

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP  
BOARD OF TRUSTEES  
Regularly Scheduled Meeting February 17, 2016**

**A. Call to Order:**

The regularly scheduled February meeting of the Free Public Library of Monroe Township Board of Trustees was called to order by President King. Those present: Ms. Samoyan, Mr. Garbowski, Mr. Pohler, Ms. Patterson, Ms. Betterly, Ms. Mead, Mr. Paredes and President King. Ms. King confirmed tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

**B. Public Portion (Open/Close):**

Ms. King opened the Public Portion of tonight's meeting. There were no members of the public present. Ms. King closed the public portion.

**C. Approve Minutes of January 2016 Meeting:**

Motion to approve the Minutes of the January 2016 meeting was made by Mr. Pohler, seconded by Mr. Garbowski. All voted in favor.

**D. Financial Reports:**

Off the record to permit time for review of documents. Back on the record.

**1. Approve Financial Reports for January 2016:**

Motion to approve the financial reports for January 2016 was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor.

**2. Approve Payment of Vouchers for January 2016:**

Motion to approve payment of vouchers for January 2016 was made by Ms. Betterly, seconded by Mr. Garbowski. All voted in favor.

**E. Director's Report:**

Mr. Paredis reported that the Library passed the Fire Code Inspection. After discussing with Mr. Heydel the upgrades for the parking lot lighting, it was confirmed that three quotes are required. Mr. Paredes will get the additional bids relative to equipment and electrician.

Mr. Paredes discussed emergency procedures for the staff when a situation arises that requires notification of the Police. Mr. Pohler offered to conduct a question and answer session with staff members at their Friday staff meeting so that they will know exactly what to do when emergencies arise. He suggested to Mr. Paredis that the staff prepare questions based on situations that could arise or have arisen at the Library and the best way to handle them. The Board's best recommendation was to call the Police 100% of the time.

Ms. Mead inquired about Library lock down or evacuation procedures in emergency situations. The Board discussed differences between school protocols and library protocols based on having the public in the building versus children in a classroom that could be secured by a lock down. Mr. Pohler noted there are multiple exit routes for patrons if an emergency occurred.

Mr. Paredes provided more details about the April 23 Business Expo at the Library. He said the Chamber of Commerce of Gloucester County is handling the arrangements. He noted that registration is really taking off. The question arose about the requirements for having a 50-50 at such an event. Mr. Garbowski suggested the Friends of the Library in their capacity as a 501 (c)(3) contact Sue McCormick at the Clerk's Office relative to making an application to the State relative to a 50-50.

**F. Committee Reports:**

**Fundraising Committee:**

Ms. Betterly said the Friends are working on the book sale which is currently scheduled for April 11, 2016. She said donated books are coming in. The sale will be promoted on the email blast and electronic sign. Mr. Paredes noted that the Amish Market will not permit flyers advertising Library events.

**Garden Committee:**

Ms. King said she has started growing a certain variety of grasses that she plans to bring to Mr. Pohler for spring planting in certain problem areas around the Library grounds.

**G. New Business:**

Suggestions were offered by the Board for Library family events being offered at surrounding libraries such as Chocolate Candy Bar Bingo, Coffee House at the Library, Coach Bag Bingo, and Paint and Sips. Board members shared ideas regarding poetry and musician open mic coffee house theme events. Mr. Garbowski informed the Board that he will be running for office.

**H. Old Business:**

Several Board members were upset by the poor plowing job that was done by a subcontractor following the prior snowstorm. It was recommended to Mr. Paredes that he attempt to identify the responsible party so that a claim could be put in to that person's liability carrier for the damage he caused.

**I. Adjournment:**

Motion to adjourn the meeting was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor. The meeting was adjourned at 7:35 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees