

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP  
BOARD OF TRUSTEES  
Regularly Scheduled Meeting May 17, 2017**

**A. Call to Order:**

The regularly scheduled May 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, Joyce Samoyan, 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. Suzanne King closed the Public portion.

**C. Approve Minutes of April 2017 Meeting:**

Motion to approve the Minutes of the April 2017 meeting was made by Carol Patterson, 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 April 2017:**

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

**2. Approve Payment of Vouchers for April 2017:**

Motion to approve the payment of vouchers for April 2017 was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor.

**E. Director's Report:**

**Roof Leak Prevention:**

Manny Paredes said he climbed up on the roof and cleaned out the gutters to prevent roof leaks.

**Report of Injury/Insurance Issue:**

An incident was reported to the Township where a patron's foot broke the lid of an electrical box that was located in the floor near the circulation desk. The video shows that a previous patron who was riding in an electrical handicapped cart rode over the box and may have weakened the lid. Subsequently Buildings and Grounds eliminated the box from service.

**Evergreen Program:**

Manny Paredes outlined an Evergreen Program he has instituted wherein funds are set aside for anticipated upgrades to the technology equipment at the Library. This pro-active approach provides for the replacement and/or updating of technology over a five year period implementing this budget forecasting plan.

**Notary:**

In an effort to bring more funds into the Library, Karen Uhl has applied for her Notary which she will use as a service to patrons. She has all of her paperwork in order and she just needs to be sworn in. The usual fee is \$5.00 per document. Manny Paredes noted this was a service to patrons and an additional source of revenue for the Library in Cherry Hill and was very successful.

**Community Newsletter:**

Manny Paredes distributed a first edition of a Community Newsletter with information about new businesses coming to town such as the Brewery and the new playground being built at Mary Duffy Field by the Rotary. If the Newsletter can attract sponsorship it can become self-sustaining. Manny Paredes will speak with Mayor Teefty about it.

**Meeting Room Usage for Township Organizations:**

Discussion by Manny Paredes and the Board regarding a request from the Environmental Commission for teaching classes in conjunction with a 4H Program and whether a fee should be waived. Manny Paredes will obtain a Room Request Form in order to get more specific information so a determination can be made as to fee.

**F. Committee Reports:****Personnel Committee:****Provisional Appointee to Position of Director:**

A meeting is planned with Manny Paredes and the Personnel Committee regarding the applicants for the position of Director. The option of selecting an applicant for the position provisionally pending approval by Civil Service may be required since State approval of applicants is not timely. It is possible that a provisional appointee could ultimately not obtain State approval. The consequences of such denial were discussed by the Board.

Following discussions, it was determined that the Board President would be the alternate signer of checks if the Director or the Finance Officer is not available. Motion to approve the Board President as the alternate signer of checks was made by Joyce Samoyan, and seconded by Joan Betterly. All voted in favor.

**Part Time Employee Policy:**

A discussion was held regarding a part time employee volunteering to work at an event outside of designated hours and appropriateness of reimbursement. The situation arose when a part time employee volunteered to work at the Library's table at the Arts Festival. That person was paid. It was decided by the Board that a part time employee is only to be paid their regularly scheduled hours. Motion to amend personnel policy to confirm that a part time employee is only to be paid their regularly scheduled hours was made by John Pohler, seconded by Joan Betterly. All voted in favor.

**Garden Committee:**

John Pohler reported all is good with the gardens at the Library.

**Fund Raising Committee:**

Joan Betterly reported that the Friends Group raised several thousand dollars at their book sale. They plan on scheduling another book sale in September. Joan Betterly informed the Board that the Methodist Church has an initiative to provide books for free at events such as soup kitchens. Joan Betterly relayed that information to the Friends of the Library so they could purge the Friend's inventory. Susanne McKee asked Joan Betterly to relay to the Friends that the Monroe Township Historical Society would be interested in history books for adults and children for the Reading Room, the site of the First Library in Williamstown. Joan Betterly reminded the Board that May 31, 2017 is the lunch/dinner fund raiser at Mona Lisia, Corkery Lane, Williamstown, New Jersey. Coupons were distributed for the promotion.

**G. Old Business****Ordinance To Ban Smoking on Township Property:**

Ron Garbowski informed the Board that Council passed an Ordinance banning smoking within 25 feet of all Township Buildings.

**H. New Business****Appreciation Garden Party:**

On June 30, 2017, after the Library closes, a Garden Party in the Gazebo area will be held from 5:00 to 7:00 p.m. given by Manny Paredes to thank the Library Staff. He noted that Board members are invited to attend.

**By-Laws:**

Manny Paredes distributed copies of the original By-Laws dating back to 1975 for revision consideration by the Board.

**Trustee Seminar:**

Several Board members attended the Trustee Seminar at the Cherry Hill Library which satisfied the annual continuing education requirement for the Board this year. Board members who attended the Seminar gave an overview of what they learned. Janet Mead

noted she is interested in learning what is expected of her as a Library Board Trustee.

**I. Adjournment:**

Motion to adjourn made by Carol Patterson, 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