

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

Regularly Scheduled Meeting September 20, 2017

A. Call to Order:

The regularly scheduled September meeting of the Board of Trustees of the Free Public Library of Monroe Township was called to order at 6:55 p.m. by President Suzanne King. Those present: Barbara Chamberlain, John Pohler, Ron Garbowski, Carol Patterson, Joan Betterly, Janet Mead, Joyce Samoyan, Linda Comfort, and Martha Oxley. President, Suzanne King confirmed that tonight's meeting is being held in conformance with the requirements of the Open Public Meetings Act.

B. Old Business:

President Suzanne King noted the Personnel Committee has been working with Karen Uhl about an interim placement for Director. Susanne King indicated the Board will move Martha Oxley, Linda Comfort and Samantha Snyder to the Level of Librarian 3. Motion was made by John Pohler, seconded by Joyce Samoyan to appoint Martha Oxley, Linda Comfort and Samantha Snyder to Level of Librarian 3. The position of interim director was offered to Martha Oxley due to her seniority and she declined the offer. In view of the foregoing, it was recommended to appoint Linda Comfort as interim Director. Motion to appoint Linda Comfort as interim Director was made by Carol Patterson and seconded by John Pohler. All voted in favor.

Off the record.

Back on the record.

C. Public Portion (Open/Close)

Suzanne King opened the Public Portion. Present: Jennifer Schureman and Therese Bonmati appeared for the Public Portion of the meeting. Therese Bonmati stated she lives at 1314 Stonehenge Drive and has been a resident for 42 years. She said she grew up going to the Library her whole life. She questioned why the Library has not had someone directing the Library right now. She stated there is a lot of empty shelves right now. She supervises the library at her high school so when she walks into the library she wants to make sure that her library has displays up that match whatever is current for the month. Why is it that we do not have a Director? If there was a Director, they would be supervising and making sure that everything is current. She has noticed that the displays are not current and asks if the reason is because there is no Director and why hasn't there been a Director. She is a Vice Principal at Triton High School.

Martha Oxley asked what shelves she was referring to. Therese Bonmati said her daughter goes to the Children's Library and her son to the Young Adult. Therese Bonmati said there is an entire display case approaching the Children's section that is

completely empty. Martha Oxley stated that particular case had the summer reading lines and had been taken down. Therese Bonmati said teachers are telling their students to go the Library. As to the Director's retirement July 31st or August 1st, the position as a permanent Director has not been filled. Suzanne King noted that the Library has an interim Director, Linda Comfort. Therese Bonmati asked for a copy of the Agenda and it was explained they were attending the Public portion of a Trustee Meeting. Therese Bonmati asked for a copy of the Minutes and Suzanne King told her they were online.

Jennifer Schureman stated she has been a resident for 42 years and a homeowner for 11 years. She stated she attended the June Board meeting at which time she asked three questions: 1. Why was the Library Director position posted on Civil Service if no action was going to be taken. 2. What or who will be running the Library when the current Director retired on July 31st. 3. Why hasn't the eligibility list from Civil Service been requested. She stated that she obtains her information by calling Civil Service. Civil Service cannot answer the question of why was it posted and not acted upon.

Joyce Samoyan stated that the Library Board has been in contact with Civil Service. She stated further that the actions of the Library Board are in compliance with Civil Service. Jennifer Schureman stated that she spoke with Civil Service last week. They said the Board would have to request the list. It is not automatically sent to them. Jennifer Schureman said that the Board indicated they would be in touch with her. She has not heard from anyone. When and how is it September and yet Civil Service received a promotional announcement for a Level Librarian 3 position that was posted on August first. When and how did the Board approve that action? Suzanne King replied that the Board has a Personnel Committee that met during the summer and posted that position.

Jennifer Schureman said the Library has been operating without a Director for almost two months. During that time she said there has been a LOGIN meeting of Gloucester County, Salem and Cumberland information network. She continued there was a Board of Director's meeting where there was no representation from Monroe. She noted that this is an important meeting because the consortium voted on the budget and committees but Monroe didn't attend so therefore, they had no say on the budget and none of the Library representatives attended. There was a LOGIN cataloging meeting held on September 12, 2017 and again no one from Monroe attended. Bibliographic records, item categories and cataloging issues that directly pertain to Monroe ensued without any staff from Monroe there to

clarify or contribute.

Jennifer Schureman stated this Library is a member of the consortium and it is important that they actively participate so the members of our community can get the most from it. She further stated she wonders what other important meetings they have been missing. She said this is troubling to her as a resident of Monroe and as a library professional. She said she is aware that there have been ethics issues and she has spoken to the Township Board Administrator and he suggested that she file her issues with the New Jersey Department of Community Affairs. She said she spoke with Christine Scola, HR Director, and Kevin Heydel. Jennifer Schureman said she is bringing the Ethics Complaint to the Board first.

President King closed the public portion.

Off the record.

Back on the record.

D. Approve Minutes of June 2017 Meeting.

Motion to approve the minutes of the June 2017 meeting was made by Carol Patterson, seconded by John Pohler. All voted in favor.

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

1. Approve Financial Reports for June, July and August 2017.

Motion to approve the Financial Reports for June, July and August 2017 was made by John Pohler, seconded by Joyce Samoyan. All voted in favor.

2. Approve Payment of Vouchers for June, July and August 2017

Motion to approve payment of Vouchers for June, July and August 2017 was made by John Pohler, seconded by Barbara Chamberlain. All voted in favor.

F. Director's Report:

Bumble Bees:

Linda Comfort advised bumble bees were found in the recessed lighting. Buildings and Grounds assessed the situation and Pokey Ward came the following morning before the Library opened to take care of the bees. The bees are now gone.

Thermostats:

Karen Uhl noticed that the thermostats were not working property. Peterson was contacted and he observed the fans were not working. All has been fixed at this time.

Lights Non-Fiction Area:

Another issue was with the lights in the non-fiction area and this problem was fixed the following day.

Outside Gate:

Samantha Snyder noticed that the outside gate can be opened easily. A new lock was recommended. John Pohler reminded that the mowers do not have the new key. John mowed this area himself.

Teen Issues:

Linda Comfort advised of a problem with teens smoking, socializing and throwing rocks at the flag pole. It was recommended to have the security cameras directed to the area of concern.

Serious Issues:

Linda Comfort informed the Board of an incident where a man exposed his genitals to a minor page. Surveillance footage was searched and the incident was found. An arrest was made. The page was very upset and frightened by the entire incident.

A second similar incident occurred when a patron pulled down his shorts in the foyer area which was observed by Jennifer Schillig who called the detectives.

G. Committee Reports:**Fund Raising Committee:**

Joan Betterly reported that the Friends Book Sale will begin on Monday, September 25, 2017. She said the tables will be delivered tomorrow. The Book Sale will run all week. John Pohler requested that the plants he takes care of not be moved. Joan Betterly noted that the Friends have been donating books to various charitable organizations.

H. New Business.

Linda Comfort reported a new and very popular program called Challenge Island which attracted up to 30 young people. She would love to have them come back in October, but she said the program was already booked into December. The program is geared from 1st to 6th or 7th grades.

Trustee Credit:

Barbara Chamberlain confirmed that the requirements of the Trustee Education Program have been met for the year.

Library Closings:

The Board confirmed the Library will close at 6:00pm the day before Thanksgiving. The Library will be closed to the public on Election Day but the staff will have an in service day. This Christmas Eve falls on Sunday. The Library will be closed on Saturday the day before Christmas Eve. The staff will be paid for a half day and the half of the day the staff will use their time.

I. Adjournment:

Motion to adjourn was made by Joan Betterly, seconded by John Pohler. All voted in favor. The meeting was adjourned at 8:40 p.m.

Susanne McKee, Clerk Transcriber

Suzanne King, President
Board of Trustees