

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

Regularly Scheduled Meeting October 17, 2018

**A. Call to Order:**

The regularly scheduled October 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, Janet Mead, Joyce Samoyan, Samantha Snyder, Linda Comfort, 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 King closed the Public Portion.

**C. Approve Minutes of September 2018 Meeting.**

Motion to approve the minutes of the September 2018 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 September 2018.**

Motion to approve the Financial Reports for September 2018 was made by Joyce Samoyan, seconded by John Pohler. All voted in favor.

Motion to approve the Vouchers for September 2018 was made by John Pohler, seconded by Barbara Chamberlain. All voted in favor.

**E. Director's Report:**

**Power Outage:**

Linda Comfort reported the Library experienced a power outage lasting about 30 to 45 minutes. At that time she alerted Ken Bellia in the event he was needed. The computers were checked and all were okay. LED flashlights were ordered for any future outages.

**Installation of New Server:**

Ken Bellia and Fred from Bellia Tech backed up all the data on the new server and reinstalled the operating system. Once they resynchronized the user information, they were able to restore the data back to the new server and redirect the users to the appropriate server drives. They worked very closely with the software vendors to make sure data was restored in the proper locations.

**Replacements Ordered:**

Karen Uhl ordered a new printer for Samantha Snyder. She also ordered a new printer for the circulation desk for the staff in processing.

**Weekly Meetings with Jennifer Schillig:**

Linda Comfort reported she is having weekly meetings with Jennifer Schillig relative to exchanging ideas. John Pohler noted that Jennifer Schillig has been doing a good job with the Community Outreach Newsletter. He requested that the Library staff be sure to include all publications in the Board's meeting packets so they can keep current with all Library activities and issues.

**Staff Meeting:**

Linda Comfort reported that a Staff Meeting was held on September 28, 2018. She discussed a power outage which affected the night staff. She noted there is a problem turning the lights off and an electrical panel that flashes. When staff comes in the next day, the lights are off. Suzanne King stated that an electrician has been called concerning this.

**State Check Received:**

The State check was received and deposited.

**Christmas Dinner:**

Samantha Snyder and Karen Uhl made the arrangements for the Christmas Dinner for Friday, December 7, 2018 at Mona Lisia.

**F. Committee Reports:****Fund Raising Committee:**

Joan Betterly stated she did not have anything to report. Suzanne King asked Joan Betterly to make a request for slightly used books for a good cause that she is involved with the folks from the Motor Sports Park, Green Flag Committee in Millville. This fund raiser is to purchase winter coats for children in need in the Cumberland County area. Suzanne King is hoping to have the Friends of the Library locate gently used children's books appropriate for grades Kindergarten through Grade 6 to add to the event. A shopping day for the children to select their new coats is scheduled for December 14, 2018 with food provided by Bottino's Shop Rite.

**Garden Committee:**

John Pohler reminded Linda Comfort to contact the MUA to turn off the sprinkler system in early November. Next he reminded to have Buildings and Grounds blow out the sprinkler pipes. Regarding the fall clean up, John Pohler said he will give two week's notice to his volunteer gardeners when the time is right based on the weather. John Pohler also reminded Linda Comfort in mid November to have Buildings and Grounds go up on the roof to check for leaves in the downspouts to prevent leaks in the Library.

Off the record. Back on the record.

**G. Old Business:**

**LED Lights:**

Buildings and Grounds suggested the Library switch to LED lighting.

**H. New Business:**

Ron Garbowski will check into possible grants relative to the LED lighting. He also suggested the Library check with contractors already under State contract.

**I. Adjournment.**

Motion to adjourn the meeting was made by Joan Betterly, seconded by Joyce Samoyan. All voted in favor. The meeting was adjourned at 7:30 pm/

Susanne McKee, Clerk Transcriber

Suzanne King, President  
Board of Trustees

