

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

Regularly Scheduled Meeting December 19, 2018

A. Call to Order:

The regularly scheduled 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: Barbara Chamberlain, John Pohler, Joan Betterly, Janet Mead, 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 November 2018 Meeting.

Motion to approve the minutes of the November 2018 meeting was made by Joan Betterly, seconded by John Pohler. All voted in favor.

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

1. Approve Financial Reports for November 2018.

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

2. Approve Payment of Vouchers for November 2018.

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

E. Director's Report:

Timer Parking Lot Lights:

Director, Samantha Snyder reported on December 3rd, Buildings and Grounds came out to fix the timer on the parking lot lights. The battery back-up for the unit expired which caused the parking lot lights to be on at all the wrong hours. The unit is now fixed and Samantha Snyder learned how to fix it in the future.

Simplex Grinnell Alarm Code:

Samantha Snyder stated on December 5th, Simplex Grinnell came out to change the alarm code to the building. All concerned parties were notified to the new alarm code.

Maximum Occupancy for Meeting Room C:

Samantha Snyder said the Williamstown Fire Official, Skip Tomarchio, created a max occupancy sign for Meeting Room C. This is now displayed in the Meeting Room.

Laury Heating & Cooling

Samantha Snyder stated Laury came to the Library on December 17th regarding work they had started on the Mitsubishi heating/AC unit in the Children's Story Room. They are to return in two days to complete the job.

Meeting Room A and B:

The partition divider wall in Meeting Room A&B is broken. It will no longer click into place preventing the wall from closing. Samantha Snyder contacted Modernfold on December 15th for quotes to either repair or replace the wall. It was stated this would be a capital improvement.

Meeting with Buildings and Grounds:

Samantha Snyder noted she will be setting up a meeting with Buildings and Grounds to discuss what can be fixed and what they cannot fix. She wants to focus on getting the Meeting Rooms back in stellar condition. She will focus on new tables, painting the walls, carpet cleaning, new folding wall or repair, fix doorway tiles, two new computers and projectors.

Technology:

Samantha Snyder reported that she had Ken Bellia contact the AARP IT Tech concerning an issue involving the connection of their own routers to allow them to send their tax documents to the IRS. They now have the proper security permissions they need.

WiFi Statistics:

Samantha Snyder discovered she was getting zero number of users for the WiFi count. With the help of Ken Bellia a glitch in the report that compiles how many people used the Library WiFi from October to December 17th was identified. Unfortunately, this history was lost.

Website Design Mock-up:

Contact was made with the Library's website designer Tom. He is in the process of making a mock-up for a revised Library website. Samantha Snyder provided each Board member with an example of his work for the Little Egg Harbor Township's website. She hopes to incorporate a big menu and easy to navigate event calendar in the new design.

Statistics and Documents:

Samantha Snyder noted she is straightening out the documents the Library is supposed to keep on file for the Library Board reports and stats. This should be completed by the next Board meeting.

Chrome Books:

Samantha Snyder asked Janet Mead for the name of the school IT Tech so she can remedy a problem with access being clocked for students using chrome books she gave them.

Library Staff Reading Statistics:

Samantha Snyder provided new, impressive statistics to the Board which reflected the Library staff's reading statistics. She stated there are less than 20 on staff and they are checking out 200 to 300 books between the 20 of them.

Login Libraries and Logical Group:

Samantha Snyder stated she contacted the Login Libraries and Logical Group to let them know Linda Comfort resigned. She was informed that the Monroe Township Library was picked to host a lunch for the Logical Members on Friday, January 18, 2019 at 11:30 a.m. There are approximately 10 people coming. Joan Betterly has offered to help set up for this lunch.

Floater Library Assistant hired:

Samantha Snyder notified the Board that she has hired a floater Library Assistant, Liliana Lemonowicz, She will come in for training on the Circulation Desk on January 3, 2019 at 11:00 a.m. After her training, the library staff will be able to call her to fill in if someone calls out sick or the Circulation or Page staff is short for any reason.

E. Committee Reports:**Fund Raising Committee:**

Joan Betterly reported the Book Club Holiday Luncheon had a good turn-out. The Volunteer Tea was attended by 23 volunteers and Board Members. She noted this was best turn-out and the garden volunteers attended this year. Joan Betterly said the Friends' Spring Book Sale will be Monday to Friday, April 8 to April 12, 2019.

Garden Committee:

John Pohler stated he completed the light survey today with only two lights out in the building.

F. Old Business:

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

Collections:

Samantha Snyder discussed with the Board more details about the proposed use of an off-site collection facility for collecting the overdues. One suggestion was to have a one year trial period and if successful, the arrangement could become permanent.

G. New Business:

Maker Space:

Janet Mead reported visiting the State Library booth at the League of Municipalities Conference. Referencing the Friends' offering funds for Library programs, she showed Board Members photographs she had taken of Maker Space which is an up and coming offering in public libraries. One example is purchasing a 3D Printer that she suggested would be a draw to bring patrons into the Library. She said many students are familiar with this by way of classes offered at the Middle School. Janet Mead also discussed the availability of grant money for lighting improvements. Referring to Professional Development for Board Members, Janet Mead said she had sent a link to Suzanne King. Suzanne King had sent the link to all Board Members. Samantha Snyder reminded Board Members to advise her of their hours so she could add their participation to her total tally for the State Aid Report and education hours.

Legislation:

The Board discussed asking for support of Assembly Bill A-3801 and Senate bill S2668. Janet Mead said the bills are in favor of legislating more funds for libraries. She suggested it would be good to post information at the Circulation Desk asking patrons to express their support to their legislators.

H. Adjournment:

Motion to adjourn was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor. The meeting was adjourned at 7:55 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees