

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

Rescheduled Meeting February 28, 2019

A. Call to Order:

The rescheduled February 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, Joan Betterly, Janet Mead, 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 January 2019 Meeting.

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

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

Approve Financial Reports and Vouchers for January 2019.

Motion to approve the Financial Reports for January 2019 was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor.

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

E. Director's Report:

Building:

January 25, 2019, the staff was shutting off the lights in the foyer when the light switch shot out sparks and smoke. Samantha Snyder called the non-emergency line and asked to have the fire department to come and take a look. They determined there was no threat of fire but the switch needed to be replaced ASAP.

Buildings and Grounds replaced the switch before the Library opened the next day.

Towards the end of January Samantha Snyder started receiving calls from Johnson Controls that the fire alarm was having trouble. She stopped at the building and Determined the alarm was not going off. The calls continued through the weekend. Samantha Snyder reported an electrical buzzing sound coming from the fire alarm box and a message about a "battery fault." A tech came out and replaced the battery which ended the morning telephone calls and the electric buzzing sound.

February 8, 2019, Kurt from Central Electrical Company came out to look at the circuit breaker panel and push button switches for the lights at the library. The

staff was still turning the lights on by flipping the breakers. Kurt, the owner of Central Electrical Company, was going to reach out to the manufacturer for the switches and he stated he would definitely be returning to the library to help with all other electrical issues.

Technology:

January 22, 2019, the computer that releases the printing for the patrons would not turn on. Fred from Bellia was able to remote in and send the printouts to a different computer at the Circulation Desk. Fred came in the next day to switch out the computer with a different one. Samantha Snyder and Fred discussed replacing the software that runs the flat screen TVs as it is very old and hard to update. Fred will look at pricing.

Samantha Snyder received an email from the State about renewing the library's internet service contract. Ken Bellia called Jersey Connect and worked out a new arrangement with Verizon so the library will have faster internet for a lower price.

Samantha Snyder noted that Caller ID was set up on the library phones. This is helpful for the staff as people leave messages for a call back and do not realize they need to provide their contact numbers.

F. Committee Reports:

Joan Betterly reported that when Holly Glen closed, donations of books were collected at the Library. The books were packed into 24 boxes and the Principal of Holly Glen was contacted. Joan Betterly reported that last Friday, the school officials came and picked up the donations. They were very grateful for the generosity of the library and its patrons..

Garden Committee:

John Pohler asked for permission from the Board to obtain cost proposals for a see through garden gate facing Marsha Avenue from the area of the gazebo. Board Members made several suggestions regarding where to buy and where to obtain help with transportation and installation.

John Pohler gave high marks to the AARP income tax preparers at the Library each year. He noted that it is a great program and if interested, a call to make an appointment should be made as early as January.

G. Old Business:

Unique Collections:

Samantha Snyder noted she discussed the idea of Unique Collections and if it might hold interest for other Login members.

Hagan Library Meeting:

Samantha Snyder will be attending a Login policy and bylaws meeting on April 3, 2019 at the Margaret Heagan Library in Washington Township.

First Logical Meeting:

Samantha Snyder reported the first logical meeting was held on January 18, 2019 at the Library. Lunch was served and the Library staff was able to share the lunch as well. The libraries attending were from the Gloucester County system. Samantha Snyder said she is looking forward to hosting more events. She thanked Joan Betterly for her help organizing things.

Painting Dates:

Samantha Snyder noted the Paint Dates with Miss Gina Martucci are still extremely popular and well attended.

Canopy:

Samantha Snyder reported the Library purchased a canopy for the Art Fest on Saturday, April 27, 2019. Rather than two people staying the whole duration of the event, the plan will be to rotate volunteers. Flyers about the Library will be handed out and painting crafts for kids will also be at the table.

Board Meeting Director's Reports and Stats Binder:

Samantha Snyder stated she retyped the Directors Reports and Stats Binder which are kept in the Board Room. She has corrected all of the stats that were calculated incorrectly and she gave the proper staff credit for their library programming, especially Nicole Veit. Samantha Snyder kept the old Board Reports as they were written.

Trustees' Manual:

Samantha Snyder said she also printed the Trustees' Manual that Janet was referring to at the last Board meeting. Jennifer Schillig was kind enough to punch holes and compile binders for each Board Member.

Staffing:

Samantha Snyder stated the Library is currently holding interviews for the Young Adult

Librarian position and should have a new hire chosen soon. Amber Osborne has started her position as a part time Circulation Clerk this past Monday.

Book Chat Group:

A Book Chat Group that normally meets at Cross Keys Brewery asked about using a Library Meeting Room to host their Book Chat. They wanted a meeting space that did not have alcohol versus the Brewery location. Samantha Snyder informed the group she would turn this into a library program if they were interested and if she could advertise it to the public. They are currently using Meeting Room B. Jennifer Schillig is overseeing the program. Jennifer Schillig is also looking into making a Reading Suggestions Facebook Group that the members of this Book Chat Group could use to keep in touch and promote more meetings.

State Report:

Samantha Snyder reported she is working on the State Report and in fact is working on two reports as she has to correct errors in last year's 2017 report.

Room Divider Repair:

The room divider repair between Meeting Rooms A and B was completed. All of the Staff were given a demonstration how to operate it. Samantha Snyder asked if the installer could arrange to have an annual inspection and set up a contract to replace worn parts.

New Business:

Better World Books Service

Samantha Snyder reported that despite the Friends' Book Sales, the number of donated books at the Library are out of control and becoming a hazard. After the Spring Sale, an arrangement was made with the Media Specialist at Holly Glen School to come to the Library and go through whatever books can be used in a future library at the school. All of the prior books at the school had to be destroyed due to mold contamination so the school is very anxious to obtain whatever books they can which would be appropriate for the grade school's new library. John Pohler stated he has an interest in gardening books for his gardening group.

The next step according to Samantha Snyder is to make arrangements with Better World Books Discards and Donations Program. The program is totally free. They provide everything needed from supplies and prepaid shipping arrangements. Option 1 –Library Discards & Donations – 1 box shipping minimum per shipment, via UPS. Pre-screening of all material through RUFIS – 20% rate of return. Option 3 for After Sale Material Reminders. Minimum of 40 fully packed boxes per shipment, via freight. No funding back to the library- Solution only. The service provides a detail Material Guideline of what books, CDs, DVDs and Blu-ray Discs for example are acceptable. Other books are to be recycled or donated locally.

Motion made by Joyce Samoyan to approve an arrangement with Better World Books Discards & Donations by the Director, seconded by Joan Betterly. All voted in favor. The Friends of the Library will be advised of this at their next meeting.

Library Ideas Agreement:

Samantha Snyder advised the Board that our previous Director had signed an agreement For \$3,000.00 for a music database. Suzanne King drafted a letter to Library Ideas that the agreement was not authorized and was illegally signed. She advised the Board that the Library's attorney was advised.

Proposed Summer Program – Gardening and Nutrition:

The Board discussed several ideas proposed by Janet Mead to combine the summer Sustainable Monroe vegetable gardens at the Library with a gardening and nutrition kid friendly programming. It was mentioned that the local Shop Rite Nutritionist had been working with the Library but she is no longer employed there and no one has filled that position. Suzanne King stated she knows the Bottinos who are Shop Rite owners and she will discuss with them if they have a Nutritionist who could work with the library in a gardening and nutrition program. Patrick McDevitt of Sustainable Monroe Township is to appear at the next Library Board meeting.

Provisional Director:

Suzanne King advised Board Members that the Provisional period for Samantha Snyder's appointment as Library Director has been completed. Motion to make Samantha Snyder Director of the Monroe Township Library was made by Joyce Samoyan, seconded by John Pohler. All voted in favor.

H. Adjournment.

Motion to adjourn the meeting was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor. The meeting was adjourned at 8:15 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees