

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES**

Reorganization Meeting January 17, 2018

A. Call to Order:

The January Reorganization meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00 p.m. by Linda Comfort. Those present: Barbara Chamberlain, John Pohler, Ron Garbowski, Carol Patterson, Joan Betterly, Janet Mead, Linda Comfort, Samantha Snyder and Suzanne King. Linda Comfort confirmed that tonight's meeting is being held in compliance with the Requirements of the Open Public Meetings Act.

Reorganization:

a. Election of Officers:

Linda Comfort accepted nominations for the Office of President. Joan Betterly nominated Suzanne King for the Office of President; seconded by Barbara Chamberlain. All voted in favor.

Suzanne King accepted nominations for the Office of Vice President. Carol Patterson nominated Joyce Samoyan for the Office of Vice President, however, Suzanne King reported that Joyce Samoyan did not wish to hold office this year. Carol Patterson withdrew her nomination. Carol Patterson nominated Joan Betterly for the Office of Vice President; seconded by Barbara Chamberlain. All voted in favor.

Suzanne King nominated Carol Patterson for the Office of Secretary/Treasurer; seconded by Joan Betterly. All voted in favor.

Suzanne King nominated John Pohler for the Office of Sargeant-at-Arms, seconded by Carol Patterson. All voted in favor.

Suzanne King indicated Ronald Garbowski would continue as Council Liaison; and Janet Mead would continue as the Superintendent's liaison on the Board. Janet Mead was asked by Suzanne King if she would inquire if Joseph Rumpf was again named as liaison for the Board of Education.

Carol Patterson nominated Susanne McKee to be appointed as Clerk Transcriber; seconded by John Pohler. All voted in favor.

Suzanne King reviewed Committee appointments which include: Garden Committee, Fund Raising Committee, Building Committee, Personnel Committee, and Policy Committee. All Board Members indicated they are satisfied with their current committee appointments.

B. Oath of Office:

Suzanne King noted that she was sworn in at the Clerk's Office which oath will remain in effect for five years.

C. Public Portion (Open/Close)

President King opened the Public Portion. Present: Jennifer Brenner.

Jennifer Brenner asked if there was any movement on requesting the certified list from Civil Service. Suzanne King responded that the Board has been in touch with Civil Service but the Board still has not receive anything. Jennifer Brenner asked if the Board ever asked her for her resume. Sue King responded yes she had asked Jennifer for it three times and three times Jennifer said no. Jennifer said she responded that she wanted Civil Service to run its course. She asked if she was ever asked for an interview. Suzanne King said that would be after her resume had been reviewed. Jennifer Brenner asked if she was ever asked for any of her references. Suzanne King responded that would be based on her resume. Jennifer Brenner said she agrees that is the way it should be. She then asked about the appointment of Linda Comfort Provisional Director in October. Suzanne King said the Board cannot do that until Civil Service tells the Board what is going on.

She then made the statement that she has been in the Library world since 1994 and she has never threatened to sue anyone. Suzanne King indicated that came from the Mayor's Office. Jennifer Brenner said she would take that up with the Mayor's Office. John Pohler said the Library Board is the appointing authority with the cooperation of the Mayor's Office. She continued if the Board requests a certification from Civil Service, She has five days to answer and during the phone call to schedule an interview, the Board may request a resume, references, etc.

Jennifer Brenner continued that the Board has to certify the list. There are three names on the list. Two will bow out. In order for them to bow out, a letter has to go out to everyone. If all don't respond in five days, the list is not valid. Suzanne King said Civil Service put out the open competitive list but they were told the Board was promoting from within. Jennifer Brenner stated she only speaks to Cynthia Cotton at Civil Service or Milly Miller. She said she will request public records that Karen Uhl sent for the certified list and that she noted she has been on the list since May.

President, Suzanne King closed the public portion.

D. Approve Minutes of December 2017 Meeting.

Motion to approve the minutes of the December 2017 meeting was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

E. Financial Reports: Off the Record to allow Board Review. Back on the record.

1. Approve Financial Reports for December 2017.

Motion to approve the Financial Reports for December 2017 was made by Carol Patterson, seconded by Joan Betterly. All voted in favor.

2. Approve Payment of Vouchers for December 2017

Motion to approve payment of Vouchers for December 2017 was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

3. Approval of Year End Budget:

Motion made by John Pohler to approve the Year End Budget and to take the excess funds left over from last year's budget balance and transfer whatever is left into the contingency fund in the event of any future problems; seconded by Joan Betterly. All voted in favor.

4. Approval of 2018 Budget:

Off the record to allow Board review and discussion.

Back on the record.

Motion made by Joan Betterly that the 2017 budget numbers be submitted as the 2018 budget projection; seconded by Carol Patterson. All voted in favor.

F. Director's Report:

Broken Hallway Door:

Linda Comfort advised that one of the hallway doors became stuck in the open position. She said the staff was advised not to close the door, however, two staff members decided to try to close the door causing it to become more broken. The vendor company ordered the needed part and fixed the door 1/09/18.

Technology:

Everything seems to be going okay with the computer in the Director's Office. Ken Bellia and his associate were able to do remote access.

Mrs. Claus:

Linda Comfort reported that the visit from Mrs. Claus went well. Santa's visit was cut short on December 15, 2018 when the Library closed early due to a snow storm.

Snow Closing Policy:

Linda Comfort brought to the Board's attention a concern from the staff for the creation of a snow policy. The Board discussed part timers being able to get their hours in on

an alternative day since the closure was not their fault. It was also recommended that in situations involving early closing due to weather conditions, that Linda Comfort contact Town Hall to coordinate closing policy. It was also discussed that patrons returning books in the drop box should not have a fine if the Library is closed early and the return is recorded the following day.

Last Day:

Linda Comfort noted that Marie Shafer last day will be February 28, 2018.

Computer Usage Fee:

Linda Comfort advised that the Library recently has been visited by therapists with foster children from the Sicklerville and Marlton, New Jersey areas. They wanted to use the computer services that the Library has to offer, however, they didn't want to pay the fee. It was also stated that the parents of the foster children did not want the children to obtain Library cards. The Board discussed the issue and determined the guest pass fee of \$1.00 per hour should be charged.

G. Committee Reports:

Garden Committee:

John Pohler submitted his Light Survey Report to Linda Comfort. His report includes all pole lights that are out; lights on the exterior of the building; lights against the shrubs, and the front parking lot. He also noted that because of the garden freezing so badly this winter, he anticipates the tropical plants will not survive including the banana tree. He also noted when he was at the Library over the weekend, that the Inquirer was thrown against the door and that it should be put in the drop box to protect it from the elements.

Fund Raising Committee:

Joan Betterly reported that the next book sale by the Friends of the Library will be the last week in April. She said she believes the Museum passes will soon be ready to go. A Museum pass loan policy has been established where a patron will sign in to get the pass and sign in when returning the pass. The pass will not be permitted to be returned in the drop box.

H. Old Business:

Carol Patterson asked for the Board's confirmation that meetings in 2018 will be on the third Wednesday of every month. Another issue raised by Carol Patterson was the Library closures over Easter: Good Friday, Holy Saturday, Easter Sunday, and Easter Monday and what the salary arrangements would be. This was discussed with Linda Comfort. The Board asked Linda Comfort to research past salary practices where a ½ day ½ day arrangement was traditional. The Board also discussed Christmas Eve and New Year's Eve this calendar year. It was determined to table the Holiday schedules until the next meeting.

I. New Business.

a. Proposal of Solicitor:

Motion to appoint Timothy K. McHugh, Esquire as Solicitor for the Library by John Pohler, seconded by Joan Betterly. All voted in favor.

b. Proposal of Auditor:

Motion to appoint Nightlinger, Colavita & Volpe as Auditors for the Library with the stipulation the Audit be prepared before May 1, 2018, made by Carol Patterson, seconded by Joan Betterly. All voted in favor. Suzanne King stated she will prepare letters informing the appointees.

Capital Improvements:

Ron Garbowski asked Linda Comfort to research any Capital Improvement projects so that he can prepare a Capital Improvement budget. He recommended Linda Comfort contact all servicing vendors in anticipation of any regular maintenance or replacement issues including improving quality of surveillance cameras.

Solar Panel Fields:

Suzanne King recommended Ron Garbowski discuss with Council the possibility of installing Solar Panel fields on Township owned lands such as the farm owned by the Township in the vicinity of Malaga Road.

New Jersey State Flag:

Janet Mead advised that the New Jersey State flag flying at the Library has a big hole and needs replacing. Another maintenance item mentioned was the yellow caution paint along the curbing which is chipping.

J. Adjournment:

Motion to adjourn was made by John Pohler, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 8:40 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees

