

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

Regularly Scheduled Meeting September 18, 2019

A. Call to Order:

The 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: John Pohler, Ron Garbowski, Jennifer Brenner, Joan Betterly, 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 Suzanne King closed the Public Portion.

C. Approve Minutes of June 2019 Meeting.

Motion to approve the minutes of the June 2019 meeting was made by Joan Betterly, seconded by John Pohler. All voted in favor.

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

Approve Financial Reports and Vouchers for July and August 2019.

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

Motion to approve the Financial Reports for August 2019 was made by Jennifer Brenner, seconded by Barbara Chamberlain. All voted in favor.

Motion to approve the Vouchers for July 2019 was made by Joan Betterly, seconded by Jennifer Brenner. All voted in favor.

Motion to approve the Vouchers for August 2019 was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

E. Director's Report:

Building:

8/07/19 a rainstorm caused a leak in the kitchen area of the meeting rooms. Staff put down trash can and tarps. Buildings & Grounds came to clean up and make sure the drains were cleared out on the roof. A drainage hose on a unit on the roof was disconnected during the storm. Peterson came out first thing the next day to fix that issue.

HVAC Inspection:

On 9/13/19 Peterson is scheduled to conduct their regular HVAC inspection.

Clean Up:

8/12/19 Karen Uhl did a thorough clean out of the Staff breakroom and kitchen area. Karen organized it and threw out old items. Jennifer Schillig made some reminder signs to keep the area tidy.

Paulson Quote:

Frank Paulson has written up a \$1,800.00 quote for a chain-link gate covered in white vinyl and he will drop off the paperwork the next time he is by the Library. Motion to approve the chain-link gate quote was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Loose floor tiles in Meeting Rooms:

9/05/19 Samantha Snyder contacted Empire Flooring for a quote on two of the four entrance areas where there are loose and broken tiles. Someone came and did measurements but never returned. Buildings and Grounds said they could do laminate floor repair in those areas when they finish current projects and when all the mowing work is over.

Café:

Samantha Snyder prepared an RFP for a café in the Library. She sent it over to the Township and asked what her next steps were. The Township scheduled a meeting but it was postponed.

Technology:

8/23/19 Verizon came and installed the proper parts to increase internet speed. This was completed 8/29/19 and internet speed was finally increased. Staff and patrons have already noticed and remarked upon the positive change.

Progress on website design:

The Library website designer has made progress. He will come in to take updated photos of the meeting rooms and garden area. Once taken, the pictures will be put on the website and the next step will be to talk with Bellia Tech about how to make this website live.

Vending Machines:

The Stomel vending machines were removed from the premises. On 8/14/19 the replacement vending machine was delivered. It was brought into the Library by Buildings & Grounds & Parks & Recs. The machine was filled and it has been extremely popular and is almost completely empty three days or so.

Miscellaneous:

Yard Sale/Car Wash:

Saturday, 8/03/19 the Library was closed but there was a Car Wash and Yard Sale in the parking lot to support Samantha Brown, a Girl Scout who is working with the Williamstown Organic Community Garden to build a labyrinth. Samantha Snyder came in to help turn on the water, supply some tables and allow the kids working the carwash access to the Library bathrooms. There was a good turn out. Another car wash is scheduled for Saturday, 10/05/19. This time the Library will be open during the Yard Sale and Car Wash.

Sustainable Monroe Township Vegan Veg Out party in the Garden:

Patrick McDevitt held a Vegan Veg Out Party with about 50 people in attendance. Some of the attendees donated dishware. Patrick McDevitt brought up the idea of the Library renting out Community Dishware to Library patrons. Samantha Snyder researched this policy and did not find many Dinnerware Policies. She started drafting a Community Dinnerware Policy if the Board should decide to pursue this idea.

Community Outreach Events:

The Green Arts and Crafts Fair will be held 9/28/19 from 10:00 a.m. to 3:00 p.m. Janet Mead offered to find some Honor Students to help work a tent with Library bookmark crafts leftover from the Arts Fest in April. The Library is open that day and the volunteers will be very helpful.

Holiday City Day Out Speak Out:

10/15/19 Holiday City has a Day Out Speak Out Program from 1:00 p.m. to 3:00 p.m. Township and County Service organizations will present a five minute speech about the programs and services they offer. Samantha Snyder and Olympia Sosangelis will hand out flyers and answer questions. Olympia, the Computer Librarian will be able to answer questions about one-on-one and computer classes.

Samantha Snyder also noted Bellia will be replacing hard drives. New tables arrived for meeting rooms A&B. The electric panel was fixed.

Staff:

Motion was made by Jennifer Brenner to go off the record for a discussion, seconded by Barbara Chamberlain. All voted in favor. Off the record.
Back on the record.

Motion to approve the proposed Donated Sick Leave Policy per discussion by the Board, was made by Jennifer Brenner, seconded by John Pohler. All voted in favor.

Motion to name Karen Uhl to administer the Donated Sick Leave Policy was made by Joyce Samoyan, seconded by Barbara Chamberlain. All voted in favor.

Motion to designate the employee just discussed in closed session be approved regarding the Donated Sick Leave Policy was made by Joyce Samoyan, seconded by Barbara Chamberlain. All voted in favor.

Trustees Viewing Email Hours Spent:

Samantha Snyder asked the Trustees to report hours spent relative to the training video so she can keep a tally of training time spent.

F. Committee Reports:

Fund Raising Committee:

Joan Betterly reported that The Friends of the Library next book sale will be October 7, 2019 to October 12, 2019. She said she will schedule the Volunteer Appreciation Tea in early December. A discussion was held concerning Library Law and the correct line items in the budget for these types of events.

Garden Committee:

John Pohler reported mulch was used to fill the elevated garden beds. He said he may need several additional bags of mulch which he confirmed could be paid by Garden Maintenance funds. John Pohler reminded Samantha Snyder to have Buildings and Grounds to periodically go up to the roof to remove leaves to prevent clogged rain gutters causing leaking roofs in the Library. John Pohler also stated the bathroom effluent sewer pipes need to be flushed with water on a regular basis to prevent blockages.

G. Old Business:

There was no Old Business to report.

H. New Business:

Suzanne King reported that she, Jennifer Brenner, and Barbara Chamberlain attended a Library Law seminar at the Cherry Hill Library. There were several areas of Library Policy that concerned voting, purchasing, and meeting room charges which were brought up for discussion by the Board. Regarding voting, Suzanne King noted that designees are not permitted to vote. However, the School Board designee and the Mayor's designee to the Library Board are permitted to vote. Relative to purchasing, credit cards are not permitted, however, procurement cards are permitted. Samantha Snyder will contact Newfield Bank to discuss this issue so that the Library will be in compliance with Library Law. Regarding meeting room charges, the attendees at the seminar were told by

Counsel conducting the seminar that fees need to be consistent across the Board. Jennifer Brenner stated she will research the Statutes concerning these issues that were presented at the seminar so that the Board can better set the Library policy in compliance with Statutory law.

Solar:

Ron Garbowski informed the Board that the Township will be inspecting and conducting an audit of all of the Township buildings. He said the State is going through processes so that the Township can use solar. He said all of the school buildings and the Library building will be included in this project. Also cost savings measures such as LED lighting will be considered.

Legislation:

Jennifer Brenner noted that the New Jersey Library Association (NJLA) Policy Committee is encouraging support for pending legislation including: Per Capita State Aid, Opioid Antidote Legislation, Net Neutrality, State Broadband, School Library Media Specialist Required Ratio, Literacy Curriculum K-12, and Federal Legislation: Digital Equity Act, Access Broadband Act, and Institute of Museum and Library Services and IAL funding.

I. **Adjournment.**

Motion to adjourn the meeting was made by Barbara Chamberlain, seconded by Joyce Samoyan. All voted in favor. The meeting was adjourned at 8:10 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees

