

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

Regularly Scheduled Meeting November 28, 2018

A. Call to Order:

The regularly scheduled November 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: Barbara Chamberlain, John Pohler, Joan Betterly, Joyce Samoyan, Jennifer Brenner, 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 present. President Suzanne King closed the Public Portion.

C. Approve Minutes of October 2018 Meeting.

Motion to approve the minutes of the October 2018 meeting was made by John Pohler, seconded by Joan Betterly. All voted in favor with Jennifer Brenner abstaining.

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

1. Approve Financial Reports for October 2018.

Motion to approve the Financial Reports for October 2018 was made by Joan Betterly, seconded by Barbara Chamberlain. All voted in favor.

2. Approve Payment of Vouchers for October 2018.

Motion to approve the payment of Vouchers for October 2018 was made by John Pohler, seconded by Joan Betterly. All voted in favor. Suzanne King advised that Joyce Samoyan has been appointed to the position of Secretary/Treasurer for the Board of Trustees.

E. Director's Report:

HVAC Unit:

Samantha Snyder reported she and Karen Uhl received bids for the Mitsubishi unit for the Children's Story Room. Laury of Vineland was selected and installation has begun.

Sprinkler System:

Samantha Snyder stated she contacted Buildings and Grounds relative to blowing out the underground pipes of the sprinkler system. She was told that it was scheduled to be done. John Pohler said he tested the system and the timer is off. He recommended she keep calling Buildings and Grounds.

Locks:

Samantha Snyder said the locks were changed in the Director's Office. The Board discussed the matter. Motion to change the access code to the alarm system was made by John Pohler, seconded by Joyce Samoyan. All voted in favor.

Library Documents:

Samantha Snyder stated for the past two days following Linda Comfort's resignation, Ken Bellia transferred all of the former Director's documents in the Library Director's Office computer. Samantha Snyder asked the staff to resend any statistics that they had formerly sent to Linda Comfort. Samantha Snyder stated by next month's meeting, statistics will be provided.

Staffing Issues:

Samantha Snyder reported that Brittany Jones will become full time as of the end of December. Samantha Snyder noted there are two vacancies: Young Adult Librarian position and a Part time Circulation Clerk position. She recommended advertising. Suzanne King agreed. Samantha Snyder said she would discuss with Martha Oxley if the Young Adult position should be full time. The Board will hold off on the decision if the Young Adult Librarian position should be full time to allow discussion. Samantha Snyder will advertise for the Circulation Clerk.

Election Day:

Samantha Snyder noted that Election Day was Library Staff Development Day. After some technical difficulty, the staff ended up watching a video about Readers' Advisory. Ken Bellia came in the next day to get the computer straightened out.

Can Food Drive:

At the last staff meeting, Samantha Snyder said it was decided to have a canned food drive beginning in November. Several boxes of cans were collected.

Amnesty Period:

An Amnesty period from January 2, 2019 to January 12, 2019 was announced by Samantha Snyder. If overdues are returned undamaged, the fines will be waived on those items. Patrons will still be responsible for the financial cost of any lost or damaged items or previous fines.

Collection:

Samantha Snyder also reported looking into employing a collection agency to pursue overdue fines.

Fund Raising Committee:

Joan Betterly attended the November Friends of the Library meeting, She noted

the following Library Wish List for November 2018.

Museum Passes: Academy of Natural Sciences \$199.00; Battleship New Jersey \$250.00; Garden State Discovery Museum \$400.00; Grounds for Sculpture \$500.00; Independence Seaport Museum \$150.00; Wheaton Arts & Cultural Center \$100.00.
Total: \$1,599.00

Children's Program: Mad Science Holiday Event: \$375.00. Children's craft give aways (Circulation Desk) – Valentine's Day, St. Patrick's Day, Spring, Easter, End of school/summer, Fall, Halloween, Thanksgiving, Christmas, Winter Season - \$400.00.

Grand Total: \$2,374.00. Joan Betterly reported that the Friends are providing funds for all of the Wish List items.

Middle School Partitions:

Joan Betterly stated that Sharon Robinson, President of the Friends Group and Pat Rizol have been speaking with all concerned at the Middle School to obtain partitions from the Middle School to be used at the Library. Arrangements are in place to pick up the room dividers to be used indefinitely by the Library.

Holiday Luncheon for Book Clubs:

Joan Betterly also announced that the Book Club Holiday Lunch will be December 4, 2018 at noon at Mona Lisia. Both Book Clubs are invited to attend.

Volunteer Tea:

Joan Betterly said she has chosen December 14, 2018 for the Annual Volunteer Tea. It is scheduled for 10:00 a.m. and she noted several Board Members attend each year to thank the volunteers. Those attending have been instructed to enter the building from the Marsha Avenue front door.

Linda Comfort's Resignation:

John Pohler stated and Board Members agreed at no time did the Board want Linda Comfort to fail. They wanted her to succeed and tried to help and assist her. She never took assistance or help. She resigned.

Trustees:

Suzanne King informed Board Members that Janet Mead shared an informational link regarding the responsibilities of Trustees. Suzanne King will send the link to all Board Members to read.

E. Old Business:

Meeting Rooms A & B:

Samantha Snyder noted she will contact Ken Bellia about replacing the laptops in

Meeting Rooms A & B so that they have up-to-date operating systems and have cameras for the bookclubs. She said she is hoping to replace the projectors in both rooms.

F. New Business:

Suzanne King informed the Board of Trustees that Linda Comfort has resigned. A meeting was scheduled to meet with her, however, she never responded and turned in her keys and swipe card. Motion to accept the resignation of Linda Comfort was made by John Pohler, seconded by Joan Betterly. All voted in favor, with Jennifer Brenner abstaining.

Off the record. Back on the record.

Appointment of Samantha Snyder:

Motion to approve the appointment of Samantha Snyder as Provisional Director was made by Barbara Chamberlain, seconded by Joan Betterly. Suzanne King stated the Board is promoting from within. Jennifer Brenner stated as long as it goes through Civil Service. Suzanne King noted that it had. Suzanne King also noted she spoke with Kevin Heydel concerning all details regarding the appointment. All voted in favor. Jennifer Brenner stated that the position is still listed as open with Civil Service.

Staff Meetings:

Suzanne King stated that she has initiated staff meetings for the Fridays following Board Meetings. This was discussed by the Board. John Pohler stated he was not sure that Board Members should attend staff meetings. He felt it would diminish the Director's role. Jennifer Brenner stated all staff meetings are run by the Director. President Suzanne King confirmed Jennifer Brenner's statement and added that the reason she, President, Suzanne King, initiated the staff meetings was to give a voice to staff member's concerns.

Off the record. Back on the record.

G. Adjournment:

Motion to adjourn was made by Joan Betterly, seconded by John Pohler. All voted in favor. The meeting was adjourned at 8:30 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees