

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting May 18, 2016

A. Call to Order:

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

B. Public Portion (Open/Close):

Ms. King opened the Public Portion of tonight's meeting. Attending tonight's meeting were the Officers of the Friends of the Library: Bonnie Kohlbom, Treasurer; Pat Rizol, Vice President; and Sharon Robinson, President. Ms. Rizol asked what the Library Board expects the Friends to do for the Library. She said they would like a wish list of items for the Library and suggested they target a specific goal such as a book sale or fundraising event. Mr. Paredes suggested a wish list might include Radio Shack kits or microscopes for first grade to possibly high school that could be used for a STEM (Science, Technology, Engineering and Math) Program at the Library. Mr. Paredes also showed craft kits for children which are given by the Library when a child signs up for their first Library card or checks out a book. This is another program that can use funds. Another suggestion for a fund raising goal is Book Clubs In A Bag. Mr. Paredes said Martha has asked about additional bookbags which usually have six copies of a book that can be used for at home book clubs. Mr. Paredes noted he wanted to have programs for the tween agers group where they come to the Library for a reason and not just to hang out. The Board can vote at the June meeting to direct the Friends to use the proceeds from the September book sale for the STEM program. Another suggestion for the Friends Fund was to supplement the Petty Cash Fund for refreshments.

Ms. Patterson inquired about a Chess Club. Mr. Paredes explained one problem setting up a Chess program is the small number of instructors available. He continues to work on this endeavor. Mr. Paredes also informed the Board that the Friends had paid ½ of the bill for Jerry Blavat's appearance. Jerry Blavat then donated the proceeds from the sale of his book that night back to the Library. Mr. Paredes said the high school art teacher is working up mural ideas for the Children's area. One suggestion from Mr. Pohler for one of the pillars is a rocket ship "reaching for the stars." Ms. King closed the public portion.

C. Approve Minutes of April 2016 Meeting:

Motion to approve the Minutes of the April 2016 meeting was made by Ms. Patterson, seconded by Mr. Pohler. All voted in favor.

D. Financial Reports:

Off the record to permit time for review of documents. Back on the record.

1. Approve Financial Reports for April 2016:

Motion to approve the financial reports for April 2016 was made by Mr. Pohler, seconded by Ms. Betterly. All voted in favor.

2. Approve Payment of Vouchers for April 2016:

Motion to approve payment of vouchers for April 2016 was made by Ms. Samoyan, seconded by Ms. Betterly. All voted in favor.

E. Director's Report:

Business Expo:

Mr. Paredes reported the Monroe Township Business Expo was very successful. The Mayor and Council members attended. Mr. Paredes was asked to be the Chairman of the Chamber of Commerce, but he said no because of his obligations as Director.

Jerry Blavat:

As reported earlier, the May 17th night with Jerry Blavat was very successful. Jerry said he will give Bobby Rydell a call as well as Charlie Horn who manages acapella groups. The Board discussed protocol for having a fund raiser in Room C. It was suggested Mr. Paredes speak with the Library Solicitor as to how such an event should be conducted as far as donating the proceeds to the Library.

Parking Lot Lights:

Mr. Paredes noted that ballasts for the parking lot lights need to be back-fitted and new mounts installed.

Middle School Problem:

A problem reported in the Director's Report has resolved as the individuals involved have not been back.

Holly Glen Date Change:

The date for Holly Glen's annual evacuation plan for the school will be June 8, 2016.

Shaving Cream Pie Fight:

Mr. Paredes reminded Board members of the Pie event coming up at the June Festival. He said the organizers are hoping to get the schools involved.

Phone System Technology:

Mr. Paredes informed Board members that the existing phone network server is seven years old and normal replacement is every three to five years. He is presently seeking quotes at the recommendation of Bellia Tech. This is to alert the Board that the Library needs to be aware that it is nearing the end of life. This is a warning of the consequences of a crash. Mr. Paredes said he will start to budget funds in capital expense for this anticipated purpose. The Board discussed what measures could be employed if a crash were to occur.

Vegetable Garden:

Mr. Paredes reported that Patrick McDevitt would like to come to the Board Meeting to discuss a vegetable garden at the Library with maintenance support from students and the Rotary. Ms. Mead explained this action item would contribute to levels of status working up the ladder to a sustainable Monroe Township. She will check with Mr. McDevitt to see if it has to be a vegetable garden in view of problems with water accessibility or if there is the possibility of a rain garden.

F. Committee Reports:

Garden Committee:

Mr. Pohler reported that Buildings and Grounds mowed down the Library wild flower garden which had been budding beautifully. The area was marked off with warning cones which were disregarded.

G. Old Business:

Mr. Paredes noted that the Library continues to keep hard copies of old minutes from the 1970s in red binders in the Conference Room. He recommended scanning and archiving of minutes and reports from the 70s with Director's Reports. Motion by Ms. Samoyan recommending disposing of anything that doesn't need to be preserved and having the Township Solicitor prepare a letter to that effect, seconded by Ms. Betterly. All voted in favor.

Audit Report:

Mr. Paredes said he received the Audit Report and noted a few comments such as changing the word "profit" and another issue on page 33. He asked the Board to review the report and the Board will vote on approving the Audit Report at the June meeting.

H. New Business:

1. Library Night Fundraiser:

Ms. Betterly distributed flyers with coupons for the Fifth Annual Library Night Out. This year the dates and locations will be: May 24th or May 31st at the Highlander Restaurant at Scotland Run Golf Club between 4:00 pm and 10:00 pm; MonaLisia, Library IV, Mirarchi's Williamstown Inn on May 25th and June 1st between 4:00 pm and 10:00 pm. Ten percent of the cost of each meal with coupon presented will be donated to support the Library.

2. Room C:

Mr. Paredes reported that last week, Chuck Earling, Superintendent of Schools and Mr. Ross, Security, toured Room C. They asked about renting the facility for two or three years with a view to putting offices there. This request was discussed at length by Board members. Motion not to rent Room C as requested by the Superintendent was made by Ms. Samoyan, seconded by Mr. Pohler. All voted in favor. It was noted the reason for the denial concerned already scheduled programs and the intended use of Room C on behalf of the Library's best interests.

3. Summer Closing:

Ms. Patterson noted the Board needed to confirm Saturday closings at the Library in July and August. Motion was made by Ms. Patterson to approve closing the Library on Saturdays in July and August and closing the Saturday before Labor Day, seconded by Ms. Samoyan. All voted in favor.

I. Adjournment:

Motion to adjourn the meeting was made by Ms. Patterson, seconded by Mr. Pohler. All voted in favor. The meeting was adjourned at 8:00 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees