

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting February 15, 2017**

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 Suzanne King at 7:00 p.m. Those present: John Pohler, Carol Patterson, Joan Betterly, Janet Mead, Barbara Chamberlain, Joyce Samoyan, Manny Paredes and Suzanne King. Suzanne King confirmed tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion (Open/Close):

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

C. Approve Minutes of January 2017 Meeting:

Motion to approve the Minutes of the January 2017 meeting was made by John Pohler, seconded by Joan Betterly. 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 2017:

Motion to approve the financial reports for January 2017 was made by Carol Patterson, seconded by John Pohler. All voted in favor.

2. Approve Payment of Vouchers for January 2017:

Motion to approve the payment of vouchers for January 2017 was made by John Pohler, seconded by Joan Betterly. All voted in favor.

E. Director's Report:

Leak in Hallway

Manny Paredes reported on a leak in the hallway which was caused by a melting ice dam on roof drains.

Telephone System

Ken Bellia was consulted relative to the phone system. A quote that would include a whole new system and new server was discussed. A potential vendor works with the Police Department and Municipal Building in Franklin Township.

The Board discussed the need for bids.

Auditors

Manny Paredes reported that the Auditors have begun working on this year's report.

Room C

The Rotary borrowed stanchions from Room C for a Comedy Night and will return them on Monday.

Policy Concerning Usage of Meeting Rooms

The Board discussed Meeting Room policies. Manny Paredes will relay the Library Policy to Township users in this regard.

Flea Market

Nothing new to report, so the Board will await advice concerning a Township- Wide Flea Market that was proposed on the Library grounds.

Solar Panels

Manny Paredes has been investigating the viability of installing solar panels at the Library as a cost saving measure. He was advised a carport installation would be better than using the roof. The question is whether to rent or buy and savings on electric bills. The Board prefers not to purchase. The matter will be studied further.

When to Call the Police

The Board discussed at length Library policy and how staff should handle certain situations when they have unruly patrons or encounter danger. John Pohler, a retired Police Captain, volunteered to speak with the staff at their next staff meeting concerning these types of situations.

Gloucester County Chamber of Commerce

Following on a prior discussion as to whether the Library should join the Gloucester County Chamber of Commerce in order to benefit from their scholarship program, Manny Paredes said since the Library belongs to the Williamstown Chamber of Commerce he felt the benefits of joining the County not justifiable.

Library Fines and Procedures

Manny Paredes recommended bringing Monroe's policies in line with surrounding Login Libraries relative to fines and borrowing. John Pohler noted the Library collects approximately \$1,000.00 in monthly fines.

Trustee Continuing Education

Barbara Chamberlain requested an appointment with Manny Paredes in the future relative to her position on the Board and what is expected for the annual continuing education requirements. They will also discuss web sites and resources and questions regarding them. John Pohler noted this year the Trustee Institute will be holding a training program in either Gloucester or Camden County which will be much closer than prior sessions in North Jersey. He also noted that the manual being referred to was developed by the State Trustee Association not the Library Board or the Director but the

Director would help interpret some of the content.

Committee Reports:

Garden Committee:

John Pohler continues to feed the birds. This month he also unintentionally fed some other creatures who ate two suet cakes inside the Library.

Fund Raising Committee:

Joan Betterly reported that the Friends of the Library Romance Novel Sale did not produce the results they were hoping for. They have decided to put their emphasis on the next book sale. One suggestion was donating books to nursing homes, the military or to prisons. The Friends would be pleased to have some volunteer help at the next book sale.

Building Committee

John Pohler said he handed in the light survey to the Director. Manny Paredes said Buildings and Grounds came and were replacing lights.

Personnel Committee

Board members on the Personnel Committee agreed to meet tentatively at a 4:00 p.m. On Monday March 6, 2017. Manny Paredes had noted some staff questions concerning staff hours that could be discussed.

F. Old Business

No old business was discussed.

G. New Business

Staff policy concerning December 23 and 26 for the upcoming Christmas Holiday was discussed. Standard openings and closings were recommended.

H. Adjournment:

Motion to adjourn made by Joan Betterly, seconded by Carol Patterson. All voted in favor. The meeting was adjourned at 8:20 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees