

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

Regularly Scheduled Meeting February 17, 2021

**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, followed by Pledge of Allegiance. Those present: Joyce Samoyan, Jeanne Kirsch, John Pohler, Joan Betterly, Barbara Chamberlain, Robin Lewis, Janet Mead, 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 January 2021 Minutes:** Motion to approve the January 2021 Minutes was made by Joan Betterly seconded by Joyce Samoyan. All voted in favor.

**D. Financial Reports:** Motion to approve the Financial Reports for January 2021 was made by Joyce Samoyan, seconded by Jeanne Kirsch. All voted in favor.

**E. Approve Vouchers:** Motion to approve the payment of the Vouchers for January 2021 was made by John Pohler seconded by Joan Betterly. All voted in favor.

**F: Director's Report:**

**Building:** Samantha Snyder reported we had an issue with our parking lot lights being out at the last Board Meeting. Buildings & Grounds came by to adjust the timers and check the circuit breakers. Samantha has been told the situation has been remedied.

Samantha reported that John Pohler called her on Sunday, January 31<sup>st</sup> because the heating went out in Meeting Room C. This was the day it was beginning to snow a lot causing us to have a couple of snow days. Samantha called Broadley about the three units being out and they sent a tech out. The tech reported that a door was left off on one unit causing the back unit to freeze and shoot cold outside air into the building. The two front units couldn't keep up with cold air coming in and

broke down as well. A tech was in on that Friday so we have an idea of when the problem occurred. John Pohler had to move all of his smaller plants out into the main Library so they didn't freeze to death. The tech remedied the problem and by the time we all returned to work the room had warmed up to a normal temperature again.

Samantha reported she has been contacted by the roofing company about checking on the roof leak in Reference. They have not come out yet due to the snow storms. The flapper for the toilet in the Children's bathroom has been replaced by Buildings & Grounds. We're awaiting a new battery for the sink in the woman's staff bathroom.

Samantha reported on Friday February 12<sup>th</sup> employees from the solar panel company arrived with Mike Calvello. They discussed with Karen and I plans to put the solar panels in the back lot. The project will close off our back lot for a number of weeks while they construct the canopy. They said they will be very communicative about how the project is coming along and be cleaned up as soon as possible. There will be one day where they will need to shut off the main power supply for about three hours but they said they will coordinate with us to hopefully do it during the hours before we are open.

**Staff:**

Samantha reported the interview for a part time Librarian position went well. The candidate, Ben Penseiro will be starting on Tuesday, February 16<sup>th</sup>. He will be working a couple evenings and alternating Friday/Saturday hours. He has previous experience working in Texas and Atlantic City Library.

Kyle Casser, our new Youth Services/Teen Librarian has been here about a month. As you can see by her stats she has done a lot of reaching out to our teen audience by way of social media. Samantha has also given her the contact information from Williamstown High School Librarian so they can be in touch.

Samantha reported that some of our staff members have had their Covid vaccines administered. Most of us are still waiting for our appointments. There is no fast pass for library workers so many of us are lumped into the Phase 2 category.

**Cats:**

Samantha reported she found out who the mysterious feeder of the Library Cats is. She gave him permission to set up a feeding station for the cats. Most of the food and supplies he gets are donated to him. He arrives in the early hours and feeds the cats and now the Library Staff gets to be more hands off.

**Other Tidbits:**

Samantha reported she has been working on the State Report.

Manny had ordered the Librarians business cards in the past through a company called Bellia Print and Design. Since we have a mainly new staff she has asked if anyone would like business cards and ordered them for the people interested.

Our vending machine was on the fritz for a little while bur Brandee sent someone out to remedy the issue and its back up and working.

Karen received the information to renew the Trustee's membership. The cards may arrive before the next meeting or possibly for April's meeting.

**G: Committee Reports:**

Joan Betterly reported the Friends meeting was rescheduled for March 1<sup>st</sup> and everyone was notified. Joan also reported Bonnie had received two checks from Discover Books for the donated books.

**H. Old Business:**

There was no old business to report.

**I. New Business:**

Suzanne King reported she would like to resume Staff meetings starting in March.

**J. Adjournment:**

A motion to adjourn was made by John Pohler and seconded by Joyce Samoyan at 7:30pm. All voted in favor.

Respectfully Submitted  
Karen Uhl, Transcriber

Suzanne King, President  
Boar of Trustees





