

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP**  
**BOARD OF TRUSTEES**  
**April 18, 2018**

**A. Call to Order:**

The April 18, 2018 regularly scheduled meeting of the Board of Trustees was called to order by President, Suzanne King. Those present: John Pohler, Ron Garbowski, Carol Patterson, Joan Betterly, Janet Mead, Samantha Snyder, Joyce Samoyan, Linda Comfort, Barbara Chamberlain and Suzanne King. Suzanne King noted that tonight's meeting is held in compliance with the requirements of the Open Public Meetings Act.

**B. Public Portion:**

Suzanne King opened the Public Portion.

1. Thomas Valdez, age 9, a fourth grade student at Mrs. Ungvarsky's Tag Class at Whitehall Elementary School accompanied by his father, Jared Valdez, appeared at tonight's meeting. Thomas made the entire presentation of his invention, The Book Ninja, himself, for the Board's review. He said his invention was created as part of the Monroe Township Invention Convention Project. He designed the Book Ninja for children who have difficulty getting books from book boxes and other tight places. The Book Ninja can also function as a book mark when not being used as a tool to extract books. The grappling hook illustrated on the bookmark has a thin clear rubberized substance which Thomas created using hot glue. This substance is the secret to extracting the books. The Chinese symbol printed on the Book Ninja is the word for "book". Board members offered opinions and suggestions including a comment that the Book Ninja could be useful extracting CDs and even in the Supermarket helping to extract overhead items from shelves. The Board thanked Thomas for sharing his invention and for his professional presentation.
2. Next to speak was Dylan Bieber, a Journalism Student at RCGC. He attended the public portion of the Board Meeting to observe a board meeting to help him with his article on How to Conduct a Proper Board Meeting. Our youth Librarian Samantha Snyder invited him to attend
3. Jennifer Shurman Brenner also appeared at the Public portion, Jennifer brought news from the Executive Board of the New Jersey Library Association. She invited Board Members and staff of the Monroe Township Library to attend the NJLA meetings, May 30, 2018, May 31, 2018 and June 1, 2018 in Atlantic City. She said there is online registration and noted they, NJLA, have just received an additional \$10,000.00 for seminars and workshops for Friends and Trustees of the Library. Suzanne King, President, thanked all of those above for attending the meeting. Suzanne King closed the Public portion of the meeting.

**C. Approve Minutes of the March 2018 Meeting:**

Motion to approve the Minutes of the March 2018 meeting was made by Carol Patterson, seconded by John Pohler. All voted in favor.

**D. Financial Reports:**

Off the record to allow for Board review. Back on the record.

1. Approve Financial Reports for March 2018.

Motion to approve the Financial Reports for March 2018 was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

2. Approve Payment of Vouchers for March 2018.

Motion to approve payment of Vouchers for March 2018 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

**E. Director's Report:**

Men's Bathroom Repair:

Linda Comfort advised at 3:45 p.m. Friday afternoon, a problem was reported with two stalls in the men's bathroom. She was not able to reach Buildings and Grounds so she called Fred from Grimestoppers. He arrived shortly and fixed the problem.

LED Lights:

A suggestion was made by Buildings and Grounds to seek a grant to use LED lights throughout the Library building. Linda Comfort noted that this would relieve the annual expense for lighting.

Technology/Phones:

On the same day two issues arose. The first involved the computers going on and off the internet. Bellia Tech came and found the problem was individuals live streaming onto their devices. That ability was blocked and the problem was corrected. The next problem involved incoming calls not connecting to the Library but hearing just a ring tone. Linda Comfort contacted MAX Communications and they instructed how to reboot the system. Linda Comfort reported within five minutes of the reboot everything came back up. Linda Comfort noted she taught Karen Uhl, Samantha Snyder and Nicole Veit how to reboot the system in the event the problem arises when she isn't present.

Computer Repair:

Linda Comfort reported a problem with Nicole Veit's computer. This required Ken Bellia to rebuild the computer which is now operational.

Chair Yoga:

Linda Comfort reported as of last week, there were 31 sign-ups for the class. The class can accommodate 45. John Pohler said that he is a certified yoga instructor. He would have offered his services to help with the class, however, the class is on Tuesdays and he is not available on Tuesdays. He noted it is important with a yoga class of that nature that there be an assistant to help with the participants.

**Painting Parties:**

Linda Comfort informed the Board about Mother and Child painting parties conducted by Gina Martucci. The classes are limited from 15 to 25. Within twenty minutes the class was filled. There is no fee for the children. Gina Martucci supplies the easels, aprons, paints and brushes.

**Easter Bunny Hop:**

Easter was celebrated at the Library with 29 children and 15 adults wearing Easter bonnets parading around the building. Music played of course was the Bunny Hop. Hop, hop, hop. Linda Comfort said this was like a trick or treat Easter Style.

**Congratulations to Nicole Veit:**

Linda Comfort informed the Board that Nicole Veit at the Circulation Desk has been accepted in a Library Science Program. Her classes will start in the Fall. Linda Comfort said the staff will help in any way they can to assist Nicole Veit to get the most out of her education.

**Attendance:**

Suzanne King noted attendance numbers are up. Linda Comfort attributed the recent painting classes and the AARP income tax filing assistance program as contributing to attendance. Linda Comfort also noted that the Museum pass program is going very well.

**F. Committee Reports:**

Garden Committee:

John Pohler reported the Library will participate in the Township Clean Communities program by mulching and cleaning up the gardens at the Library. Mulch has been delivered. John Pohler also said May 12, 2018 will be the rain date. He said he is hoping that the rain date will not be necessary since he is committed on May 12<sup>th</sup> to the Clayton Certified Gardeners' Plant Sale.

Also discussed was the Library employing a reliable mowing contractor for the spring and summer season. Councilman, Ron Garbowski, suggested the Library check with the Township since the Township maintains a list of several, bonded, vendors that might be utilized. Suzanne King asked Ron Garbowski to relay names and numbers of reliable landscapers. John Pohler also advised Linda Comfort to have the roof downspouts inspected and cleaned out to prevent any back up due to clogged leaves or debris causing water to come through the ceiling. He also

advised to have the sprinkler system turned on. He also noted the grate in the men's room needs to be hosed and flushed out so it doesn't back up due to fat coming from the Amish Market down the street that coagulates through the sewer system. Ron Garbowski said he would call the MUA to inspect this potential problem area.

Fund Raising Committee:

Joan Betterly reported that the Book Sale will begin next week on Monday and continue through Saturday. This very successful fund raiser is staffed and sponsored by the Friends of the Library. Joan Betterly also informed the Board that she has scheduled the annual Dining Fund Raiser at Mona Lisa from noon to 10:00 p.m. on Wednesday, May 30, 2018. Joan Betterly distributed letters explaining the program each containing a coupon to be presented at the time of lunch or dinner. There will be a choice of three items on the menu. 10% of the Restaurant's proceeds that day will be donated to the Library. Joan encouraged everyone to get to Mona Lisa to help the cause.

**G. Old Business:**

Chess Club:

Carol Patterson inquired about the formation of a Chess Club which had been discussed at prior meetings. Linda Comfort informed the Board that a Chess Club for young people is in the works.

**H. New Business:**

Read 1,000 Books:

Linda Comfort also announced a Summer Reading Program with a goal to read 1,000 books, Janet Mead had some additional information regarding this program which she had obtained which lists the various themes that young people might enjoy. Linda Comfort advised she is already working on setting up this program for the Library's young patrons.

**I. Adjournment:**

Motion to adjourn the meeting was made by John Pohler, seconded by Barbara Chamberlain. The meeting was adjourned at 7:40 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees