

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

Regularly Scheduled Meeting December 18, 2020

**A. Call to Order:**

The December meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 4:00 p.m. by President, Suzanne King, followed by Pledge of Allegiance. Those present: Jeanne Kirsch, John Pohler, Barbara Chamberlain, Joan Betterly, Suzanne King and Samantha Snyder. President Suzanne King confirmed that tonight's meeting was being held in compliance with the requirements of the Open to the Public Meetings Act.

**B. Public Portion (Open/Close)**

President, Suzanne King opened the Public Portion of the meeting, no one from the public were present. The public could have zoomed in if they wanted to attend. Suzanne King closed the Public Portion.

**C. Approve November 2020 Minutes:** Motion to approve the November Minutes was made by Joan Betterly seconded by John Pohler All voted in favor.

**D. Financial Reports:** Motion to approve the Financial Reports for November was made by Joan Betterly, seconded by Jeanne Kirsch All voted in favor.

**E: Approve Vouchers:** Motion to approve the payment of the Vouchers for November was made by Jeanne Kirsch seconded by Joan Betterly All voted in favor.

**F: Director's Report:**

**Building:** Samantha Snyder reported, on Wednesday November 18<sup>th</sup> the server room was getting very warm and she had to call Peterson to service the air conditioner in there. Peterson managed to get it back up and running but informed her that the next time it breaks down we may want to get a wall unit like the one we have in the Children's story room.

The wiring in our public bathroom's automatic urinals had corroded and Buildings & Grounds had to replace a part. There was a couple of days they were not flushing and therefore out of order while awaiting that part.

**Staff:**

By request, Samantha ordered pink and black disposable face masks. This made everyone on staff very excited. Pink is the trend in this Library right now.

Over the past month and a half we had collected resumes and interviewed a number of people for the Youth Services Librarian Position available here. Many were qualified and wonderful but were in the process of applying to other Library jobs that snatched them up quickly. Finally we found the perfect fit and offered the job to Kyle Casser a recent Library School graduate who was formerly working two part-time jobs. The start date is dependent upon the Township as they require a drug screening, physical appointment and background check. We are getting back on track.

**Other:**

Samantha got in contact with our Discover Books rep for information on the bin we have out in front of Meeting Room C. Every pound of donations is supposed to equate to two cents that will arrive in the form of a check for the Friends. The first year Discover Books doesn't pay but I was pretty sure we entered year two sometime during 2020. I called our representative and found out we have made \$67.00! That's a lot of money made off of books we no longer want. The check should be arriving next month and quarterly from here on out.

Samantha reported she, (as well as other staff members) listen to the Governor's Covid-19 Briefings. No mention of closing us down although things do appear to be getting worse and the Governor seems to have a plan he may unleash if numbers raise past a certain point.

**G. Committee Reports:**

There were no committee reports.

**H. Old Business:**

Suzanne King reported to the Board she would like to revisit the possibility of having the AARP use Meeting Room C to do income tax returns for senior citizens. The Board was given paperwork from Ken Arnold, a representative of AARP, showing his plan to do this service. His plan is to have only five volunteers in Meeting Room C. The clients will drive up and park outside of the meeting room. A volunteer will go out to the car get the clients paperwork bring it into the meeting room scan it bring it back to the client and take the paperwork home and use their own computers to prepare the taxes

and file them. The Board decided this was a much needed service for senior citizens. Suzanne King made a motion to only allow the AARP use Meeting Room C for preparing and filing income taxes for senior citizens. John Pohler seconded the motion. All voted in favor. Suzanne King had a proxy vote in favor for Joyce Samoyan who was unable to attend the meeting.

**I. New Business:**

Samantha Snyder reported a representative from The American Red Cross would be coming back to the Library in January to start their monthly blood drive in Meeting Room C. The Board discussed this, and decided like the AARP this was also a much needed service for the community. A motion was made by Jeanne Kirsch to allow the American Red Cross to resume their blood drive at the Library and seconded by Joan Betterly. Suzanne King amended Jeanne Kirsch's motion to visit the American Red Cross using the meeting room on a month to month decision. All voted in favor.

**J. Adjournment:** A motion to adjourn was made by John Pohler and seconded by Joan Betterly at 5:00pm. All voted in favor.

Respectfully Submitted  
Karen Uhl, Transcriber

Suzanne King, President  
Board of Trustees