

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP**  
**BOARD OF TRUSTEES**  
**Reorganization Meeting January 20, 2021**

**A. Call to Order:**

The January Reorganization meeting of the Board of Trustees of the Free Public Library Monroe Township was called to order at 7:00p.m.in accordance with the Open Public Meetings Act by Director Samantha Snyder followed by the Pledge of Allegiance. Those present: Suzanne King, Joan Betterly, Barbara Chamberlain John Pohler, Jeanne Kirsch, Ron Garbowski, Janet Mead and Robin Lewis. Samantha Snyder stated the first item on the agenda is the election of Board President. Can I have any nominations? Jeanne Kirsch nominated Suzanne King for the Office of Board President. Seconded by Joan Betterly. All voted in favor. Samantha Snyder turned the meeting over to President Suzanne King.

**Reorganization:**

**Election of Officers:**

Samantha Snyder accepted nominations of the Office of President of the Board of Trustees. Jeanne Kirsch nominated Suzanne King for the Office of President of the Board of Trustees; seconded by Joan Betterly. All voted in favor.

Suzanne King accepted nominations for the Office of Vice President. Suzanne King nominated Joan Betterly for the Office of Vice President; seconded by Barbara Chamberlain. All voted in favor.

Suzanne King accepted nominations for the Office of Secretary/Treasurer. Suzanne King nominated Joyce Samoyan for the Office of Secretary/Treasurer; seconded by Joan Betterly. All voted in favor.

**Appointments:**

Motion was made for the appointment of Karen Uhl as Clerk Transcriber by Suzanne King; seconded by Jeanne Kirsch. All voted in favor.

Motion was made for the appointment of Nightinger, Colavita & Volpe as auditors by Suzanne King; seconded by Joan Betterly. All voted in favor.

Motion was made for the appointment of Lou Capelli Jr. Esquire as Solicitor for the Library Board by Suzanne King; seconded by Joan Betterly. All voted in favor.

**Oath of Office:**

Councilman Ron Garbowski swore in Robin Lewis as a new Board Member.

**Public Portion (Open/Close):**

President Suzanne King opened the Public Portion. There were no members of the Public present. Suzanne King closed the Public Portion.

**Approve Minutes of December 2020 Meeting:**

Motion to approve the minutes of the December 2020 meeting was made by Barbara Chamberlain, seconded by Joan Betterly. All voted in favor.

**Financial Reports:**

Off the record to allow the Board review of the Financial Reports. Back on record.

**Approve Financial Reports for December 2020:**

Motion to approve the financial reports was made by Joan Betterly, seconded by John Pohler. All voted in favor.

**Approve the Payment of Vouchers:**

Motion to approve the payment of vouchers was made by Barbara Chamberlain, seconded by John Pohler. All voted in favor.

**Approve The Year End Budget:**

Motion to approve the year end budget was made by John Pohler, seconded by Jeanne Kirsch. All voted in favor.

**Approve the Proposed 2021 Budget:**

Motion to approve the proposed 2021 budget was made by Barbara Chamberlain, seconded by Joan Betterly. All voted in favor.

**B: Director's Report:**

**Building:**

Samantha Snyder reported the sensor that turns on the light in the Children's bathroom has stopped working. Buildings and Grounds are in the process of ordering a new sensor. The leak damage in the Children's area has been spackled and repaired. We are still waiting on a paint job. During this time, however, an old leak near the Reference Desk sprung up again after one of our heavier storms. We are in touch with the roofing company that installed the roof since there is a warrenty.

The new HVAC unit that controls Meeting Room B was not working properly. The company that installed them (Broadley) had to come out a few times to replace some

motor parts. The unit was still under warranty so this did not cost us anything. They came out three times before things were fixed finally on Wednesday January 13<sup>th</sup>.

**Staff:**

Kyle Casser our new Youth Services Librarian started Monday, January 11<sup>th</sup>. Kyle is eager to learn and seems like she will be a good fit with our staff here. There is a part-time librarian nights and Saturday position open that Samantha will be doing interviews for on Tuesday.

**Cats:**

Samantha reported we now have six cats that have been caught and spayed or neutered by PetSavers. There are maybe three or four more left in the garden to trap and fix.

**Red Cross Blood Drive:**

Samantha reported the first Blood Drive since the pandemic started is set for Thursday, February 18<sup>th</sup>. She has been in contact with the Red Cross and they are aware of our stipulations and new hours. The people donating blood are to park on the side of the building and wait in their cars until it is time for their appointment. The donors are to enter through the outside meeting room doors. The Blood Drive is to end and begin breaking down their set up at 6pm.

**AARP:**

AARP has set up a web form for people looking to get their taxes done to fill out. This form is located in several places on our website. Samantha has informed Community Affairs/The Pfeiffer Center that they can just direct those seeking tax help right to our website for the AARP appointment form.

**Miscellaneous:**

Samantha reported Katrina has accepted the role of Deputy Director that we discussed at the last meeting. She also lives very nearby in the event that there is an emergency at the Library she can be here quickly.

Samantha reported the Library has some violations on our Fire safety review. Most have to do with safety lighting and junction boxes which Buildings and Grounds has a report from the Fire Inspector as well as she.

**C. Committee Reports:**

**Garden Committee:**

John Pohler reported he will need help in the spring for his annual clean-up and was hoping, depending on the pandemic, if he will be able to have volunteers this spring to help. He will need masks and gloves for the volunteers.

**Friends Committee:**

Suzanne King reported she would like to resume Friends monthly meetings again. Joan Betterly brought up how the Friends members were going to work in the closet with the donated books. Sue suggested the friend's officers as well as Joan, Jeanne, and Samantha hold their first meeting for the year the first Monday in February which is February first at 2:00pm. Robin Lewis said she would like to attend also.

**D. Old Business:**

No old business to report.

**E. New Business:**

Motion to approve the Board Meetings schedule for 2021 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Motion to approve the Holiday schedule for 2021 with the exception of Samantha Snyder finding out if Christmas Eve is a Federal Holiday, was made by Jeanne Kirsch, seconded Barbara Chamberlain. All voted in favor.

**F. Adjournment:**

A motion to adjourn was made by John Pohler, seconded by Joan Betterly at 8:00pm all voted in favor.

Respectfully Submitted  
Karen Uhl, Transcriber

Suzanne King, President  
Board of Trustees





