

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting September 17, 2014

A. Call to Order:

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

B. Public Portion:

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

C. Approve Minutes of June 2014 Meeting:

Motion to approve the minutes of the June 2014 meeting was made by Ms. Davi, seconded by Ms. Betterly. All voted in favor.

D. Financial Reports:

Off the record to all the Board's review of the reports and vouchers. Back on the record.

1. Approve Financial Reports:

- a) June
- b) July
- c) August

2. Approve Payment of Vouchers:

- a) June
- b) July
- c) August

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

Motion to approve the financial reports and vouchers for July was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor.

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

E. Director's Report:

Café RFP:

Mr. Paredes noted that the Café RFP was finalized and went out for bids. He personally

spoke with Mom Mom's Coffee urging their response in a timely manner. Unfortunately, no bids were forthcoming and the time has expired. The Board discussed re-issuing the RFP to provide renewed opportunity in view of the initial interest expressed in such a project by Mom Mom's Coffee.

Summer Reading Programs.

Mr. Paredes said the Library had a busy summer with a hugely successful summer reading program. Mr. Paredes credits participation which was three times greater than last year as a result of the advertisements in the Today's Shopper over the last several months. He said there were also prizes offered such as a kid's telescope and a Kindle reader. He noted there were 384 adults participating.

HVAC Issues

Mr. Paredes reported after a heavy rain, he called in Peterson due to a couple of leaks. The causes were identified and repaired. He also noted that Peterson found no Freon in units. Mr. Paredes advised the Board that a new 7 ton HVAC unit is needed with the cost of \$11,500.00, including the use of a crane for the roof installation.

This is an emergency situation as the unit must be installed before winter. Mr. Paredes was advised to contact Kevin to see if three quotes are required since Peterson is already under contract. A question was asked if another entity installs the new unit, will Peterson come and maintain another person's work.

Financial Officer

Mr. Paredes advised Board members he received notice from the State regarding the aid contribution. With the passing of Jeff Coles, Mr. Paredes will follow up with whomever will be taking on his duties for the State Aid check. Mr. Garbowski noted that the CFO for Glassboro will be temporarily filling in.

Lighting

Mr. Paredes noted that Pokey and Danny were at the Library grounds for several days working on fixing the lights. There are still three lights out on the building. Mr. Paredes will get an estimate from the Township lighting contractor as to ways to improve the lighting in the parking areas. This will be a capital improvement project.

F. Committee Reports:

Garden Committee:

Mr. Pohler reported that on Saturday, 10/11 from 9:00 to 12:00, the Garden Committee will have its autumnal cleaning of the gardens. The Rain date will be 10/18. Mr. Pohler said he will send an email to the Master Gardeners asking for volunteers. Mr. Pohler recommended the MUA clean out the lines for the septic system on a regular basis. He also recommended the sprinkler system be winterized in October to be on the safe side and have the roof checked for leaves clogging any gutters. Mr. Paredes noted that he checks the gutters monthly. Mr. Pohler also noted that there is poison ivy all around the garden.

Fund Raising Committee:

Ms. Betterly reported that the Friends of the Library met with other Friends groups from several surrounding Libraries. Deptford Library for example has developed a brochure which offers businesses to become a Business Friend for a \$75.00 fee. The Library then offers the business opportunities to promote their business by having advertising material displayed. The Friends are considering soliciting local businesses to become a friend of the Monroe Township Library for a \$75.00 fee. In return the Library will allow a display from that business for 30 days. Other ideas would be for the business to sponsor an event and put out their brochures. The visitors from the other Friends groups toured our Library gardens.

G. New Business:**1. Holiday Schedule**

The Library is only open half a day on Friday and half a day on Saturday.

Last year we closed a full day after Christmas due to vacations. This year is to be evaluated.

2. November 4 Election Day

The Library will be closed on Election Day for an inservice for the staff. Meeting Room C will be used as a polling place.

H. Old Business:

None discussed.

I. Adjournment:

Motion to adjourn was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor. The meeting was adjourned at 7:35 p.m. The next meeting will be 10/15/14 at 7:00 p.m.