6/13/19 a tech came out to replace the screens and a part was ordered to fix the breaker tripping problem.

Samantha Snyder brought the Board up to date on quotes received for a proposed replacement for the Library Garden's gate. Joan Betterly contacted Paulson Tree & Property Services and Frank Paulson suggested putting a chain link gate to save costs. He measured and assessed the fence. He understands the Library's desire for a gate that will provide visibility for the Police to see the gazebo at night after Library closing. He stated he can coat the gate in vinyl in white to match the surrounding fencing.

Technology:

Two service calls from Bellia Tech. 5/29/19 Ken replaced a children's computer monitor in which the button had popped off. 6/05/19 Fred advised Samantha Snyder that battery back-ups to the Library server were dead and needed replacing. On 6/19/19, Fred replaced the battery.

Progress with the website. Samantha Snyder emailed Board Members and staff the latest iteration of the Monroe Library website. She had passed along some feedback to Tom Rooney, III. Tom suggested that the Library purchase the smallest LibCal package. Samantha Snyder noted that she provided the librarians with a webinar on how the LibCal calendars work. She further stated her next step will be to create accounts for each librarian so they can begin to practice putting their programs in before the website is finished and goes live.

Vending Machines:

Samantha Snyder brought Board Members up to date on efforts to have the vending machines removed from the café area. She stated that she spoke with eVending about financing a 2-in-1 vending machine like the Township has. Buildings and Grounds has offered their help. Board Members discussed the best procedure to follow when purchasing inventory for the machines, keeping in mind tax exempt status and using a payment method in line with Township protocols. Samantha Snyder will look into proper procedures further.

Staff:

5/23/19 the Monroe Library had a staff in-service day. At 8:00 a.m., the first session was Active Shooter training which comprised a talk with a slideshow, staff questions, and answers. Staff walked around the building setting up a plan to get out from various locations. Next on the agenda was CPR training which included how to use the defibrillator machine which is housed in the front of the Library. Next was Stop

the Bleeding Training where the staff learned wound stuffing, how to do a tourniquet and the wrapping of appendages. The EMTs will be presenting a Free Training for Narcan on Thursday, June 6, 2019 at 6:00 p.m. Samantha Snyder sent an email to Board Members and staff if anyone wanted to attend. She indicated about 20 did attend including herself and it was extremely informative. Samantha Snyder said she met Michele Perez who works in the Tax Office at the Township and who runs the City of Angels, a group that works to get people suffering from addiction into recovery. Samantha Snyder spoke with Michele Perez about putting together a handout with information about local resources for those suffering from addiction. They look forward to working together to create a possible trifold to be put in the Library's community handout area.

Terry Van Leer was out for a brief period from Wednesday, 5/19/19 to Tuesday, 6/11/19 for an operation. She said she feels better than ever. She has limitations such as no heavy lifting, like the book drop box, but there are always other staff members to help with that.

Melissa Newton also has a pending surgery date that could result in her having to go on temporary disability. The Township's HR Department will be contacted once Samantha Snyder knows the extent of the surgery.

Miscellaneous

5/20/19 the voting machines were dropped off for the election. The election took place on 6/04/19. Samantha Snyder was at the Library at 4:45 a.m. to open the Library doors so those manning the voting booth could set up their stations. Samantha Snyder returned after work to help with the close down and to lock up the room for the night. The voting machines were picked up early the next morning.

The food donation bin duties have been passed along to Jennifer Schillig. People have been placing clothing donations in the bin. The Monroe Food Pantry does not accept the clothing so Jennifer placed the items in a nearby clothing donation bin. Samantha Snyder noted this was very thoughtful of her.

Samantha Snyder advised Board Members the Trustee cards are in Suzanne King's folder. CPR cards are in for the Library employees and Joan. Joan's card is in her folder.

F. Committee Reports:

Fund Raising Committee:

Joan Betterly reported \$250.00 was the total for this year's Library Fund Raiser at Mona Lisia. She noted a donation by management brought the total from \$206.00 to \$250.00. The next book sale will be October 7, 2019 to October 12, 2019.

Samantha Snyder will schedule an emergency meeting of the Friends of the Library so that Policy issues regarding the storage and categorizing of donated books can be finalized next Monday at 2:00 p.m. Suzanne King and Joan Betterly will attend with Samantha Snyder so that concerns of several of the Friends group can be addressed.

Garden Committee:

John Pohler reported that he works in the gardens on Sundays and has been trying to clean out the large weeds that have been growing due to all of the rain lately.

G. Old Business:

Barbara Chamberlain asked if a meeting concerning budget issues had been set up with the Office of Administration. Although no meeting has been scheduled, there were several suggestions to contact surrounding libraries to research how certain budget items are handled to gain more knowledge about outstanding questions that have recently been asked. Ron Garbowski offered to look into whether a meeting will be scheduled.

H. New Business:

Jennifer Brenner advised that the Library Construction Bond is anticipated to go before the State Legislature in the fall. She said the \$25 million dollar bond would cover the entire State. She suggested the Library should get a proposal together of capital improvements which can be submitted when that phase of the Bond issue is open for submissions.

Jennifer Brenner also advised that she was elected President of the New Jersey Library Association. She said she will be First Vice President in 2020 and President in 2021. She also advised of an EDI Foundation Seminar entitled Equity, Diversity and Inclusion which would be of interest to staff and Board Members. The event is scheduled for September 18, 2019 from 9:30 a.m. to 1:30 p.m. and will be held at the Monroe Township Library in North Jersey.

I. Adjournment.

Motion to adjourn the meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 7:50 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees

