

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

A. Call to Order:

The regularly scheduled March 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, Ron Garbowski, 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. Joseph Rumpf was introduced to Board Members. He was asked to attend the Library Board meetings as a non-voting appointee by the School Board and member of the public. Suzanne King closed the Public Portion.

C. Approve Minutes of February 2017 Meeting:

Motion to approve the Minutes of the February 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 February 2017:

Motion to approve the financial reports for February 2017 was made by Carol Patterson, seconded by Joan Betterly. All voted in favor.

2. Approve Payment of Vouchers for February 2017:

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

E. Director's Report:

Parking Lot Lights

Manny Paredes reported that all exterior lights were working when he prepared his Director's report. However, when he was leaving the Library that night around 9:00 p.m., some of the parking lot lights were out. The Board discussed exterior lighting ongoing issues. The front fluorescent lights were disconnected permanently after repeatedly shorting out because of consistent dampness in the ground. LED lights were suggested as a better way to light the building.

Solar Panel RFP

Manny Paredes reported that he prepared an RFP for review by Kevin Heydel relative to quotes for installing Solar Panels at the Library. The installation of Solar Panels would help to defray the electric bills for the property. Details such as best location, purchase or rent, are to be determined.

Community Gardens at the Library

Patrick McDevitt has requested WiFi and Cameras for the anticipated Community Gardens. This was discussed by the Board. Suzanne King suggested Manny Paredes speak with Patrick McDevitt to see if he could investigate if grant money might be available to fund this request. Manny Paredes felt this neither would work or be necessary that far from the building.

Smoking in Vicinity of Library

Ron Garbowski will research the Township Ordinances relative to smoking on Township property. It was noted that there is a lot of evidence of patrons smoking outside the Library entrance areas so questions were asked if there is an ordinance.

Good Turn Out

Manny Paredes reported that there was a good turn out for Rhonda Lipscomb and Charlie Zahm.

Library Closure

Manny Paredes noted that he decided to close the Library Tuesday 3/14/17 in view of the icy roads. The Township schools were also closed

Bobby Rydell

Manny Paredes reported that Bobby Rydell's appearance at the Library will be Saturday, April 8, 2017 from 1:00 to 3:00 p.m. He discussed with the Board contacting the Mayor to request he designate April 8, 2017 as Bobby Rydell Day. He noted that Congressman, Donald Norcross will be presenting Bobby Rydell with a Proclamation.

Telephone System

Motion was made by John Pohler and seconded by Joan Betterly, to approve the purchase of a new phone system to replace the existing system. Three quotes were obtained under the bid limit. Max Communications was the lowest quote. All voted in favor.

New Door Closer

Manny Paredes advised he will be ordering a new door closer as the existing one was damaged by the wind ripping it. Suzanne King suggested he check in the event this might be covered by insurance.

Summer Reading Program

The theme for this year's Summer Reading Program will be Reading in Paradise. Related fun activities including a luau and grass skirts are planned.

Auditors

The audit has been completed. There were no major concerns. The Library was advised to call Quick Books for a software upgrade regarding separate payroll liability balances. There were no findings against the Library operations;

Sink Issue in Ladies' Bathroom

A continuing problem with the bathroom sink in the ladies' room being ripped off the wall was discussed. Possible solutions were discussed by the Board.

Trustee Seminar

On April 29, 2017, a Trustee continuing education program will be presented at the Cherry Hill Library entitled, "What everybody needs to know as a Trustee." Three Trustees are planning to attend.

F. Committee Reports:**Garden Committee:**

John Pohler discussed several Spring Clean Up dates including March 25, 2017 from 10:00 a.m. to 12:00 p.m. In the event of rain or freezing temperatures, alternative dates are April 1, 2017 and April 8, 2017 for spring clean up to cut down grasses and clean up debris. He is anticipating mulch arrival between April 22, 2017 and April 29, 2017. Janet Mead reported the Green Team Community Garden Project Dig Date will be April 1, 2017.

Fund Raising Committee:

Joan Betterly reported that the Friends Group will be having the Book Sale the last week of April. They are still taking donations. After the book sale, they will be culling the collection. Twenty-five tables will be delivered between April 21st or 22nd and will be picked up after the book sale on April 29, 2017. The Friends anticipate lowering prices on the last day and will also have a bag sale on the last day.

Regarding the annual Fund Raiser Dinner, Joan Betterly said the date will be May 31, 2017 at Mona Lisia on Corkery Lane, Williamstown. Last year's change to multiple locations on multiple dates was not successful.

Personnel Committee

Committee members: Janet Mead, Carol Patterson, Joyce Samoyan, Suzanne King and Manny Paredes met to discuss qualifications and salary requirements for applicants interviewing for the Director's position. An ad will be placed.

G. Old Business**Flea Market**

Nothing new to report regarding a town wide flea market that had been discussed at a previous meeting.

H. New Business

Janet Mead stated she would like to work with some of the staff at the Library getting more teen involvement with the Middle School students. Manny Paredes recommended very specific guidelines be established.

I. Adjournment:

Motion to adjourn made by Carol Patterson, seconded by Joan Betterly. All voted in favor. The meeting was adjourned at 7:55 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees