

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Meeting April 17, 2019

A. Call to Order:

The April 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, Joan Betterly, Janet Mead, Joyce Samoyan, Barbara Chamberlain, 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. Suzanne King welcomed Pat Mead, Mother of Janet Mead. Suzanne King closed the Public Portion.

C. Approve Minutes of March 2019 Meeting.

Motion to approve the minutes of the March 2019 meeting was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

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

Approve Financial Reports and Vouchers for March 2019.

Motion to approve the Financial Reports for March 2019 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

Motion to approve the Vouchers for March 2019 was made by Barbara Chamberlain, seconded by Joan Betterly. All voted in favor.

E. Director's Report:

Building:

Samantha Snyder reported a problem with the lighting panel that controls the dome lights in the foyer. The electrician from Central Electric was at the Library on 3/25/19. He said the entire panel may have to be replaced but he will do his best to salvage the current panel. The push buttons controlling the settings for the dome are not lighting up on the panel which will be an issue when the settings need to be changed such as changing from Daylight Savings Time to Eastern Standard Time.

Communal Staff Area Clean Up:

Clean up of the communal staff area by Karen Uhl is ongoing and library mugs were found which will be sold at the book sale store. Cassette, video tape holders and old file folders will be repurposed. Drawers were found for the seed library as well as several other items.

Doorcheck:

Beginning April 3rd, several door issues came to light beginning with the handicapped door inside door button, broken hinges on the main Library door, possible purchase of a soft-closer to prevent the main door from getting caught in the wind and damaging the hinges again. Also adjusted were the meeting room door locks.

April 10, 2019 is the last day AARP will be holding their tax help at the Library for this year. The AARP volunteers noted the unstable/unsafe condition of several meeting room tables. Samantha Snyder has asked for some quotes from Bellia Furniture for replacement tables. She will seek to have the meeting room tables in different colors so staff will know which tables belong in which rooms. Samantha Snyder stated she anticipates ordering 24 new tables.

On April 16, 2019, Buildings and Grounds replaced both the American flag and the State of New Jersey Flag. Since the State flag is so much smaller than the American flag, Samantha Snyder asked the Board if they felt she should try to get a larger State flag. The size of the State flag did not seem to be an issue with the Board members.

Technology:

Samantha Snyder reported on March 20, 2019, Max Communications came out and showed her how to access the administrator settings on the phone system. She noted that the Library phones had been reading the wrong date and time. Now she will have the ability to reset them.

On April 3, 2019, Samantha Snyder stated she attended the first meeting of the LOGIN IT group at the Heaggan Library. The Committee is trying to consolidate Circulation Policies. The staff in charge of LOGIN's IT are going to run some reports for the next meeting so the group can start to do the nitty gritty of figuring out which policies will need to be changed/combined with other libraries.

Staff:

Christopher DiFazio, new Young Adult Librarian, started on Wednesday, April 3, 2019. Samantha Snyder reported he is doing well and has already started his Teen Library Programming. He has 5 programs planned for May. He cataloged his first cart of books in record time.

Food Donation Bin:

Samantha Snyder is seeking someone to create a new Food Donation Basket since the prior bin was removed. With Board approval, she will replace the missing food basket with a Library food donation basket since the patrons continue to contribute for the Food Bank and she will bring the donations to the Pfeiffer Center.

MonaLisia Fundraiser

Samantha Snyder stated she made up flyers for the Wednesday, May 29, 2019 lunch/dinner annual fund raiser. 10% of the cost of participant's meal will be donated to the Library. Copies of the flyer were distributed to all Board Members.

Book Sale Clean Up:

Samantha Snyder stated after the Book Sale, a clean up of the storage room took place. She, Joan Betterly, some Friends of The Library and several teen volunteers participated. They emptied the tables which were picked up the following Monday morning. Seven boxes were sent to Better World Books. They pay the shipping and 20% of the profit they make from sales will be paid to the Library. The balance of the books were boxed and set aside for various groups. Holly Glen took 8 boxes for their Children's Library. Various charities also took some boxes of books. The rest of the books were stacked for the trash department which came on Tuesday and will be returning Wednesday for the remaining books.

Mold Spot:

During the clean out process of the book storage room, a single mold spot was noticed behind one of the plastic shelving units. The drywall will be cut out where the spot was seen, the area will be treated and the section of drywall will be replaced.

Meeting with Finance Department:

On April 12, 2019, Karen Uhl, Suzanne King and Samantha Snyder met with Jill McCrea Lorraine Boyer and Christine Scola of the Finance Department about budget issues.

Policy Changes:

After a minor issue with teenagers bringing a pitbull into the Library lobby one evening recently, Samantha Snyder noted the Library did not have a policy on animals in the Library. She added this to the "Policy on Library Conduct." After checking with several Libraries, Samantha Snyder changed some wording to handle similar situations.

Miscellaneous Matters:

There was a question from a prior Board meeting about the Auditor's recommendation regarding a personnel issue. The Auditor has not gotten back to the Library on that question. Regarding the discussion concerning security gates, no changes will be made at this time insofar as replacing the gates.

Financial Report:

The Finance Director has requested a copy of the Library's Annual Report for 2018 and 2019. Samantha Snyder will be providing this.

F. Committee Reports:

Garden Committee:

John Pohler discussed recent damage done in the Library gardens by a ground hog killing shrubs. He stated May 4, 2019 will be Clean Communities Day between 9:00 and 12:00. He will try to get the clean up started in advance since the rain date is May 11, 2019 and he is committed to the Gloucester County Plant Sale event which is scheduled for May 11th. John Pohler also discussed the corral style gate he is wanting for the gazebo area. Suzanne King made some suggestions concerning where to purchase, delivery, and installation.

Fund Raising Committee:

Joan Betterly reported that Holly Glen picked up 8 boxes of books for their Children's Library. They were very grateful for the donation. The Friends of the Library Book Sale raised \$3,240.00. She reported once the build up of books was removed, there was a stench from the carpeted areas. Samantha Snyder advised that the carpet is being cleaned and replacement carpet sections will be installed. Joan Betterly requested Samantha Snyder prepare Library policy rules and regulations for the upkeep of future book donations so that the situation that existed will not happen again. Samantha Snyder noted there are protocols in place which were not followed in the past, such as a ten year limit on the age of donated books. Joan Betterly suggested that everyone involved at the Friends receive a copy of the Library's policies so that all can do a better job of maintaining the area where collected books are stored taking into consideration fire safety and cleanliness.

G. Old Business:

Janet Mead asked about two outstanding matters from the March meeting. Samantha Snyder advised that the Library Security Gates will not be upgraded. Regarding an advisory that was made by the Auditor, he was contacted, however, has not gotten back as yet to clarify a recommendation he made.

H. New Business:

Sick Leave Policy:

Samantha Snyder provided Board Members with revisions to the Sick Leave Policy. Motion to approve the Sick Leave Policy revisions as stated were made by Joyce Samoyan, seconded by Joan Betterly. All voted in favor. Samantha Snyder provided Board Members with additional Library Conduct changes she is proposing which included adding vaping provisions to items #3 and #4. The Board discussed the vaping provision as being acceptable. Samantha Snyder provided copies of additional revisions which the Board discussed. She provided Board Members with copies of her policy proposals so they have time to read them over and they can discuss at the next meeting.

I. Adjournment.

Motion to adjourn the meeting was made by Joyce Samoyan, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 8:20 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees