

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

Regularly Meeting December 18, 2019

A. Call to Order:

The December meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00 p.m. by President, Suzanne King. Those present: John Pohler, Jennifer Brenner, Janet Mead, Barbara Chamberlain, Joyce Samoyan, Samantha Snyder, and Suzanne King. President, Suzanne King confirmed that tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion (Open/Close)

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

C. Approve Minutes of the November 2019 Meeting.

Motion to approve the minutes of the November 2019 meeting was made by John Pohler, seconded by Joyce Samoyan. All voted in favor.

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

Approve Financial Reports and Vouchers for November 2019.

Motion to approve the Financial Reports for November 2019 was made by Joan Betterly, seconded by Jennifer Brenner. All voted in favor.

Motion to approve the Vouchers for November 2019 was made by Joan Betterly, seconded by Jennifer Brenner. All voted in favor.

E. Director's Report:

Building:

Samantha Snyder advised that the Township's energy saving crew has been to the Library twice. Once to check out the number of lights and another time to check the roof and parking lot for solar panels.

Samantha Snyder reported on 12/02/19, the interior front door to the Library was stuck shut. The Doorcheck Company sent a tech who came from Pennsylvania who had to come through a snowstorm to repair the door. Peterson, the HVAC company came to do a checkup and found a hole in a hose and carbon monoxide leaking out. The system had to be shut down and parts were ordered. The Library was without heat for 2 or 3 days in two different parts of the building; one being the Library offices. Lastly, on the same day during the Holiday Concert, scalding hot water was coming from the patron bathroom sinks. Martha Oxley put up some signs to have patrons use the sink in the café area instead. The next morning, Buildings and Grounds turned the water heater down to hopefully prevent this from happening again.

Samantha Snyder compiled a list of all of the projects the Library needs to have completed which was given to Buildings and Grounds 12/03/19. Karen Uhl attended a Safety Meeting on 12/12/19 and informed the safety crew that the Library front yellow curb required repainting. Public Works has been informed.

Technology:

On 12/11/19, Samantha Snyder reported that Fred Ciorlito and Ken Bellia from Bellia Tech were at the Library to install the new hardware for the Untangled filter. On 12/19/19 Fred from Bellia Tech, was at the Library again and the Untangled filter is completely installed and up and running with no issues.

Samantha Snyder informed the Board that the website did not rollout on 12/01/19 as planned because of an issue as to where the original website was stored. The Library is now hosted with GoDaddy and the site should be up and running by the time of tonight's meeting as it is set to go live at midnight on 12/13/19.

Miscellaneous:

Samantha Snyder advised that the Friends did fund raising holiday gift wrapping at Barnes and Noble in Deptford, New Jersey. Samantha Snyder also volunteered on two of her days off to wrap gifts as well.

The Census Team was at the Library 12/16/19 asking if they could set up a table once a week in the hallway, as they are hoping to recruit people to apply for the 2020 Census jobs available now. The team is also in all the other local libraries such as Mullica Hill and Glassboro.

F. Committee Reports:

Fund Raising Committee:

Joan Betterly reported that the Friends raised approximately \$100.00 in donations by wrapping gifts at the Barnes and Noble for Christmas. She reported there are a lot of children's books remaining. There was no response from Holly Glen despite numerous efforts to contact them, Joan Betterly donated children's books to local Churches including three bags of books to God's Table at First United Methodist Church, three boxes of books to Head Start, St. Matthews Baptist Church. Joan further stated that she was encouraged to bring more books to God's table at First United Methodist Church and she will continue in January. Suzanne King stated she visited the Life Church and Cross Keys Methodist Church regarding children's books as well as the Newfield Bank regarding their Toys For Tots program. Suzanne also stated that she was in contact with St. John's Lutheran Church as to their needs for children's books. She will follow up with St. John's Church.

Joan Betterly also noted that the Friends will be attending the Franklinville Friends meeting for ideas to make the Library Book Sales more profitable in the new year. Some ideas are One Day Flash Sales and Maniac Monday Book Sales in

conjunction with Bake Sales. Joan Betterly further reported the Franklinville Book Sale garnered almost the same result in one day that it took a one week book sale at our Library's most recent book sale.

Garden Committee:

John Pohler stated this time of year is quiet relative to the Library gardens. He spoke briefly about the shrubs in winter.

G. Old Business:

The Board reviewed the revised Flat Screen Advertising policy submitted by Samantha Snyder. Several edits were discussed and will be implemented. Samantha Snyder noted that she added the weekly visitor statistics that the Board had requested. She also noted there are three advertising monitors throughout the Library. It was decided after discussion that businesses will be the sole focus of the Library's Flat Screen Advertising.

Janet Mead stated as a Board Member and advocate for the schools, she tries to emphasize current Library events that would be of interest to specific school age students, most recently the therapy dog reading program for middle school students.

H. New Business:

Off the record for a brief discussion. Back on the record.

Samantha Snyder reported that she contacted the high school woodworking shop to ask for help with the Little Library project. She has not had a response so far. Although Ron Garbowski was unable to attend tonight's meeting, Suzanne King reported that he had informed her that the survey of the Library buildings is progressing and he will give a full report at the next meeting.

John Pohler noted that next month will be the Reorganization meeting and a list of the 2020 holidays should be prepared.

I. Adjournment.

Motion to adjourn the meeting was made by Joyce Samoyan, seconded by Jennifer Brenner. All voted in favor. The meeting was adjourned at 8:00 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees

