

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

Reorganization Meeting January 16, 2019

**A. Call to Order:**

The January Reorganization meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 7:00 p.m. by Director, Samantha Snyder. Those present: Councilman Ron Garbowski, John Pohler, Joan Betterly, Barbara Chamberlain, Jennifer Brenner, 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. Reorganization:**

**a. Election of Officers.**

Samantha Snyder accepted nominations for the Office of President of the Board of Trustees. Joyce Samoyan nominated Suzanne King for the Office of President of the Board of Trustees; seconded by Joan Betterly. All voted in favor.

Suzanne King accepted nominations for the Office of Vice President. Suzanne King nominated Joan Betterly for the Office of Vice President; seconded by Joyce Samoyan. All voted in favor

Suzanne King nominated Joyce Samoyan for the Office of Secretary/Treasurer, seconded by Joan Betterly. All voted in favor.

Suzanne King confirmed that Ron Garbowski has been appointed as Council Liaison for the current year. John Pohler made a Motion to approve the appointment of Lou Capelli, Jr., Esquire, as Solicitor for the Board on an as-needed basis. The Board agreed on the selection of Mr. Capelli and Suzanne King will contact him to confirm his acceptance of the appointment. Motion to appoint Nightlinger, Colavita & Volpa as auditor by John Pohler, seconded by Joyce Samoyan with the condition, the audit be completed prior to the May Board meeting; all voted in favor.

Suzanne King confirmed with Board Members of their intention to continue on their respective committees. Jennifer Brenner will join Joan Betterly on the Friends Committee. John Pohler and Joan Betterly will be on the Garden Committee and the Building Committee. Personnel Committee will include Suzanne King, Janet Mead, and Joyce Samoyan. Policy/By Laws Committee will include Suzanne King and Barbara Chamberlain.

Off the Record for discussion. Back on the record.

Motion to approve Susanne McKee as Clerk Transcriber made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor.

**C. Oath of Office:**

Suzanne King administered the oath of office to Joyce Samoyan for her as Secretary Treasurer to the Board of Trustees.

**D. 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.

**E. Approve Minutes of December 2018 Meeting.**

Motion to approve the minutes of the December 2018 meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor with Jennifer Brenner abstaining.

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

**1. Approve Financial Reports for December 2018.**

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

**2. Approve Payment of Vouchers for December 2018.**

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

**3. Approval of Year End Budget:**

Motion to approve the Year End 2018 Budget was made by John Pohler, seconded by Jennifer Brenner. All voted in favor.

**4. Approval of 2019 Budget:**

Motion to approve the 2019 Budget was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor.

**5. 2019 Holiday Schedule:**

Motion to approve the 2019 Holiday Schedule was made by Joyce Samoyan, seconded by Joan Betterly. All voted in favor.

**E. Director's Report:**

**Light Switches**

Samantha Snyder spoke with Buildings and Grounds concerning the light switches in the main area of the Library. A temporary solution was given to flip the breaker switches until the Township Electrician can replace the push button panel.

**Fire Alarm**

Simplex Grinnell/ Johnson Controls was having a communication issue with their software. An appointment was made with Simplex Grinnell/ Johnson Controls to look at the fire alarm which was beeping. It was suggested by Simplex Grinnell/Johnson Controls to call Verizon to see if they could fix the phone line or hardwire the fire alarm directly to them. Samantha Snyder asked for a quote concerning the latter.

**Inspections by Peterson HVAC**

There was an issue of no heat in the Computer Lab, and Samantha Snyder contacted Peterson.

**Fax Machine/Interference on Phone Lines/Verizon**

Samantha Snyder reported that Karen Uhl called for service for the fax machine/ photocopier which could no longer send faxes. The copier repairman said there was a lot of noise on the phone line and suggested to call Verizon. Verizon came out on January 8, 2019 and fixed the phone line for the fax machine. Verizon did not charge the Library for this repair.

**Two Leaks/Ceiling Damage**

Samantha Snyder noted that Buildings and Grounds came out for two leaks. The leaks were in the Reference Area and in the Circulation Office. The ceiling damage needs to be repaired and Buildings and Grounds has been advised.

**Story Room Heating and Air**

A noise issue in the heating and air conditioner unit which Laury installed in the Story Room was resolved. The unit is reported to be working well.

**Modernfolds Partition Service**

Samantha Snyder reported that a tech from Modernfolds will be coming to service the wall partition in the Meeting Rooms on February 7, 2019. When he comes he will also demonstrate for the Reference Staff how to take down and put up the partition.

**Bellia Tech Upgrades and Repairs**

Samantha Snyder reported that the Bellia Tech fixed an issue with the speakers in the Computer Lab. She was also supplied with quotes for a projector for Meeting Room B, laptops for both meeting rooms and three printers.

**Children's and Adult's Headphones**

Samantha Snyder noted receipt of a bulk order of children's and adult's headphones for

the public computers. She replaced any headphones that were broken or missing. She also made sure the proper labels were affixed to the screens.

### **Food Pantry**

Samantha Snyder stopped by the Food Pantry in the Pfeiffer Center to drop off some donations left in the bin at the Library. She met with the person in charge and discussed what is recommended to collect in the future.

### **Unique Collection Agency**

The Board discussed at length the pros and cons of the Library using the Unique Collection Agency. It was decided to table the matter until the following meeting.

### **Circulation Clerk**

Samantha Snyder reported Amber Osbourne was hired for the position of part time Circulation Clerk. The Young Adult Librarian position has been posted and the Library is currently accepting applications

### **Luncheon**

Samantha Snyder reported that this Friday, January 18, 2019 will be the luncheon for the Logical Group.

## **G. Committee Reports:**

### **Fund Raising Committee:**

Joan Betterly reported the Friends' Book Sale is scheduled for April 8, 2019 through April 12, 2019. The Book Sale will just be for the five days, not including Saturday.

### **Garden Committee:**

John Pohler noted that Buildings and Grounds were out shoveling and sanding during last weekend's snowfall. Samantha Snyder advised Suzanne King they can discuss closing procedures if a storm should require the Library to close in the future.

## **H. Old Business:**

### **Trustee Professional Development:**

Janet Mead noted that she left a 50 page Trustees Manual from the State Website to be copied for the Board's binders. She said it is very informative.

**Staff Meeting:**

Barbara Chamberlain stated that she attended the staff meeting and enjoyed meeting everyone. She noted she also attended the noontime movie and was surprised at the number of people attending. She said it was all a good experience.

**Amnesty Program:**

Suzanne King inquired about the Library's Amnesty Program. Samantha Snyder said the Library has received a lot of books so far as a result of the Amnesty Program.

**Professional Development for Trustees:**

Jennifer Brenner advised videos relative to Professional Development for Trustees are posted on line. She noted that three workshops are planned for March, April and May in Cherry Hill.

**I. Adjournment:**

Motion to adjourn was made by Joyce Samoyan, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 8:05 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees

