

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

Regularly Meeting October 16, 2019

**A. Call to Order:**

The October 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, Ron Garbowski, 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 September 2019 Meeting.**

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

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

**Approve Financial Reports and Vouchers for September 2019.**

Motion to approve the Financial Reports for September 2019 was made by John Pohler, seconded by Jennifer Brenner. All voted in favor.

Motion to approve the Vouchers for September 2019 was made by John Pohler, seconded by Joyce Samoyan. All voted in favor.

**E. Director's Report:**

**Building:**

On Tuesday, 10/08/19, two energy observers took notes and photographs as they conducted an audit of the lights and the water heaters. Samantha Snyder anticipates Paulson's Tree and Fence Services will be installing the new gate shortly.

On Thursday, 10/10/19, the break room sink would not stop running. Buildings and Grounds ordered a new faucet and were able to adjust the water so it only drips rather than runs continuously. They also checked and flushed the sewer line that was discussed at the last meeting. Atlantic City Electric stopped by 10/10/19 and reported the Library is on the schedule for a tree trimming.

**Technology:**

The software for the flat screen TVs that offered advertisements for Library programming died officially. The slides that are on the screen are now stuck on the screen until the software is replaced. Bellia Tech suggested purchasing software from Monitors Anywhere. The software and hardware were ordered and are currently being installed.

This time each TV can be targeted to a specific audience such as the Children's TV can be set to just show children's programming slides. The Library website is in the finalization stages. Samantha Snyder met with Tom, the Library web designer on 10/10/19 to discuss the customizable Children and Teen sections. He is going to set up a template for those two sections. He took some additional pictures of the Library to add to the website. Tom and Ken of Bellia Tech will be coordinating implementation of the website.

### **Museum Passes:**

The Garden State Discovery Museum Pass discount is no longer being offered due to the fact they were losing too much money. The website has been updated to reflect that information. Katrina, the Library's Children's Librarian, noticed a post on Facebook by Runnemede Public Library that Grounds for Sculpture is no longer offering museum passes to libraries. The pass will be honored until the expiration date but will not be renewed. They claimed over 15% of their visitors were library patrons from around the area and not just Monroe Township Library. They can be making more money if people were paying at the gate. The Library will be looking into ideas for a different pass as this was the most popular destination and the most expensive pass.

### **Miscellaneous:**

On Saturday, 10/05/19, the Girl Scout Car Wash and Yard Sale took place. Over 47 spots were occupied by sellers and the Library was listed on the Community-wide yard sale list. Estimated attendance was 500 people. The Friends also began their set up of the book sale with over 20 honor society volunteers. Friends of the Library Book Sale took place from Monday, 10/07/19 to 10/12/19.

On 9/30/19, the bill from the New Jersey Trustees meeting arrived with an extra name on it. A trustee we don't have. Samantha Snyder tracked down the billing department at the New Jersey Trustees headquarters and straightened out the bill. The extra charge was removed.

Samantha Snyder and the Library Staff that live nearby reserved the spot in front of the old Library to enter a scarecrow into the Township's Scarecrow Contest. At the Staff Meeting on 9/20/19, it was decided to do the Can-Can Food Drive again where patrons can bring in can goods in order to "erase" their fines. The staff wished to extend the food drive throughout the holiday season. The can drive will start the day after Veteran's Day and end in December before the Holiday Season. Samantha Snyder will be putting the advertising up shortly.

The Library participated in the Day Out Speak Out at Holiday City on 10/15/19, Over 50 seniors were in attendance. There was a ton of interest in the computer help appointment flyer. Samantha Snyder noted that it was nice to see familiar faces of

Library patrons and meet some new people who are interested in stopping by for the first time. Samantha Snyder stated it was good to meet with the other presenters in the County and Township. She noted it was a good networking opportunity as well.

**Staff:**

Civil Service approved the Leave Policy discussed at the last Board meeting.

**F. Committee Reports:**

**Garden Committee:**

John Pohler stated he expects the first frost in early November and will be sending out an email about winterizing.

**Fund Raising Committee:**

The children's books designated for the Holly Glen School 1<sup>st</sup> to 4<sup>th</sup> grade students were put aside for that purpose. Another destination for the children's books will be the Head Start Program at St. Matthew's Church. Suzanne King noted that since the original Book Sale in 2015, the Friends have been able to donate \$14,000 to Library Programs. The first day of the Book Sale raised \$1,000 with 1,500 people coming through the front door.

**G. Old Business:**

Joyce Samoyan presented extensive research notes from the NJ State Ethics Commission's Policy on Gifts and Favors, item #5. She checked the NJ Libraries Manual 5.9 and the NJ Public Libraries Manual for Trustees. Jennifer Brenner presented questions to Bob Keith, Director of Library Law, State Aid and Statistics at the New Jersey State Library. All of the foregoing research is pursuant to Library Law policy concerning such topics as having a separate Library bank account used as a "gift" account; mingling of the Friends and Library funds; and Budget and Annual audit.

According to Bob Keith, "Gifts are almost always given for a purpose and thus must be used for that purpose. The Library's funds should be used to provide library services to the public whether they come from the town or from gifts. If you want to have a dinner for the staff then you can take up a collection among the staff to make that happen. However, providing light refreshments at a meeting is probably permissible. Not only is it legal to have a separate bank account for gifts or donations, it is recommended that all libraries keep gifts and donations separate from other funds under the library's control.

The Friends of the Library are a separate organization and as such their finances should also be separate from the library's finances. If the Friends want to transfer some of their funds to the library then they can do so and those funds should then go into the "gift" account, but the Friends and Library funds should not be mingled. All funds under the Library's control should be reflected in the budget and annual audit.

After discussion by the Board, Suzanne King, Board President, stated she will speak to the President of the Friends of the Library to see if they will set up a separate account that would be designated for the annual recognition of the Library volunteers such as the Holiday tea. Samantha Snyder noted that she has put in a call to Mona Lisa Restaurant in order to get an estimate per attendee for the Christmas dinner. She stated that she has met with the staff and they are agreeable to each pay for the Christmas dinner. Samantha Snyder stated she believes the cost would be between \$22.00 and \$25.00 for each.

**H. New Business:**

There was no new business discussed.

**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 7:40 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees

