

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP**  
**BOARD OF TRUSTEES**  
**Regularly Scheduled Meeting June 15, 2015**

**A. Call to Order:**

The regularly scheduled June meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order by President King at 7:00 p.m. Those present: Mr. Pohler, Ms. Patterson, Ms. Betterly, Ms. Samoyan, Mr. Garbowski, Mr. Paredes and President King. Ms. King noted that tonight's meeting is held in compliance with the requirements of the Open Public Meetings Act.

**B. Public Portion:**

President King opened the Public portion. There were no members of the public present. Ms. King closed the Public portion.

**C. Swearing In of New Board Member:**

President King administered the Oath of Office to New Board Member, Janet Mead. The Board welcomed Ms. Mead who will be the School Superintendant's Liaison to the Board of Trustees. Ms. Mead pledged her best efforts to coordinate school resources and staffing in any way that she can to help the Library.

**D. Approve Minutes of May 2015 Meeting:**

Motion to approve the minutes of the May 2015 meeting was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor.

**E. Financial Reports:** Off the record to permit Board review. Back on the record.

**1. Approve Financial Reports.**

Motion to approve the Financial Reports for May was made by Mr. Garbowski, seconded by Mr. Pohler. All voted in favor.

**2. Approve Payment of Vouchers:**

Motion to approve payment of vouchers for May was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor.

**F. Director's Report:**

**Budget:**

Mr. Paredes reported the Budget projections ended in good shape and came out pretty even with last year.

**Email Blast:**

Mr. Paredes noted patrons have to sign up to receive the Blasting Email Notices of Events.

**Meeting Room Phone/Voting:**

Sue McCormick, the Township Clerk, inquired regarding telephones in the meeting rooms that are used for voting. Ms. Patterson explained to the Board that situations can arise at the polling place that require the workers to report via a telephone in the room. Consequently, it

is important on voting day that poll workers can access a telephone in the immediate room to report problems without having to leave the room. Mr. Paredes said he will try to get a telephone operational for this purpose.

**Sprinkler System Fixed:**

Mr. Paredes explained that several problems were identified and corrected by TLC. The System is now up and running.

**Holly Glen Tour:**

Mr. Paredes said the Library hosted three class rooms of third grade students from Holly Glen Elementary. The children were provided with gift bags which they were thrilled to receive.

**Summer Reading Program:**

Mr. Paredes said sign ups were taking place for the Summer Reading Program for children and adults. He described some of the fun gifts offered for participants which included a hat, magnets sunglasses, bracelets, and bookmarks.

**Summer Intern:**

The summer intern did not work out due to her work schedule. Mr. Paredes arranged for a part time school librarian to help during the summer to fill in when staffing is low. This will amount to approximately 8 summer days.

**Confidentiality Policy:**

Mr. Paredes said he received a letter from the State Library concerning the confidentiality of a child's library records. The State is making certain recommendations based on elementary and high school levels.

**New Housing:**

Mr. Paredes discussed his concerns that the Library be ready to handle the anticipated increase in new housing in the Fries Mill community and other surrounding areas.

**G. Committee Reports:**

**Fund Raising Committee:**

Ms. Betterly reported she has been and will continue pursuing the close-out figures from the Library IV Restaurant fund raiser. Regarding the Friends Group fund raiser event, the Booksale will be scheduled in October. They anticipate having a craft show in November. Another event being planned will be a canvas art party at the Timberlakes Club House tentatively scheduled for next year sometime during the winter months. Ms. Betterly said the Friends Group purchased and donated a Thomas The Train table for the Children's Library.

**Garden Committee:**

Mr. Pohler reported that someone stole the hose sprinkler from the mini meadow area. He noted the need to weed that area. Ms. Mead said the students in the National Junior Honor Society and other school groups are obligated to perform community service. She will try to coordinate with these school groups to possibly help Mr. Pohler with new volunteers for his October fall garden clean up efforts.

**H. Old Business:**

**1. TLC to open and close irrigation system.**

As outlined in the Director's report, TLC will be providing service to the irrigation system. They will be submitting a quote for closing and opening the irrigation system.

**2. Approval of Audit by Nightlinger and Colavita.**

Motion to approve the Audit was made by Mr. Pohler; seconded by Ms. Betterly. All voted in favor.

**I. New Business:**

**1. Review and Approval of Proctoring Policy.**

Motion to approve Proctoring Policy and designation of fees was made by Mr. Pohler; seconded by Mr. Garbowski. All voted in favor.

Motion to approve and accept reference policy was made by Ms. Patterson; seconded by Ms. Betterly. All voted in favor.

**2. Library Card Registration (Add email notification and parent/child responsibility statement.)**

Mr. Paredes explained the need to add some clarification to the registration form such as a statement that a parent is responsible for late fees and charges incurred by their children. Mr. Paredes also discussed policy concerning tutors booking two hours at a time and only one month in advance.

**3. Paper and Craft Supplies:**

Ms. Mead informed Mr. Paredes that the school has surplus paper and craft supply items that possibly may be available to the Library. She will look into whether the Library can access these surplus supplies and report back to Mr. Paredes.

**4. Summer Closing Policy:**

Motion to approve Saturday closings in July and August for the summer made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor. Motion to make Saturday closings in July and August standard policy each summer made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor.

**5. Computer Beginner Classes:**

Ms. King received an inquiry as to why the Library no longer had beginner computer classes. Mr. Paredes explained that over time, the staff has found that each individual comes to them with a certain amount of experience and certain specific goals. Many have basic skills and are looking for instruction with I phones or I pads. So now inquiries are on an individual basis rather than trying to form classes. He suggested that Ms. King get back in touch with her contact and have them come to the Library and get started on an individual basis.

**J. Adjournment.**

Motion to adjourn was made by Ms. Patterson; seconded by Ms. Betterly. All voted in favor. The next Board of Trustees meeting is scheduled for September 16, 2015.

Susanne McKee, Clerk Transcriber

Suzanne King, President

Board of Trustees