

FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
June 20, 2018

A. Call to Order:

The June 20, 2018 Board of Trustees of the Free Public Library of Monroe Township was called to order by President, Suzanne King. Those Present: Barbara Chamberlain, John Pohler, Ron Garbowski, Joan Betterly, Janet Mead, Linda Comfort and Suzanne King. Suzanne King noted that tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion:

Suzanne King opened the Public Portion. Present at tonight's meeting were Cynthia Bryant, President of Zeta Phi Beta Sorority, Inc.; Zeta Amicae of Gloucester County, PO Box 881, Williamstown, New Jersey. Also attending was Regina Andrews Collette. Ms. Bryant presented a letter to the Board explaining The Zeta Amicae are the sorority's women's group who assist and support the ideals of the sorority and chapter. Ms. Bryant explained that every year the State Branch of their organization sponsors an Amicae Awareness Weekend. During this time, the local auxiliaries host different activities to increase the public's knowledge about their organization and the work they do in service to the community. This year, their local auxiliary is requesting the Library's assistance by allowing access to the common area in the Library so they can set up a display table to hand out brochures and conduct a voter registration drive. The event would be scheduled on Saturday, September 29, 2018 from 10:20 to 2:30 p.m.

Ron Garbowski invited Ms. Bryant to come to the televised Council Meeting to promote their voter registration campaign. Janet Mead suggested registering 18 year olds at the high school. The Board was in agreement to provide the space requested for the Amicae Awareness Weekend. Suzanne King closed the public portion of the meeting.

C. Approve Minutes of May 2018 Meeting:

Motion to approve the Minutes of the May 2018 meeting was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

D. Financial Reports: Off the record to allow for Board review. Back on the record.

1. Approve Financial Reports May 2018:

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

2. Approve Payment of Vouchers May 2018

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

E. Director's Report:

Tech Lab Repairs:

Linda Comfort reported that she called Peterson after the thermostat in the Tech Lab was displaying a strange message and it was very warm in there. Rather than wait for them to order the needed part, she had them go and get the part and complete the repair. While completing the repair, the technician noticed another unit was making strange sounds. He had to order a part in order to repair it. The repair was completed on June 1, 2018.

Miscellaneous Repairs:

Buildings and Grounds was called to repair the Marsha Avenue side exit door in Room B which was not shutting all the way. They also replaced a screw holding the plate for the handicap button on the inside of the Library and replaced several light bulbs in the processing room.

Technology:

Ken Bellia finished putting filters on the laptops for the study rooms. He was then to lock them to the tables. Ken Bellia was also contacted regarding the express computer for the public which could not print. Secondly, he was contacted regarding a guest speaker whose laptop did not have the proper hook up needed to connect to the projector. Linda Comfort was able to bring the old Director's computer and connect it to the projector in Room C so that the guest speaker could make his/her presentation.

Tyler Bell and Guest Pass:

Linda Comfort contacted Suzanne King when Tyler Bell, who was banned from all computers until August 1, 2018 appeared with a guest pass. Jennifer Schillig inquired if this was okay. Suzanne King upheld the August 1, 2018 ban. Tyler Bell then cursed out the Library. He did not leave the Library and was found later on another computer.

Summer Programs:

Linda Comfort gave an overview of events planned over the summer months including a therapy chicken scheduled for July 9, 2018.

Police Called to the Library:

Linda Comfort informed the Board that the Police were called to the Library because of a group of teens spouting sexist, racist remarks. A Police Office spoke with the teens who were argumentative. They were asked to leave the Library.

Air-Conditioning Inspection:

Ron Garbowski informed Linda Comfort that Peterson should be performing an air-conditioning inspection and providing her with a report. He said certain parts may

need replacing. It is important that the repairs be done now. Linda Comfort informed him that two techs came and performed the inspection.

Closing Saturdays in July and August:

John Pohler advised Linda Comfort that a sign should be posted advising patrons that the Library will be closed in July and August on Saturdays.

F. Committee Reports:

Fund Raising Committee:

Joan Betterly reported that the total amount raised by the Dinner at Mona Lisia fund raiser was \$550.00 taking into account \$100.00 donation by Ken Bellia, her friend's \$100.00 donation and \$100.00 donation by Ron Garbowski. Thank you notes will be sent to all participants. The Friends of the Library will be donating \$3,000.00 toward the Library Wish List, this time allowing the staff to choose how to spend the donation. Joan Betterly also noted that the Friends of the Library donated two \$250.00 scholarships to the graduating class at Williamstown High School each year. Copies of a list of the programs funded as of June 2018 were distributed to Board Members.

Joan Betterly reported receiving a complaint from the Book Worms Book Club about the volume quality of the tech equipment in meeting room A. Linda Comfort had also reported another instance that illustrated the need for adding power point to the meeting room equipment for future speaker presentations. Linda Comfort emailed Ken Bellia to look into these matters.

Garden Committee:

John Pohler reported Adan who is mowing the lawn is doing a good job. John Pohler noted that Building and Grounds ran over his wild flowers. He noted the outside needs to be cleaned. Suzanne King advised the Board that she is having Adan take on all of the mowing since it is too much for John Pohler now. Regarding a replacement fence, John Pohler stated he was waiting for a quote from R&J as he wanted to use a Township vendor. John Pohler described he is wanting a fence with two big posts that would not be bothered by the wind. He also described a chain link fence which would afford visual sights for the police on patrol. One suggestion for a fence by the Board would be to try Tractor Supply. Ron Garbowski will inquire as to bid requirements for this purchase and will discuss this purchase further with John Pohler.

G. Old Business:

Applications Received:

Ten applications were received for a Clerk Librarian position. Terri Van Leer and Linda Comfort have been reviewing the applications and interviews will be starting shortly.

Library Board Appointments:

The Board discussed at length present and future appointments to the Library Board. It was decided to wait until the first of the year for further guidance from the Office of Administration. Also clarified was that Janet Mead is the Superintendent's Representative. There is no Library Board Representative from the School Board. A representative from the School Board can attend the Library Board meetings as a member of the public. If there is a change at the Superintendent's Office, Suzanne King will write a letter with the Board's recommendation for Janet Mead to continue as the Superintendent's Representative on the Library Board.

Library Board Professional Development Training:

Janet Mead and Barbara Chamberlain expressed their interest in accredited training sessions for their positions on the Library Board beyond the minimum requirement. The Board Members qualify each year in basic training offered but there has not been much available this year. Patrick McDevitt will be presenting an educational program for the Library staff about the Community Garden Program. Board Members can attend this program. Board Members will be advised of any additional opportunities to learn more about the duties and responsibilities of their appointment as Board Members.

Recognition for Carol Patterson's Years of Service:

Suzanne King will be gathering information relative to Carol Patterson's service on the Library Board so that Council can issue a citation recognizing her years of service. Suzanne King will stay in touch with Ron Garbowski to coordinate this effort which she anticipates will take place in the fall.

Audit Reports:

John Pohler reminded Board Members to turn in their copies of the Audit Report to Linda Comfort if they have not done so already.

H. New Business:

Repurposing Library Ad:

Janet Mead advised she has been taking the Library Ad that appears in the Shopper's Guide with upcoming events and enlarging it to poster size. She then distributes the posters that she creates throughout the middle school so the students will be aware of current Library programs. Linda Comfort said that Samantha Snyder is getting information about Library programs to the high school as well.

Revision of Tutor Policy:

A complaint was received from someone who is tutoring students that only two hours per day is allowed. She would like to be tutoring more students on a given day rather than being restricted to just one student for two hours. The Board discussed that the policy

was written in anticipation of more volume and high demand for the tutor room space, when the limitation of two hours per student was written. A redraft of the policy was discussed by the Board. The policy will be revised and Suzanne King will be at the Library on Monday to review it.

Give-Away Gift Bags:

Linda Comfort showed the Board the new give-away bags for patrons.

I. Adjournment:

Motion to adjourn was made by John Pohler, seconded by Joan Betterly . All voted in favor. The meeting was adjourned at 8:25 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees