

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting February 19, 2020

A. Call to Order:

The February 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: Joyce Samoyan, Barbara Chamberlain, Jeanne Kirsich, Joan Betherly, John Pohler Ron Garbowski, Janet Mead, Jennifer Brenner, Samantha Snyder, and Suzanne King. President Suzanne King confirmed that tonight's meeting was 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 and introduced Patrick McDevitt with Sustainable Monroe Township.

Patrick thanked Suzanne King. Patrick reported to the Board that he was here this evening to give his yearly update of the Community Garden. WOCG Registration for this year's garden will be Saturday 2/22/20, 10:30am – 12:00pm. Shop Rite donates a cake, WaWa donates coffee sometimes we have Township Officials attend. We may have a priest who blesses the opening and a ribbon cutting.

Opening Day will be 4/1/20. The Seed Library is coming along. It will be opened to gardeners and the public. The temporary labyrinth is installed and they are looking to install a grass walkway with bricks with a possible April install. They celebrated the Winter Solstice which 50 people attended. Patrick stated that 5/2/20 is World Labyrinth Day.

We have Meditation the first Monday monthly which is well attended. He has been working with Nicole and Katrina on a yoga and meditation program for children. NWF Program is scheduled on 3/25/20 with the Audubon Society with Triple Oaks Nursery the theme will be "Wild Birds Unlimited" time 6:30pm – 8:30pm in Meeting Room C. Another project we are working on is making your backyard a Wild Life Friendly Habitat. You can have your own backyard certified. We would like to have the municipal properties including the Library, residents and churches certified. The goal is to have the whole town certified. We are also working with Rutgers Rain Garden to install a rain garden in back of the Library to off-set the flooding issue. This takes money so we are looking into getting grants. We asked Public Works to clean up in the back and we are talking about possibly having bee hives in the back. We have received a grant through the Tri-County Sustainable Alliance which we bought environmental films to show. Patrick has asked Samantha if it would be possible to have

a landing page on the Library's website so the public will have better access to all the garden's events.
Patrick closed his presentation by thanking the Library and the Board for their continuing support.
Suzanne King closed the Public Portion.

C. The Amended Minutes for the January 15, 2020 are approved.

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

E. Approve Financial Reports:
Motion to approve the Financial Reports for January 2020 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

F. Approve Payment of Vouchers for January 2020:
Motion to approve the payment of the Vouchers for January 2020 was made by John Pohler and seconded by Joan Betterly. All voted in favor.

G. Directors Report:
Building:

There was a bad storm on Wednesday 1/22/20 which caused a tripped breaker. One of our catalog computers in the Reference area was fried during the power outage, the TVs and sign out front had to be reset as well. The thermostat in the Computer Lab also was giving a weird message and the temperature in there was very low – that required Peterson, our HVAC company, to come out and resolve an issue. Bellia Tech had to replace the dead catalog computer as well.

The Library staff had heard several complaints about our front foyer area lighting being out. Buildings & Grounds have been asked several times about the lighting situation, they said they needed a cherry picker to change the high-up lights. Samantha went to Target and purchased two floor lamps and two timers. Dylan put the lamps together and set the timers. We have gotten a lot of compliments from patrons about them.

Friday, January 25th a smell had started to develop in the Children's Section. By Monday the smell was much worse. I called Buildings and Grounds for help moving furniture and tracking the source. We knew it was around the Children's Desk. We looked everywhere we could. I ended up calling the exterminator who couldn't make it out until the next day. The next day the exterminator came out. I dragged out the ladder out of the back and shoed him up it. Almost immediately he found a dead mouse in the ceiling tiles which he removed.

Buildings & Grounds have finished the broken tiled floors in Meeting Room C. There was a few days the Friends were unable to get into their closet but things are finally in order and the water damage has been fixed and remedied. If there is time after the meeting I encourage you to go look in Meeting Room C at the faux wood floor they put down. They should be coming back soon to replace the small area leading from the outside into Meeting Room B.

Friday, February 14th there was a bucket truck here from the Township. They appeared to be fixing or just looking at the lights in the patron parking lot area.

Technology:

The Library started having that issue again where students with school issued laptops were not able to log on to our WiFi. I emailed over to Dave Federici on the school IT department and he actually stopped by with a laptop to test the WiFi himself. He also emailed instructions for the kids to delete their cookies which is where he thinks things are getting hung up.

Wednesday, February 12th Fred from BelliaTech was here doing regular computer maintenance and the internet went down. We were down almost two hours due to a Verizon issue that Fred worked diligently on. This was also the day the AARP was here doing taxes and they need the internet to help their "customers" as well. Fred got us all back up and running and the AARP volunteers were so happy they wrote a glowing letter to us about Fred. Karen and I forwarded along the email to Fred and his boss (Ken).

Staff:

Amber Osborne, part-time evening Circulation Clerk, is back from her medical leave for her foot surgery. She came back Saturday, February 8th and everyone on staff was very happy to see her.

Emily Shafer, part-time evening Librarian, has been hired full-time at CHOP and will be leaving Monroe Library on Thursday, February 20th (tomorrow). Martha has rearranged the schedule to handle the coverage.

There was a Staff Meeting on Friday, January 24th where I discussed pretty much whatever happened at the prior Board Meeting (ie: Little Libraries news and recycling rules) and then I met with those who did ordering of any kind to let them know their budgets for books, programs, supplies etc.

Papers in Folders:

Everyone was given a contact information sheet. Please check to see that your information is correct.

I finished the State Report, hence you all received a copy of the Annual Report. Let me know if you see any errors or have any questions. I will put this up on the website the next time I have some updates to do. A lot of Libraries at the LOGICAL Meeting reported decreases in their stats but as you can see almost everything at Monroe increased. New cards were one of the only things I noticed that was down-but let's face it a lot of our residents have cards already. We've been making efforts to reach that little less than 30% who don't and to reach out to new residents.

Miscellaneous:

I applied for a Summer Reading Grant through Dollar General. I don't know if we'll get it but I tried nonetheless. There will be another one open for applications at the end of this month and I will try for that one as well. If I remember correctly they were for a max of \$3,000.00 and \$4,000.00 respectively.

It's Tax Season and the AARP have been here Tuesdays and Wednesdays. The appointments became completely booked up as of Wednesday, January 22nd. The organizer told me that we are the biggest and busiest location they have in Gloucester County. Our Library could handle even more appointments but there just aren't enough volunteers- if you know someone that is interested let them know the AARP is interested in taking them on and they provide training. I will have more detailed reports on how many visitors we had once the season wraps up.

H. Committee Reports:

Garden and Building:

John Pohler reported, hopefully if the range of temperature is 50 degrees and above, he will have a cleanup in the garden on a Saturday in March from 10:00am - 12:00pm. He had two plants split their pots. He had to buy two new pots and he has reported one of them, he still has to report the other one. He gave Samantha a map of the lights on the Library building which are still out. He only counted four or five and commented how the replaced lights, even in the garden are much brighter.

Friends of the Library:

Joan Betterly reported that the book sale will be on May 2nd. And the Friends decided to add Monday, May 4th as well. The Friends will also have a pretzel sale on the dates of the book sale. The pretzels will be by the door so you can purchase them on your way out. Joan reported they have several new members who have joined, and now they will have plenty of help with sorting the books.

By Laws:

Barbara Chamberlain reported she has finished her share of re-writing the By Laws. Suzanne King asked Barbara to forward them to her via email.

Jeanne Kirsch has decided she would like to be on the Friends of the Library committee.

I. Old Business:

No new business.

J. New Business:

Barbara Chamberlain commented on how wonderful Jennifer Schilling's monthly craft program is for seniors. The Board also commended Jennifer on her monthly newsletter, which she reports all the different events going on in our Township as well as the surrounding Townships.

K. Adjournment:

Motion to adjourn made by Joan Betterly, seconded by Jennifer Brenner. All voted in favor. The meeting was adjourned at 7:55pm.

Respectfully Submitted
Karen Uhl, Transcriber

Suzanne King, President
Board of Trustees