

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting May 21, 2014**

A. Call to Order:

The regularly scheduled May meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order by President King. Those present: Mr. Garbowski, Mr. Pohler, Ms. Patterson, Ms. Betterly, Ms. Samoyan, Mr. Paredes, and Ms. King. Ms. King confirmed that tonight's meeting is held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion:

President King opened the public portion of the meeting. There were no members of the public present. Ms. King closed the public portion.

C. Approve Minutes of April 2014 Meeting:

Motion to approve the minutes of the April 2014 meeting was made by Mr. Pohler, seconded by Ms. Patterson. All voted in favor.

D. Financial Reports: Off the record to permit Board review. Back on the record.

1. Approve Financial Reports.

Motion to approve the financial reports was made by Ms. Betterly, seconded by Ms. Samoyan. All voted in favor.

2. Approve Payment of Vouchers:

Motion to approve payment of vouchers was made by Ms. Betterly, seconded by Ms. Patterson. All voted in favor.

E. Director's Report:

Room C/Polling Place

Regarding the budget, Mr. Paredes noted contingency costs and expenses are on a par with last year. He reported that the work on Room C is completed. He contacted Jim Morrison relative to a Certificate of Acceptance. There was one issue related to ceiling fluorescents left by Verizon. Buildings and Grounds will tie these connections up. Mr. Paredes said now they just need to get furniture. There is no more construction work. Sue McCormick inspected the area with a view to upcoming polling space and she thought it looked great. The Board discussed possibilities of moving certain polling stations, parking, and advisability of closing the Library on election days.

Men's Room

Mr. Paredes reported on vandalism in the men's room. There has also been theft of industrial toilet paper. Consequently, he has contacted a locksmith due to the mischief so

that the men's room will be locked and when needed, staff will provide a key in order to keep a control over who is using the facility.

Coffee Café RFP

Mr. Paredes said he spoke with Chuck Fiore. Mr. Garbowski said the matter will go before Council next week at their next regularly scheduled meeting on Tuesday.

Publicity

Mr. Paredes informed the Board of the results of his inquiry with Today's Shopper relative to promoting interest in the Library's events. One issue reaches 15,500 homes every two weeks. The fee for a one page ad is \$315.00. Mr. Paredes said he will start with a full page ad and then follow with one half page ads the following two months. A follow-up to evaluate the effectiveness of the ads will be conducted asking patrons how they heard about Library events. If it is determined the advertising is not successful, Mr. Paredes said he would not continue to use this method.

Upcoming Events

Mr. Paredes shared with the Board some upcoming events planned including a Frank Sinatra impersonator.

Dedication of Memorial Bench

Mr. Paredes said he was contacted by the daughter of Winnie Sharp as the family is planning a dedication for the bench in the children's garden donated in memory of her father.

F. Committee Reports:

Garden Committee:

Mr. Pohler advised on May 29th he has scheduled the planting of a couple of flats of annuals. The rain date will be May 30th. He said he could use help as he fell and injured his arm. Mr. Pohler also advised that due to his arm injury, for a time, he will not be able to do the mowing he usually does because he cannot lift the grass catcher.

Fund Raising Committee:

Ms. Betterly reminded Board members to come to the fund raiser dinner at the Library IV Restaurant next Wednesday. She also reported that the Friends of the Library raised \$500.00 at the flea market. Mr. Paredes said he has been helping the Friends apply for their 501 (c)(3) tax exempt status. The Friends will have a table at the Music Festival on June 7th at Owens Field.

G. New Business:

1. Auditors' report review and approval.

Mr. Paredes distributed copies of the Auditor's report for the Board to review. He said there were no recommendations other than for him to sign the time cards. There were

a few software corrections which the Auditor was able to do himself.

2. Fees for Meeting Room C.

Motion to set the Room C meeting room fee @ \$75.00 was made by Ms. Betterly, seconded by Ms. Samoyan. All voted in favor.

3. Additional Maintenance costs for Room C.

Mr. Paredes said he is awaiting Grimestoppers' additional maintenance fees for Room C. The matter will be tabled pending receipt of the fee schedule.

4. Summer Closing on Saturdays (July and August)

Staff will be planning programs and vacations over the summer and would like confirmation of summer hours. Motion to confirm Saturday closures in July and August made by Ms. Betterly, seconded by Ms. Patterson. All voted in favor.

5. Staff Development Day.

Mr. Paredes suggested closing the Library on Primary or Election Days if Room C is used for polling. This could result in an opportunity for Library training and staff development on that day. He said he would like to have a regular staff development day each year.

6. Garden Maintenance.

Mr. Paredes said he did some mowing himself and found the mowing around the plantings very difficult. He thought a riding mower would be an advantage or to get a vendor to do it. Although Buildings and Grounds does the major mowing, the gardens need to be trimmed by someone familiar with the plantings. He suggested hiring someone to help Mr. Pohler with that specific task. Mr. Pohler said he felt he could continue to do the trim and mowing once his arm heals. He said he would let Mr. Paredes know if it becomes too difficult for him. Mr. Garbowski suggested this would be a good job for summer help.

H. Old Business:

Trustee Institute Training Requirement

President King said she will be attending the Library Trustee Institute training seminar in September. Mr. Pohler suggested she inquire if the seminar will be recorded on DVD so that other Board Members can study with the DVD for future credit participation.

Lights on Grounds:

Mr. Paredes said an electrician came to check out the high ceiling lights which have been out around the building. The electrician may be able to reach the lights with a specialty pole he uses in view of the fact that the township can't reach the lights. Regarding lights, Board members noted some of the front garden lights have been out for some time and the general dark condition of the parking lot at night. Discussed was the possibility of

changing the light heads to allow for increased lighting. Mr. Garbowski said this would be a capital budget matter.

Sprinklers:

Apparently, the water was turned on but a broken sprinkler head was discovered and the water was shut off. This has been fixed and now the water is turned back on.

Continuing Education Classes

Suggestions for using the Library meeting room facilities included Rowan using the Library as a potential site for continuing education classes, and Master Gardeners. It was also noted that the Trades' continuing education classes are always looking for a good space.

I. New Business:

Mr. Garbowski said the Economic Development Committee is planning to use the meeting room facilities for a Small Business Development Seminar in September or October. The Seminar will be open to the public. They plan on inviting the County Small Business Administration, the County Librarian and the Businessman's Association with a view to what aid is available for small businesses whether new or existing for the first three years.

J. Adjournment:

Motion to adjourn was made by Mr. Pohler, seconded by Ms. Samoyan. All voted in favor. The meeting was adjourned at 7:50 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees