

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP**  
**BOARD OF TRUSTEES**  
**March 21, 2018**

A. Call to Order:

The March 21, 2018 Board of Trustees of the Free Public Library of Monroe Township was called to order by President, Suzanne King. Those Present: John Pohler, Carol Patterson, Joan Betterly, Janet Mead, Samantha Snyder, and Suzanne King. Suzanne King noted that tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion:

Suzanne King opened the Public Portion. There were no members of the public present. Suzanne King closed the public portion.

C. Approve Minutes of February 2018 Meeting:

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

D. Financial Reports: Off the record to allow for Board review. Back on the record.

1. Approve Financial Reports February 2018:

Motion to approve the Financial Reports for February 2018 was made by John Pohler, Seconded by Joan Betterly. All voted in favor.

2. Approve Payment of Vouchers February 2018

Motion to approve payment of Vouchers for February 2018 was made by Carol Patterson, seconded by Joan Betterly. All voted in favor.

E. Director's Report:

In the absence of Linda Comfort, the Director's Report was read by Samantha Snyder.

Flags:

The American flag and the New Jersey State Flag were replaced.

Foyer Lights:

Buildings and Grounds checked out the foyer lights. Suzanne King reported that the lights are still not working. She also noted that attendance was up in February.

Movies:

Suzanne King advised the Library should be very careful in their choice of films

due to current issues that might not have been controversial when older films were made but would be considered offensive today.

#### Technology

Ken Bellia completed work on the public computers on migrating everything from the old server to the new server. There were issues with patrons on the public computers and printing but things seem to be resolved.

#### Full Time Employee:

Samantha Snyder reported that Melissa Newton is now working full time. She has taken over the duties of Marie Shafer who recently retired. John Pohler noted that a part time replacement will be needed. Suzanne King advised that two resumes have been received for the position of a part time Librarian to replace Ashley Rahn. She noted that the Personnel Committee will conduct interviews.

#### Reorganization:

It was decided to remove the reference desk from the children's area. From now on, all reference questions will be handled from the main reference desk in the library. Jennifer Schillig will be relocated to Tutor Room B. Ken Bellia will make sure a computer and phone line is established in the room. He will also take Jennifer's computer and reinstall the operating system.

#### Children's Services:

For the time being all children's services such as book displays, programming, etc. will be coordinated and handled by Linda Comfort with the assistance of Nicole Veit. Samantha Snyder may contribute as well but will function on her regular duties.

#### Holly Glen Book Donations:

Karen Uhl and Linda Comfort have gone through some of the book donations for Holly Glen. Donations in poor condition or inappropriate for elementary level students were discarded..

#### Children's Story Room:

The children's story room is also being cleaned out and organized in preparation for the the spring session of story time. Current sessions are being done in the meeting rooms due to the story room being too cold for the children.

#### F. Committee Reports:

##### Garden Committee:

John Pohler reported that April 7, 2018 is scheduled for Spring Clean Up with a rain date of April 14, 2018. May 5, 2018 from 9:00am to 12:00pm is scheduled for mulching. He will advise Linda Comfort to order mulch. This will be part of the Clean Communities

Program and he expects approximately 18 to 25 volunteers. He has been collecting broken branches and Buildings and Grounds will need to take down two trees in the front of the Library, being careful of the sprinkler system. John Pohler also advised Linda Comfort to find a vendor to do the mowing this year. He said he is just not able to continue doing it himself. He also recommended that individual be paid a portion of the mowing fee and the balance after that person demonstrates their reliability. Last season, he advised the full payment was made and then toward the end of the season the mowing was not being done.

#### Community Gardens:

Janet Mead on behalf of Patrick McDevitt reported on several requests from Sustainable Monroe Township regarding this year's Community Garden Program. The suggestion is that this year's shredding event that is scheduled for April 7, 2018, April 22, 2018, or May 22, 2018 take place at the Library rather than at the Pfeiffer Center. John Pohler stated that April 7, 2018 would not be a good date since that is the scheduled Spring clean up. The Board approved the idea of having the shredding event held at the Library. It was noted that the proposed dates were on Sundays when the Library would be closed.

Janet Mead asked the Board's permission to add another sign directing people to the Community Garden area. She also explained that additional beds will be added this year. Janet Mead asked if the installation of solar panels that the Board had previously discussed would impact the placement of the planting beds. Suzanne King and John Pohler stated it would not since the solar panel project had not been totally explored to date.

Janet Mead also reported that Patrick McDevitt was talking to the Township about Wifi, and lamp posts with outlets for tools. Janet Mead said that Patrick McDevitt asked if he could have a meeting with the Library staff to make everyone aware of the entire program. Samantha Snyder suggested before noon on a Friday would be a good target time for such a meeting. Janet Mead asked if someone should come into the Library and ask if they could leave their check for a garden bed space if that would be satisfactory. Then Patrick McDevitt could pick up the check.

Janet Mead also asked if information about the Community Gardens could be included in the Library newsletter. She also asked if information could be included on the Library calendar and e4lectronic sign as well. She also said they have photographs of the garden from last year that could be put on Facebook. Several Board members suggested Board Members might be able to gain educational credits by attending Patrick McDevitt's orientation and training session.

#### Fund Raising Committee:

Joan Betterly reported that the Book Sale will take place the last week in April. The Friends of the Library are ready to go. Joan Betterly asked the Board's permission to

pursue this year's fund raiser at Mona Lisia with the Restaurant. Last year the fund raising event was from lunch to dinner so she will pursue that as well as the time frame as previous years. She suggested advertising the event in the Williamstown Sun would be a good idea. Also information about the fund raiser could be available at the Front Desk. She mentioned to Samantha Snyder that there should be a letter in the Library computer that could be updated and used again this year. She also recommended it be mentioned on the electronic sign.

G. Old Business:

There was no old business to report.

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H. New Business:

A list of the Board Members and their contact information was distributed.

I. Adjournment:

Motion to adjourn was made by Joan Betterly, seconded by Carol Patterson. All voted in favor. The meeting was adjourned at 7:45 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees