

**FREE PUBLIC LIBRARY OF MONROE TOWNSHIP
BOARD OF TRUSTEES
Regularly Scheduled Meeting October 19, 2016**

A. Call to Order:

The regularly scheduled October meeting of the Free Public Library of Monroe Township Board of Trustees was called to order by President King. Those present: Ms. Samoyan, Mr. Garbowski, Mr. Pohler, Ms. Patterson, Ms. Betterly, Ms. Mead, Mr. Paredes and President King. Ms. King confirmed tonight's meeting is being held in compliance with the requirements of the Open Public Meetings Act.

B. Public Portion (Open/Close):

President King opened the Public Portion of tonight's meeting. There were no members of the public present. Ms. King closed the Public Portion.

C. Approve Minutes of September 2016 Meeting:

Motion to approve the Minutes of the September 2016 meeting was made by Ms. Patterson, seconded by Ms. 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 September 2016:

Motion to approve the financial reports for September 2016 was made by Mr. Pohler, seconded by Ms. Betterly. All voted in favor.

2. Approve Payment of Vouchers for September 2016:

Motion to approve payment of vouchers for September 2016 was made by Ms. Patterson, seconded by Ms. Betterly. All voted in favor.

E. Director's Report:

Video documents fall:

Mr. Paredes noted a woman claimed to have fallen. He reviewed the video which shows what appears to be a slow, descent to the floor. He has provided the video to Christine in the Office of Administration.

Buildings and Grounds:

The parking lot lights and ballasts were replaced by Buildings and Grounds. It appears that a lot of ballasts went bad.

Increase in Maintenance:

Mr. Paredes said maintenance expenses are on the rise so he will take that into consideration planning next year's budget line item for maintenance.

Bobby Rydell:

Another change in date has been requested.

Town Tour:

Mr. Paredes reported a bus tour of Monroe Township for developers is planned for Thursday, November 3, 2016 which will start at the Library and end at the Autumn Lake Winery.

Rotary Meetings:

Mr. Paredes noted that the Rotary met at Peters Diner but their preference is to meet in Room C at the Library. Since Mr. Paredes attends the breakfast meetings, he will be at the Library to open for the early morning meetings. Upcoming book fairs at Room C were discussed relative to having enough space for the Rotary and the books.

Food For Fines:

In November, patrons will be encouraged to bring food items in anticipation of the Thanksgiving Holiday. A food item donation will result in forgiveness of book fines. Motion to approve the Food For Fines program for the month of November was made by Mr. Pohler, seconded by Mr. Garbowski. All voted in favor.

Library Closing:

Past years have shown that after 6:00 pm on the Wednesday before Thanksgiving, there have been no patrons visiting the Library. Motion to close the Library at 6:00 p.m. the Wednesday before Thanksgiving was made by Ms. Patterson, seconded by Ms. Samoyan. All voted in favor with the exception of Mr. Pohler who voted nay.

Cost to Repair Gazebo:

Mr. Paredes said for insurance purposes, the estimate to repair the Gazebo will be \$1,800.00.

Roof and Gutters:

Mr. Paredes reported the roof and gutters were cleaned. Sprinkler system blow out has been scheduled for November and tree limbs will be trimmed.

Holly Glen Evacuation Drill:

An evacuation drill has been scheduled for the students at Holly Glen for October 24, 2016.

Holiday Volunteer Tea:

The date for the Holiday Volunteer Tea will be December 16, 2016. It was suggested this year to have an RSVP on the invitations.

Explanation of Budget Line Item Changes:

Mr. Paredes gave a detailed explanation of the procedures he follows in order to hold the budget as tightly as possible. He gave examples how some areas may require unanticipated additional expenditures so he will make adjustments by redirecting funds from one category to another such as additional expenses this year for vandalism and bathroom faucet replacements.

Tweens:

Mr. Paredes discussed kids in the Middle School age group hanging outside of the Library and his attempts to establish some kind of relationship with them. Ms. Mead explained about a program incorporated at the school for the students to Rise to Expectations resulting in improved good behavior. This was taught at the beginning of the school year and she noted the kids are responding well. She hopes this will result in good behavior when the students visit the Library.

F. Committee Reports:

Fundraising Committee:

Ms. Betterly reported that the book sale raised approximately \$2,400.00. All agreed the Friends had done a great job organizing the books for sale.

Garden Committee:

Mr. Pohler reported the planting of thousands of daffodil bulbs allowing spaces for spring flowers. He reported some left over money can be encumbered at D'Ambly's for the spring. A donation of brass decorative pots was received. Mr. Pohler will conduct an outdoor lighting survey in November or early December. He also described his winterizing for the banana plant. Fall clean up will depend on when the frost occurs. He may wait until the spring for a clean-up. Mr. Pohler also explained the importance of blowing out the underground sprinkler system.

G. Old Business:

Mr. Paredes collected menu selections from Board Members for the Holiday Dinner.

H. New Business:

Sustainable New Jersey Certification

Ms. Mead informed the Board that Monroe Township was just advised the Township has been awarded a bronze certification and selected as Rookie of the Year. Each year the State presents Awards in five categories selecting municipalities that were certified or re-certified that year. Ms. Mead will report further details at our next meeting. Ms. King noted she had attended the Council meeting and was informed that the vegetable garden program has received the grant they were seeking.

I. Adjournment:

Motion to adjourn the meeting was made by Mr. Pohler, seconded by Ms. Betterly. All voted in favor. The meeting was adjourned at 7:45 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees