

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES

Regularly Scheduled February 16, 2022

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, John Pohler, followed by Pledge of Allegiance. Those present: Joan Betterly, Joyce Samoyan, Barbara Chamberlain, Robin Lewis, Janet Mead, Suzanne King, Jeanne Kirsch, Councilman Ron Garbowski, John Pohler and Samantha Snyder. President John Pohler 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, John Pohler opened the Public Portion of the meeting. President Pohler reported, we have two presentations tonight. First presentation is Lily, a local Girl Scout. Lily asked permission, for her Silver Reward, to build and place a little Library on the site where the old Library was on Main Street. Lily explained how she would build it and place it, and how it would operate. Lily asked for a \$40.00 donation from the Friends which she needs to register the little Library on the "Free Little Library Site." Council Ron Garbowski said he would donate the \$40.00.

Second presentation is Alan & Margaret Kirkby and Mary Ellen Muth. They came to the Board Meeting as Master Gardeners to consult with the Board their ideas for the garden surrounding the front and side of the Library Building involving amending the soil and planting native plants.

C. Approve January 2022 Minutes: Motion to approve January Minutes ; with the correction of two appointments not seconded. Joyce Samoyan made a motion to approve and amend the January minutes, seconded by Joan Betterly. All voted in favor.

D. Approve January 2022 Financial Reports: Motion to approve January Financial Reports was made by Suzanne King seconded by Barbara Chamberlain. All voted in favor.

E: Approve Payment of January 2022 Vouchers: Motion to approve payment of January 2022 Vouchers was made by Suzanne King seconded by Joan Betterly, All voted in favor.

F: Director's Report:

Building:

Samantha reported, that there was an issue with the heat maintaining a normal temperature in certain areas of the building during those really cold days. Samantha contacted Peterson on January 18th and a tech came out the next day to do repairs. The tech left a message on Samantha's work phone about all the issues he encountered on the roof. Samantha reported, the door to two of the units had blown open and the cold air was getting in. The tech was able to close the doors which fixed the problem and the other issue was a simple fix as well.

Samantha reported, our Art Gallery is currently empty. Gina (our Paint Date Lady) is gathering art from her students to put up. Samantha reported, Gina does virtual and at-home art classes currently as the "Traveling Art Teacher." Samantha reported, Gina will feature her students' art up until the Annual Art Show on Tuesday May 3rd.

Meeting Room C:

Samantha reported, Buildings and Grounds and an electrician have been looking into adding four new outlets to Meeting Room C. Two on the pole in the middle of the room and two on the back wall near the doors. Samantha reported, there is also a place in the drop ceiling that looks like it's sagging that needs to be looked at by the ceiling people. Samantha reported, she and Bill from Buildings and Grounds are looking when it would be a good time for that repair because the AARP are currently in C a couple times a week.

Governor:

Samantha reported, the Governor is in the process of lifting the mask mandate for schools starting March 7th. Samantha reported, we are going to start re-implementing Children's Programming. Samantha reported, she and Katrina have been talking about easing into things and seeing what kind of turnouts we have. Samantha reported, we did two passive programs in February. One was a Black History Month Scavenger Hunt

and the other (for younger kids) was Find the Rubber Ducks. So far we've had a good number of kids come out to play along.

Library Events:

Samantha reported, AARP Tax help is back There was some adjustments that had to be made this year due to Covid and the AARP's rules. Samantha reported, The American Legion Ladies Auxillary Basket Auction is coming back to the Library on Saturday, April 23rd. Samantha reported, the Township Art Fest is also on April 23rd. Samantha reported, she hasn't made a decision if she will be sending employees since this is a very busy day at the Library due to the Auction. Samantha reported, she is leaning toward skipping the Art Fest this year.

Tibits:

Samantha reported, the Brandywine Museum has offered us a free museum pass, this makes up for the fact we lost our Children's Discovery Museum Pass this year. Samantha reported, she and Chris did not renew the pass because the website says the museum has been closed since March of 2020.

Samantha reported, that the time you are reading this she will have finished the first in a series of Director's Training Courses offered by the State Library, originally these courses were offered in Trenton. Samantha reported, her first two years working here she was too busy juggling two State Reports and the last couple years it had been canceled because of Covid.. Samantha reported, now they are virtual and free so she figured she would check them out.

G: Committee Reports:
Friends:

Joan reported, the Friends had their meeting a couple of weeks ago and the Book Sale is still on for April 4th. Joan reported, the friends had issues about the Church taking up too much room in Meeting Room C. Joan discussed this with Samantha, and Samantha took care of the issues the Friends had. John addressed the Board, "he said if any of the Friends members come up to them with an issue they are to go to Joan because she is the liaison between the Board and the Friends"

Garden Committee:

John asked the Board to refer to Old Business/Landscaping for the Garden. John reviewed which Board Members are on what committees.

H: Old Business:
Landscaping

Joan asked the Board to take out the two quotes from Joseph's Landscaping and Taylors Landscaping out of their folders. Joan reported a comparison between what services each Landscaping Company would be doing as well as price comparisons. A lengthy discussion ensued.

Joan Betterly made a motion that Janet Mead would get in touch with Rowan University and Rutgers University about obtaining a Landscape Architect, Joyce Samoyan seconded. All voted in favor.

I: New Business:

Officers Sign Oaths:

John reported that he and Joan had signed their Oath of Office. Janet Mead reported she went to Town Hall and signed her Oath of Office.

Engagement Letter for Accountant:

John Pohler signed the engagement letter to Nightlinger, Colavita and Volpe as the Library's Accountant.

Attorney Appointment:

John Pohler asked Councilman Ron Garbowski if he had any objection appointing an Attorney for the Library. Councilman Ron Garbowski said the Mayor wanted the Library to appoint a local Attorney. John Pohler reported, the Library's Attorney cannot be the same as the Township's Attorney, and if the Library cannot find a local Attorney by next month's meeting they will appoint Attorney Cappelli who the Library has used in previous years.

Personnel/Policy Committee Revised:

Barbara Chamberlain reported, she, Joyce Samoyan and Samantha Snyder met on January 31st. for a couple of hours to look at five policies. The policy committee will be addressing five policies per month. Barbara reported, the personnel/policy committee would like to have the five policies in their folders approved tonight.

Suzanne King made a motion to approve the Procedures to Formulate New or Change Existing Library Policies policy, Joyce Samoyan seconded. All voted in favor.

Joyce Samoyan made a motion to approve the Holiday Policy, Jeanne Kirsh seconded. All voted in favor.

Barbara Chamberlain made a motion to approve the Policy Regarding Bereavement Time, Joyce Samoyan seconded. All voted in favor.

Suzanne King made a motion to approve Policy Regarding Closing of the Library Due To Emergency Conditions, Joan Betterly seconded. All voted in favor.

Joyce Samoyan made a motion to approve Policy on Appointments to Staff, Joan Betterly seconded. All voted in favor.

J: Adjournment:

A motion to adjourn was made by Joan Betterly seconded by Joyce Samoyan at 8:30pm all voted in favor.

Respectfully Submitted
Karen Uhl Transcriber

John Pohler, President
Board of Trustees