

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

Regularly Scheduled Meeting March 20, 2019

A. Call to Order:

The March 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: Suzanne King, John Pohler, Ron Garbowski, Jennifer Brenner, Joan Betterly, Janet Mead, Joyce Samoyan, Barbara Chamberlain, and Director Samantha Snyder. President, Suzanne Kind 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. Patrick McDevitt from Williamstown Community Garden & Sustainable Monroe appeared before the Board. He reported this year's garden will include 50 plots. The registration fee for smaller plots is \$25.00 and the larger plot is \$45.00. He noted pesticides are not permitted. Patrick McDevitt also announced the establishment of a Seed Bank to be located at the Reference Desk. April 20, 2019 will be Opening Day at the Garden. Patrick McDevitt showed the Board graphics of an Eagle Scout Project and a Labyrinth Project proposed for the garden area. He said clean-up and a work day in the Garden will be next Saturday to string lines and aisle-ways. Patrick McDevitt will attend the Library staff meeting to discuss registration for the Garden and the seed bank with staff. President King closed the Public Portion.

C. Approve Minutes of February 2019 Meeting.

Motion to approve the minutes of the February 2019 meeting was made by John Pohler, seconded by Joyce Samoyan. All voted in favor except Jennifer Brenner abstained.

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

Approve Financial Reports and Vouchers for February 2019.

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

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

E. Director's Report:

Building:

A technician from Peterson, the Library's HVAC company changed the filters around the building on 2/26/19 and 2/27/19. A service call was placed due to a grinding and vibrating noise from one of the vents by the Children's Desk.

On 3/01/19, Buildings and Grounds came to the Library to clean the snow from the parking lot. They saw a play table in the Director's Office with a broken leg. They took the leg to the workshop for repairs. A few days later they returned with the leg and were able to reattach it to the table. They carried the table back to the Children's area. They also replaced burnt out bulbs around the Circulation Desk and replaced bulbs in the processing room.

Over the weekend, Katrina, the Children's Librarian, found some naughty writing on the Pepsi machine in the café area. On 3/04/19, Samantha Snyder went to the supply closet to get supplies to clean the writing from the Pepsi machine. She contacted Fred from Grimestoppers about cleanliness issues at the Library. He apologized and since then the staff has been coming into a noticeably cleaner Library.

On 3/13/19, Samantha Snyder spoke with salesperson, John Otte, with Bibliotheca that supplies library security gates. He asked to have some pictures of the current gates and surrounding area so he can determine what type of gates will fit best in the Library. Samantha Snyder stated the Library will be getting a new machine that can activate and de-activate the sensor tapes that are put in the Library books. She provided a copy of the quote in the Board Member folders. The Auditor advised Samantha Snyder this purchase will have to go out for bid. Jennifer Brenner noted that some libraries have the gates up but are no longer using them.

Technology:

Samantha Snyder advised the Board that Tom Rooney III, the Library's web developer sent a mock up of the website which she sent to the Library Board and the Library staff. She said she discovered that it doesn't look great on mobile devices. The staff will bring their input at the next Staff Meeting on 3/22/19. Jennifer Brenner suggested using the Library building as a background instead of the suggested library books. She also suggested that the site include the ability for patrons to register for upcoming events which allows the staff to better anticipate the number who will be attending and the amount of supplies needed. Samantha Snyder said that feature is to be part of the new design.

Library Website Down:

3/13/19, John Pohler advised that the Library website was down. Fred from Bellia Tech was at the Library and he reached out to the company that registers the Library domain and renewed the Library web addresses: monroetpl.org and monroetownshiplibrary.org for 10 years. He also updated the contact information to Samantha Snyder so she will get the expiration and other notices in the future.

At the request made at the last Staff Meeting, Fred switched the printer release software to the computer closer to the printer and removed the password prompt for faster service. He also looked at the large printer used to print the patron's documents which was creating lines on the print outs. Fred suggested replacing the toner cartridge to remedy the problem. For the large printer, only brand name cartridges will be ordered so this problem doesn't happen again.

Staff:

Martha, Katrina and Samantha Snyder successfully completed interviews for the Full-Time Young Adult Librarian Position. The position was offered to Christopher DiFazio who has teen experience in his current position at Burlington County Library. He has passed his background check and drug screening. His physical date with the Township's doctor is Thursday, March 28th and his start date will be shortly after the physical's test results come in.

State Report:

Samantha Snyder sent the State Reports for 2017 and 2018 on 3/08/19. For the year 2017, the statistics were so widely off in some areas the report software would red flag the data she was inputting and ask for an explanation as to why the numbers were so off. She inputted the correct data for 2017. Samantha Snyder reported that the Librarians here keep very meticulous records and they were able to supply her with all the numbers she needed. There were also several reports she could run in Sirsi to pull up the data she needed to fix and complete the State Reports.

Upon submission of the 2018 report, Samantha Snyder stated she emailed Robert Keith, the person compiling the reports to let him know there were errors on the 2017 report and sent him the corrected report. He wrote back that although there was nothing we could do to adjust the report submitted last year, he was grateful for the explanation because it would be helpful in evaluating this year's report. He also updated his contact information.

Better World Books Contract:

On 3/04/19, Samantha Snyder and Joan Betterly attended the Friends' Meeting and ran the idea of getting a dumpster and signing up for Better World Books by the Friends group. They voted on it and Samantha Snyder signed the contract with Better World Books later that day. The plan is to completely empty the closet of all donations and then deep clean the closet before taking any new donations. Franklinville Library suggested patrons bring their donations to them for the time being. As of today, the Township does not have a dumpster available. Samantha Snyder said she will be in touch with the Supervisor of Public Works.

Lions Club Eye Glass Donation Box:

On 3/04/19, Samantha Snyder contacted the Lions Club eye glass collection people to pick up their donation box which was full. They came the next day to pick up the donations and took the box with them. At the next Staff Meeting, Samantha Snyder will ask if any staff member would be interested in creating a new donation box.

2018 Audit Report:

On 3/13/19, Zach from Ray Colavita's accounting office started the Library's 2018 Audit. After 3 days, he completed his visit to the Library. He made the suggestion to hire Gina Martucci as the Library's Official Art Teacher to do two or three programs a month. Board Members discussed this and Samantha Snyder will inquire why he made this suggestion.

Safety Meeting:

A Safety Meeting is scheduled for 3/23/19 from 9:00 to 4:00 to be conducted by James DeHart. Samantha Snyder will ask if Board members can attend.

Sick Leave Policy Adjustment:

Samantha Snyder distributed copies of the Sick Leave Policy Adjustment to be in compliance with New Jersey Earned Sick Leave Act effective 10/29/18. Two suggestions were Paragraph B to add Line 5 "40 hours "sick leave" per year. Samantha Snyder will incorporate the suggested changes in Paragraph C in accordance with Board recommendations. Also discussed was Paragraph G regarding retirement or resignation of a part-time employee related to unused earned sick leave upon the separation from employment.

F. Committee Reports:

Fund Raising Committee:

Joan Betterly reported that after the Book Sale, the Holly Glen Library staff will pick up any remaining books appropriate for their Children's Library in view of all of the books which were lost due to mold and mildew.

Garden Committee:

John Pohler stated he sent out emails for his volunteers for the Spring Clean Up on March 30, 2019 from 10:00am to 12:00pm. April 6, 2018 will be the rain date. He reported on the shrubs lost due to the winter and the overabundance of rain.

Removal of Potted Plants:

John Pohler advised Board Members that following Safety Inspection, he was advised by Karen Uhl, Safety Officer for the Library, that all potted plants situated high on window sills must be removed due to danger of falling and injuring patrons. The window sills also need to be cleaned. It was also noted any potted plants

that are blocking the aisles should be relocated to allow for free walking access. John Pohler will discuss this matter further with Karen Uhl.

G. Old Business:

No old business was reported.

H. New Business:

Council President, Ron Garbowski reported he is in receipt of a letter from Linda Comfort, former Director of the Library, which she wanted read into the record. He stated he will advise her if she wants the document read into the record, she will have to attend the meeting and read the document into the record.

Township Energy Audit:

Council President, Ron Garbowski advised Board Members that the Township will be conducting an Energy Audit of all Township buildings with a view to energy efficiency and savings. He stated that any future major energy projects should wait until the Audit is completed.

Miscellaneous Discussion:

Several issues were discussed including: Library electric bills and the monetary benefit of solar fields.

F. Adjournment.

Motion to adjourn the meeting was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor. The meeting was adjourned at 8:10 pm.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees