

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

Regularly Scheduled Meeting May 15, 2019

**A. Call to Order:**

The May 2019 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: John Pohler, Ron Garbowski, Joan Betterly, Joyce Samoyan, Barbara Chamberlain, Samantha Snyder, and Suzanne King. President, Suzanne King 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. There were no members of the Public Portion. Suzanne King closed the Public Portion.

**C. Approve Minutes of April 2019 Meeting.**

Motion to approve the minutes of the April 2019 meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor.

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

**Approve Financial Reports and Vouchers for April 2019.**

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

Motion to approve the Vouchers for April 2019 was made by Barbara Chamberlain, seconded by John Pohler. All voted in favor.

**E. Director's Report:**

**Building:**

**Friends Book Sale Closet:**

As of 4/18/19, the Friends Book Sale closet was completely cleared out. Grimestoppers cleaned up the floor, walls, and shelving in the closet. Samantha Snyder provided the Friends with the Monroe Library's Donation policy to use as a guide to create rules for their collections in the future. Samantha Snyder posted on Facebook and the flat screen TVs that donations are welcomed again.

**Café Cabinets:**

Locks have been placed on the café area cabinets. It was found that patrons were storing food, clothing and eating utensils in the cabinets. Fred from Grimestoppers and John Pohler have keys to the cabinets and are welcome to use the cabinets for storage of their supplies.

### Meeting Room Tables:

At the 4/26/19 Staff Meeting, it was unanimously decided on a darker finish option for the new meeting room tables called Gray Matrix. Samantha Snyder stated that she expects to have the much needed new tables before the Summer Reading Programs/Craft season begins.

### Front Door:

5/02/19, the recently fixed front door was no longer closing all the way. The following day, the repairman from Dorcheck fixed the door.

### Children's Bathroom:

On 5/14/19, Buildings and Grounds were called regarding a clogged and overflowing toilet in the Children's bathroom. Buildings and Grounds unclogged the toilet and cleaned the floor. A wet floor and out-of-order sign were posted until the area was dried and safe.

### Technology:

Samantha Snyder reported on 5/03/19 at the LOGIN Library Policy Meeting, some progress was made. The committee narrowed down some key item types such as books, DVDs, magazines, that each library would like to see in the Sirsi system. Samantha Snyder reported, at the very least, the current Sirsi system needs a good consolidation and clean up. Samantha Snyder obtained a copy of many different Item types and compared them with Monroe versus other libraries. By using her comparison, she observed some items were cataloged incorrectly and she was able to fix some records with that information.

### Website Update:

Samantha Snyder stated she sent Tom Rooney III, the Library's web designer, the picture of the Monroe Library that the Board suggested the Library use for the website background. She reported that Tom Rooney is working on integrating a trail of LibCal into the Library's test website – LibCal will allow patrons to sign up for programs online. Samantha Snyder noted she will send out the link once everything is in place.

### Windows 7 End of Life:

Samantha Snyder reported she was informed by BelliaTech that Windows 7 end of life is 1/20/20 which means that the operating systems on almost all computers will need to be upgraded to Windows 10. BelliaTech recommended installing solid state hard drives rather than replacing the whole computers if the computer seems to be in good shape. For the ones that are not in good shape, Bellia Tech would be replacing office and front desk computers and swapping those out with the public computers that were looking too rough to keep using.

BelliaTech's Backup/Disaster Recovery Solutions:

Samantha Snyder provided Board members with BelliaTech's backup/disaster recovery solutions. There are three options and she asked for the Board's impressions. Upon the Board's discussion and review, a Motion to approve the Silver Disaster Recovery Option was made by Joyce Samoyan, seconded by Barbara Chamberlain. All voted in favor.

Air Conditioning in the Server Room:

BelliaTech wasn't sure the air conditioning in the server room was working 100%. Samantha Snyder noted the temperature dropped drastically over the weekend so currently it is freezing in there. She reported that she will continue to follow any fluctuations in temperature and will contact Peterson if things don't regulate properly which is very hard to tell this time of year.

Budget/Money:

Samantha Snyder reported at the request of the Township, she and Karen Uhl have been researching any existing contracts concerning the Library vending machines. Samantha Snyder contacted Brandee Derieux concerning certain cost saving measures she has taken at the Pfeiffer Center and Township Building relative to the vending machines. Samantha Snyder will report back to the Board with additional information once she has an opportunity to meet with Brandee Derieux.

Monroe Township Library 2018 Annual Report:

Samantha Snyder distributed a draft copy of the 2018 Annual Report and a Comparison Report. These are a work in progress and she asked for the Board's review and input.

Art Fest 2019:

Samantha Snyder stated that the Library had a tent/table at the Art Fest and it was successful, but not as successful as years past. On 4/27/19, the day of the Art Fest, the weather was extremely windy so there were not as many Art Fest attendees. The same day was the American Legion Ladies Auxiliary Basket Auction which was inside Meeting Room A & B and had over 150 attendees. On 5/02/19, the Library hosted an Art Show open to the public where Gina Martucci's students showed off the work they have created which had over 250 attendees. Participation awards were handed out.

LOGICAL Director's Workshop:

5/08/19 the Monroe Library hosted a LOGICAL Director's Workshop called "Library Law and More." Samantha Snyder reported that Michael Cerone, an attorney from Clifton, New Jersey, who specializes in New Jersey Library Law spoke with about 30 municipal library directors. Samantha Snyder noted she has copies of the slides he presented as well as an electronic version for anyone interested to view. She will send copies to all Board Members.

Girl Scout Book Collection for Holly Glen:

Samantha Snyder explained that the Girl Scouts are collecting books for Holly Glen students. They have asked to place a box at the Library. Samantha Snyder brought in a table to set the box on and is planning on supplying them with some Library totes left over from the Friends' Sale. The Girl Scouts anticipate using these totes to sort their donations.

Miscellaneous:

Samantha Snyder reported that 65 to 70 attended the Big Band Concert. Next Thursday, 5/23/19, will be an in-service day where staff will be instructed in CPR. Another part of the presentation entitled Active Shooter will be included in the program. Joan Betterly will be attending. Regarding the mold spot in Meeting Room C, Fred from Grimestoppers cleaned the spot which was wipeable. Joan Betterly reported that she spoke with the secretary at K&J Fencing today. She explained to the secretary the type of gate the Library is interested installing in the Gazebo area and expects a quote by the next Board Meeting.

**F. Reports:**

Fund Raising Committee:

Joan Betterly reported out of the \$3,200.00 total funds raised by the Friends of the Library book sale, they donated \$2,500 to the Library for Children's Programming over the summer. The Library Fund Raiser luncheon and/or dinner is scheduled for May 29, 2019 at Mona Lisia. Joan Betterly has a luncheon planned for the fundraiser.

Garden Committee:

John Pohler reported 5/04/19 was the Township Clean up coordinated with Jackie Wallace at Town Hall. Sustainable Monroe was on site with a clean up crew. He said the garden cleanup is  $\frac{3}{4}$  completed. Regarding Quintana Landscaping, who is doing the mowing, John Pohler suggested mowing does not have to be done weekly in the summertime. John suggested once every 10 to 14 days would be recommended. Samantha Snyder will check Quintana Landscaping's prior bill concerning what his charges are per each mowing.

**G. Old Business:**

a. Policy on Library Conduct.

The Board reviewed the revisions made by Samantha Snyder. Barbara Chamberlain suggested a few proofreading additions to the text. Motion to approve and accept the revisions to Library Conduct policy was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

**H. New Business:**

There was no new business to report.

**H. Adjournment.**

Motion to adjourn was made by Joyce Samoyan, seconded by John Pohler. All voted in favor. The meeting was adjourned at 7:55 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees

