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**MINUTES OF THE MONROE TOWNSHIP**

**LIBRARY BOARD OF TRUSTEES MEETING**

**January 18, 2022**

ATTENDING:

Members Staff

Benjamin Baum, President Leah Wagner

Robert Isaacs Karen Klapperstuck

Lisa Chen

Bernadette Yannacci Friends of the Library

Anne Corey Joyce Ragucci

Prena Shah Francine Kitts

Kelly Roselle

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:31 p.m. by Leah Wagner, Library Director.

STATEMENT OF COMPLIANCE

It was noted that this meeting was in compliance with the Open Public Meetings Act.

ELECTION OF OFFICERS

The members of the Library Board voted on the slate of officers presented at the December meeting by the Nomination Committee:

* President: Benjamin Baum
* Vice President: Lisa Chen
* Secretary: Prena Shah
* Treasurer: Robert Isaacs

*There were no nominations from the floor. All were in favor. The motion passed.*

Leah Wagner welcomed Ben back as President. Benjamin Baum thanked Leah and commented on how terrific the Board is, as evidenced by the work done at the earlier visioning session for the new strategic plan.

MINUTES OF THE DECEMBER 14, 2021 MEETING

The minutes from the December 14, 2021 meeting of the Library Board of Trustees were presented.

*Robert Isaacs moved that the minutes of the December 14, 2021 meeting be accepted. Lisa Chen seconded. All were in favor. The motion passed.*

DIRECTOR’S REPORT

Leah Wagner informed the Board that a member of Library staff tested positive for COVID but had been at work on Saturday after becoming symptomatic. Approximately 8 other staff members were exposed and cannot be at work due to vaccination status. We may need to close on Sunday if we are unable to have enough staff to work.

Leah gave a brief update on the construction project. The work is scheduled to start in mid-March because the contractor is waiting for the new boiler to arrive.

Leah discussed the developing plans for a Farmers Market. She met with 3 community members who are interested in starting this initiative with the Library. The initial plan is to host the market on Thursday afternoons/early evenings this summer.

Leah reported that Helaine Evans has resigned from the Library Board.

ASSISTANT DIRECTOR’S REPORT

Karen Klapperstuck provided an update on the RFID project. Library collections are being tagged with the RFID tags. Library staff are working their way through the entire Library in preparation for the full conversion to RFID at check out. Phase II of the project has a target date of February 2022. However, that may be delayed due to supply chain issues. The entire project, which includes Phase I and Phase II, was approved at the June 2021 Board meeting and an official resolution passed at the September 2021 Board meeting.

Karen also reported on the new system for Museum Passes. MuseumKey + LendingKey launched late in December. The interface for patrons is very similar to the previous system. With the new software, museum passes now check out and will appear on the patron’s library card.

Karen informed the Board that the Library has subscribed to Communico to help with scheduling of patron-facing appointments and reservations. The first use will be for scheduling appointments for AARP Tax Preparation. Appointments will open on January 24. AARP volunteers will be at the Library on Mondays and Thursdays between 2/7 and 4/11. The next project will be for Study Room reservations. A revised Study Room policy is included in your packet for approval. The changes reflect the flexibility allowed by using an automated reservation system.

FINANCIAL REPORT

Leah Wagner discussed the current fund report. The Library received the final bill from the Township which had a significant increase. Lori Olah in the Township Finance Office worked with Leah and Jennifer Slavicek to determine the reason for the additional amount. The previous reimbursement amount of $790,000 was never adjusted for the increases to employee benefits. Going forward, the reimbursement will be recalculated for the year remainder. Leah will have more accurate numbers for the February Board meeting. The March 2022 reimbursement will be higher which means there will be a budget adjustment to be presented at the February Board meeting.

TOWNSHIP COUNCIL REPORT

Mayor Dalina was not present at the meeting. Benjamin Baum read the Mayor’s Notes from the Monroe News in place of the Township Council report.

FRIENDS OF THE LIBRARY

Joyce Ragucci reported on the virtual author visit with Kathleen Grissom. There was a good turnout and Monica Teixeira from the Reference Department helped facilitate the questions for the author.

Joyce also informed the Board about upcoming events and programs for Black History Month, including Coffee and a Book (with Monica Teixeira) on *The Vanishing Half.* The planned live performance with Reginald Brown will be postponed due to the COVID concerns and restrictions in place.

Other upcoming Friends events include programs in honor of Women’s History Month, participation in the planning of the Farmers Market and an Ice Sculpting event in partnership with the Cultural Arts Commission.

MONROE TOWNSHIP SCHOOLS ADMINISTRATOR

Kelly Roselle reported that the schools were closed the week of January 3 due to staff shortages, mostly due to transportation staffing. The schools are now open and plan to remain open as a district.

NEW BUSINESS

Leah Wagner asked the Board to approve a year-end transfer from Furniture/Equipment to Books in the amount of $647.00 and from Furniture/Equipment to Periodicals in the amount of $91.00 to balance the budget for 2021.

*Prena Shah moved that the transfer from Furniture/Equipment to Books and Periodicals be approved. Bernadette Yannacci seconded. All were in favor. The motion passed.*

Leah Wagner presented three purchasing resolutions for 2022:

Whereas the Monroe Township Public Library Board of Trustees wishes to purchase materials from the Baker & Taylor Company,

And whereas the Baker & Taylor Company has established competitive prices with State Contract #A41949,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase materials from the Baker & Taylor Company in 2022 in an amount not to exceed $250,000.

*Robert Isaacs moved that the resolution to purchase materials from Baker & Taylor be approved. Bernadette Yannacci seconded. All were in favor. The motion passed.*

Whereas the Monroe Township Public Library Board of Trustees wishes to purchase hardware from the Dell Company,

And whereas the Dell Company has established competitive prices with State Contract #A81247,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase hardware from the Dell Company in 2022 in an amount not to exceed $50,000.

*Prena Shah moved that the resolution to purchase hardware from the Dell Company be approved. Lisa Chen seconded. All were in favor. The motion passed.*

Whereas the Monroe Township Public Library Board of Trustees wishes to contract with LMxAC to provide automation services,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to contract for automation services with LMxAC in 2022 in an amount not to exceed $122,000.

*Bernadette Yannacci moved that the resolution to contract with LMxAC be approved. Lisa Chen seconded. All were in favor. The motion passed.*

Leah presented the 2022 Audit Engagement Letter, noting that the audits for 2019 and 2020 are almost complete and 2021 will be next.

*Robert Isaacs moved that the 2022 Audit Engagement Letter for the amount of $6,750 be accepted. Anne Corey seconded. All were in favor. The motion passed.*

Karen Klapperstuck presented a revised Study Room policy. The updates accommodate the change to the new scheduling system which allows for patrons to make their own reservations online.

*The Board unanimously approved the revisions to the Study Room policy.*

Leah Wagner presented an Outreach Weather and Emergency policy.

*The Board unanimously approved the Outreach Weather and Emergency policy.*

ACTION ON BILLS

*Bernadette Yannacci moved the payment of the January bills with checks #17832 - #17877, in the amount of $201,894.04. Robert Isaacs seconded. All were in favor. The motion passed.*

OTHER BUSINESS

Leah Wagner sent the Library Board information about the next Trustees Check-In via email.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, February 15** at 6:30 p.m.

ADJOURNMENT

There being no other business, Robert Isaacs moved that the meeting be adjourned. Anne Corey seconded the motion. The meeting adjourned at 7:28 p.m.

Respectfully submitted,

Karen Klapperstuck