

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES**

Regularly Scheduled Meeting November 20, 2019

A. Call to Order:

The November 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, Joyce Samoyan, 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 October 2019 Meeting.

Motion to approve the minutes of the October 2019 meeting was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor.

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

Approve Financial Reports and Vouchers for October 2019.

Motion to approve the Financial Reports for October 2019 was made by

Jennifer Brenner, seconded by Joan Betterly. All voted in favor.

Motion to approve the Vouchers for October 2019 was made by

Barbara Chamberlain, seconded by Joan Betterly. All voted in favor.

E. Director's Report:

Building:

The gate to the garden has been installed by Paulson. On 11/13/19, the lights in the Circulation Department began buzzing very loudly. Buildings and Grounds responded but the breaker was not shutting the power off to the lights. Also the light switch was not shutting off the lights. B&G advised to call the electrician. The electrician arrived and took the light ballasts with him. He set it up so that the light is no longer making the buzzing noise and only the very last strip over the filing cabinet is out. He will also replace the switch if that is still an issue once the ballast is replaced.

Technology:

Bellia Tech is working on an update for the Untangled program which is used for the Library computer filters. They will be updating the program very soon. The flat screen TVs are up and working again. The slides on the TV are much clearer than the previous software. Samantha Snyder has learned how to create the power

point file that will appear on the TVs throughout the Library. This could be a revenue opportunity. Samantha Snyder discussed with the Board several ideas from staff who might be interested in advertising. Samantha Snyder provided a copy of the Flat Screen Advertising Policy for the Board's review. She will make changes as recommended and the policy will be brought to a vote by the Board at the December meeting.

Web Design:

Samantha Snyder announced that she received an email from Tom, the web designer that the newly re-designed web site is ready to go live as of December 1, 2019. It will work on the phone as well. She noted everyone who has to update the interfaces will have to get used to the calendar. She said it will be functional.

Fines and Fees:

Samantha Snyder reported that she attended a Fine Free Meeting hosted by the Camden County Library on Wednesday, 10/23/19. She said the Gloucester County Library System is going fine free in April of the new year. The members of LOGICAL had a meeting after the Fine Free Meeting to discuss their options. A review of a policy handout for the fees charged at the Camden County Library prompted Samantha Snyder to update the Monroe Township Library Borrowing Periods and Fines. She noted that she removed lines about fines for materials such as VHS and sculptures the Library no longer has available. Discussed were typos to be corrected. Samantha Snyder said she will have information regarding percentage of revenue from fines after the first of the year. Board members also discussed what are allowable methods for paying fines. Motion to approve policy for Borrowing Periods and Fines made by Barbara Chamberlain, seconded by Joan Betterly. All voted in favor.

Miscellaneous:

Samantha Snyder reminded Board Members that the Holiday Party will take place on Friday, 12/06/19 at 6:30 p.m. at Mona Lisia. She asked if anyone is planning to attend they fill out and return the flyer at the end of tonight's meeting.

Voting took place on Tuesday, 11/05/19. Samantha Snyder came in at 4:40 a.m. to permit the Election workers access to set up. She noted that she then took down the Library's scarecrow that was displayed on Main Street for the scarecrow contest. She also reported that "1000 Books Before Kindergarten" got back in touch with her. They sent over the templates for the flyers/handouts/certificates. Katrina is working on customizing them and she plans on rolling out the information in January.

Little Library

Samantha Snyder said Jennifer Schillig suggested an idea in view of the Library's 10th anniversary, to purchase a Little Library at the location of the former Library. Samantha Snyder explained Little Libraries are basically little boxes, usually painted and shaped

like a house, where one can leave a book and take a book. She said there is a website “Little Free Library.org” where all of the Little Libraries around the country are registered so one could find a Little Library nearby. The fee is \$39 for registration if the box is not purchased directly from the Little Library website. The Board discussed the idea and made suggestions where the Library might find help in constructing the Little Library to look like the original Reading Room, the Town’s First Library from 1878. Jennifer Brenner stated that the purpose of the Little Libraries is to inspire reading and sharing. It is a thoughtful location for people who cannot travel all the way to the Library. She also mentioned that having a metal roof on the Little Library is a good idea because of potential weather damage.

F. Committee Reports:

Fund Raising Committee:

Joan Betterly reported that the Book Sale raised approximately \$2,000.00 by the Friends of the Library. She said the group is going to allocate money already voted for children’s programs. Next they will renew museum passes. Some of the museums such as Grounds For Sculpture will not be available in the future. Current passes are good until January. Joan Betterly advised that there is a joint book club luncheon scheduled for December 3, 2019 at Mona Lisa. She said Board Members wishing to attend are welcome. On December 13, 2019, she advised the Volunteer Tea is scheduled for 10:00 a.m. Anyone wishing to attend should enter the Library by the front door. Joan Betterly also invited Board Members to come out to Barnes & Noble in Deptford where the Friends will be wrapping. Regarding the children’s books saved for Holly Glen, no one came to pick them up. Some were sent over to St. Matthews. St. John’s will be contacted as well as other Churches to see if they might have a need for the children’s books. Joan Betterly also mentioned that Martha Oxley will be looking into alternative museum passes.

Garden Committee:

John Pohler discussed budget cut backs and stated the Library might have to go back to using Buildings and Grounds for mowing. He noted in December or January, he will do the light survey. Regarding the sprinkler system, John Pohler advised that currently an underground pipe is broken so the system is down. Ron Garbowski advised the Board that he will look into getting this fixed.

G. Old Business:

There was no Old Business to report.

H. New Business:

Jennifer Brenner advised that she has been promoted as the President of NJLA. She will hold that position until 2021. She has also been appointed Branch Manager of the Greenwich Branch of the County Library. She does not

anticipate this will become a conflict with her position on the Monroe Township Board of Trustees. She said if there was ever a perceived conflict, she would send a substitute to the meeting.

Ron Garbowski advised that the Township building audit is completed. Lights, thermostats, HVAC equipment all will be replaced with no cost to the Township through a South Jersey Gas energy saving program. Samantha Snyder will be speaking with the Library HVAC contractor concerning this.

Ron Garbowski also said Solar will also be incorporated into the Township's saving program and the Library will be part of the solar installations that will be taking place throughout the Township. He said there are a lot of good things coming. He also advised Board Members that the Newfield Bank has donated the back portion of their parking area to the Township. He said the Township has also purchased an adjoining lot behind the Washington Hotel. Ron Garbowski noted that the Theater needs parking and discussed the advantages additional parking will bring. Samantha Snyder asked Ron Garbowski if the Township would permit the Little Library in the park area where the former Library had been before it was torn down. She asked who she should contact concerning this idea. The Little Library discussion will be revisited at next month's meeting.

I. Adjournment.

Motion to adjourn made by Joyce Samoyan, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 7:55 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees

