

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
May 16, 2018

A. Call to Order:

The May 16, 2018 Board of Trustees of the Free Public Library of Monroe Township was called to order by President, Suzanne King. Those Present: John Pohler, Ron Garbowski, Joan Betterly, Joyce Samoyan, Barbara Chamberlain, Linda Comfort and Suzanne King. Louis Capelli, Solicitor for the Council of Monroe Township arrived at 7:10 p.m. 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. Louis Capelli introduced himself to the Board Members. Attorney, Louis Capelli advised that he is familiar with Civil Service matters and in fact his law firm has two experts in that field. He offered his assistance to guide the Board through any issues that might arise. Suzanne King noted that the Board has someone in Trenton that has been working with them. Suzanne King closed the public portion.

C. Approve Minutes of the April 2018 Meeting:

Suzanne King noted that Barbara Chamberlain's name did not appear in the call to order portion although her name was noted as voting at the meeting. Motion to amend the April Minutes to add Barbara Chamberlain's name to the Call to Order paragraph was made by Joan Betterly, seconded by John Pohler. All voted in favor. Motion to approve the April Minutes as amended was made by John Pohler, seconded by Joan Betterly. All voted in favor.

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

1. Approve Financial Reports for April 2018:

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

2. Approve Payment of Vouchers April 2018

Motion to approve payment of Vouchers for April 2018 was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

E. Director's Report:

Clean-up Protocol:

Linda Comfort advised a situation where a patron of the Library became ill in the hallway. The area was isolated and Grimestoppers was called. This became an opportunity to clarify the correct protocol for staff when any type of situation arises that requires professional clean-up and sanitizing. Linda Comfort made sure staff

was instructed to always call for professional help after isolating the area in question for the safety of all including all patrons and staff members.

Tutor Room Policy:

Linda Comfort informed the Board about a minor who was using the Tutor room on several occasions to access pornography sites. After an investigation, the minor was identified. Suzanne King said that this situation brought to her attention that the Library does not have a policy concerning minors accessing unknown sites while using a Tutor room. Linda Comfort stated that she asked Ken Bellia to investigate what filter options might be available. John Pohler stated the former Director had stated that the use of filters could compromise a patron seeking to do medical research being denied access due to a certain algorithms forbidding access. Suzanne King stated she is recommending a policy stating the Tutor Rooms are accessible to all ages, however, anyone under the age of 18 must be accompanied by an adult. Linda Comfort stated she will give the Board a report regarding Ken Bellia's research at the next meeting.

Jennifer Schillig Relocation:

Tutor Room B is the new location for Jennifer Schillig's desk and computer. Her new assignment is Community Outreach and Senior Services.

Children's Library:

Linda Comfort gave an overview of the Children's Library activity for the month of April which has been very positive. She particularly noted Nicole Veit has had wonderful ideas and does an outstanding job with the children.

F. Committee Reports:

Garden Committee:

John Pohler reported that the stockade fence gate on Marsha Avenue is basically destroyed. He recommended when the gate is replaced, the Library as a capital improvement should select a different style gate that would allow the Police on patrol to see if there are any trespassers in the garden area in the vicinity of the Gazebo; rather than a solid, privacy type gate.

John Pohler also advised that the prior lawn contractor showed up to mow the lawn. Karen Uhl took that person's key from him and said his services were no longer wanted because he took payment the prior year and did not mow the lawn on several occasions. Suzanne King advised that Adan Quintana will now be mowing the lawn. Whether to change the lock was discussed by Suzanne King and John Pohler and it was determined that the current lock would be satisfactory for the present time.

John Pohler also reported that the Community Garden volunteers did an outstanding job helping with the clean up of the garden. Patrick McDevitt advised that through

volunteer work, the Sustainable effort has been able to obtain grants to buy tools and supplies. John Pohler advised that he gave the group some gardening gloves which were provided through the Community Clean Up program.

Fund Raising Committee:

Joan Betterly reported that the Afternoon Book Club hosted Lisa See the authoress of Tea Girl of Hummingbird Lane. The members of the Book Club held a tea party where they were able to ask questions and drink tea. Joan Betterly reported the Book Sale raised approximately \$2,900.00. She said the Friends are asking Linda Comfort to come up with a wish list that can be discussed at their June meeting. They are presently talking about extending the Museum Pass Program as the passes are very popular. Joan Betterly also reminded Board Members that the Annual Library Lunch/Dinner Fund Raiser will be Wednesday, May 30, 2018 at Mona Lisa on Corkery Lane in Williamstown. She noted there is a date correction on the coupon sheet. She encouraged all who could to attend. Joan Betterly said that her group of 18 to 20 will be attending at lunch time. A friend who could not make the luncheon this year, donated \$100.00 to the Library. Joan Betterly said that she wrote a thank you note on behalf of the Board.

G. Old Business:

Promotions:

Suzanne King reported that in January, Martha Oxley, Samantha Snyder, and Linda Comfort were promoted to Librarian Level 3. The test period was for three months from February 1, 2018 to April 30, 2018. Linda Comfort is now the new Provisional Director and will become permanent automatically in January 2019. Motion to name Linda Comfort as the Provisional Director was made by Joan Betterly, seconded by John Pohler. All voted in favor.

H. New Business:

Audit:

Suzanne King reported that the Library is in receipt of a letter from the Auditors, Nightlinger, Colavita and Volpa stating the audit went very well and there were no complaints.

Part Time Position:

Suzanne King reported an interview for a part time position will take place at 11:00 a.m. on Monday. She noted the Library will be hiring a part time circulation clerk.

MUA:

Ron Garbowski asked if the MUA had come out as he had asked them following a discussion from a prior meeting.

Thank you to John Cortese:

John Pohler informed the Board of the help he has gotten continually from John Cortese

who donates flowers, soil and lets them sit in his warehouse. Suzanne King stated that she will send a thank you letter from the Board to Mr. Cortese thanking him for his generosity to the Library.

Carol Patterson:

Suzanne King notified the Board that Carol Patterson submitted her resignation from the Library Board by letter stating she would like to spend more time at her home at the shore. Ron Garbowski recommended Linda Comfort with the Board provide Sue McCormick some background information concerning Carol Patterson's service to the Library so that a Recognition of her Service can be approved by Council.

Shades of Harmony:

Suzanne King read a thank you note from Karen Donin on behalf of the Shades of Harmony.

I. Adjournment:

Motion to adjourn was made by Joan Betterly, seconded by Barbara Chamberlain . All voted in favor. The meeting was adjourned at 7:50 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees