

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting October 15, 2014**

A. Call to Order:

The regularly scheduled October meeting of the Free Public Library of Monroe Township was called to order at 7:00 p.m. by President King. Those present: Mr. Pohler, Ms. Patterson, Ms. Betterly, Ms. Samoyan, Mr. Paredes and President King. Ms. King noted that tonight's meeting is held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion:

Ms. 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 the September Meeting:

Motion to approve the minutes of the September 17, 2014 meeting was made by Mr. Pohler, seconded by Ms. Betterly. All voted in favor.

D. Financial Reports:

Off the record to allow Board review of the documents. Back on the record.

1. Approve Financial Reports for September.

Motion to approve the financial reports for September was made by Ms. Betterly, seconded by Mr. Pohler. All voted in favor.

2. Approve Payment of Vouchers for September.

Motion to approve payment of vouchers for September was made by Mr. Pohler, seconded by Ms. Betterly. All voted in favor.

E. Director's Report:

Lynn Harpool Retirement

Mr. Paredes reported that he is planning on the transition needed when Ms. Harpool retires at the end of the year. He has allocated funds in this regard.

Coffee Vendor

The Board discussed at length the advisability of putting out the RFPs again since there was no interest shown or bids submitted following the initial request at a Board meeting by a local coffee shop almost a year ago to set up a coffee station. The Board decided to drop the issue regarding a coffee vendor. All voted in favor.

Parking Lot Lighting Improvement

Mr. Paredes will be working on obtaining a quote with Mr. Heydel to improve the lighting in the parking areas at the Library.

Quotes for HVAC Unit

Regarding the replacement HVAC unit, Kevin Heydel said to get two more quotes.

Surge Protectors

Regarding the computer surge protectors, Mr. Bellia said that the Library already has them built into the orange wall outlets.

December 26, 2014

Mr. Paredes said the Library will be short staffed on December 26th. He took a poll of the staff. A motion was approved closing the Library on December 26, 2014.

Continuing Education Requirements for Board Members

The Board discussed available workshops and training opportunities for Board members. Mr. Paredes will provide Board members with a website where they can fulfill this obligation.

Transfer of Funds

The Board discussed anticipated purchases at year end. Mr. Paredes has projected expenditures and is on top of this.

F. Committee Reports:

Building Committee:

Recommendations were made by Committee members to be sure exterior lights were operational. Also discussed was contacting the MUA to have the water shut off on the exterior of the building prior to having the sprinkler system blown out. Also discussed was resetting the exterior lighting in line with the time change the first week in November.

Garden Committee:

Autumn clean up on Saturday, October 18th from 9:00 to 12:00. Mr. Pohler outlined his winterizing projects. He welcomed all volunteers.

Fund Raising Committee:

Ms. Betterly reported on several upcoming fund raisers by the Friends of the Library including a Fall Festival November 15, 2014 Craft Show and a Santa Shop in December. She noted they are still collecting books for the next book sale.

G. New Business:

The Holiday dinner will be the first Friday in December. There will be something planned for Lynn Harpool after the New Year.

November 4, 2014 Election Day

Mr. Paredes noted the staff will start earlier in the day and will have an educational in-service day by County Tech specialists in consideration of the Library's use as a polling place.

H. Old Business

There was no Old Business discussed.

I. Adjournment:

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

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees