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**MINUTES OF THE MONROE TOWNSHIP**

**LIBRARY BOARD OF TRUSTEES MEETING**

**February 15, 2022**

ATTENDING:

Members Staff

Benjamin Baum, President Prena Shah Leah Wagner

Robert Isaacs Alton Kinsey Karen Klapperstuck

Lisa Chen Kelly Roselle

Bernadette Yannacci Riya Karnik Friends of the Library

Anne Corey Francine Kitts

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:31 p.m. by Benjamin Baum, President.

STATEMENT OF COMPLIANCE

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

WELCOME

Board President Benjamin Baum and Library Director Leah Wagner welcomed Dr. Alton Kinsey to the Board. Dr. Kinsey will serve on the Board as the Mayor’s alternate.

MINUTES OF THE JANUARY 18, 2022 MEETING

The minutes from the January 18, 2022 meeting of the Library Board of Trustees were presented. Anne Corey asked that the dollar amount for the Audit Engagement Letter be added to the minutes.

*Prena Shah moved that the minutes of the January 18, 2022 meeting be accepted with the above noted correction. Anne Corey seconded. All were in favor. The motion passed.*

DIRECTOR’S REPORT

Leah Wagner notified the Board that the Library made it through the COVID surge. The Township mask mandate was extended through February 13 but now patrons no longer need to wear masks. Staff are still required to wear masks.

Leah explained information about the Township quarterly reimbursement. Jennifer Slavicek and Leah have been in discussion with Lori Olah. The schedule outlines the first payment of the year will be based on the previous year and then the following three payments will be adjusted for the new amount.

Leah gave a brief update on the capital fund. The truck and plow can now be ordered. The truck will be more like a utility truck because the model originally planned would not be available until 2024.

Audits for 2020 and 2021 are being completed now. The auditor plans to have them completed by July when Jennifer Slavicek goes out on maternity leave. The 2019 audit is in the final review stages.

Notary service at the Library will be done by the Circulation staff in the near future. This will allow for walk-in service once staff is commissioned and trained.

ASSISTANT DIRECTOR’S REPORT

Karen Klapperstuck provided an update on RFID. Library collections are being tagged with the RFID tags. Library staff in all departments are working their way through the entire Library in preparation for the full conversion to RFID at check out. We have heard from our project manager and the new self-check hardware will be scheduled to be delivered at the end of February or beginning of March.

Karen also discussed AARP Tax Preparation. The first appointments were scheduled for February 7 and 10. Appointments for March and April were made available as of February 14 and were fully booked by lunchtime. There will definitely be more demand for appointments than the AARP volunteers will be able to accommodate this year due to COVID restrictions.

John Mazzola, our IT consultant, reached out to Comcast to get pricing for upgrades to both our wireless and wired internet networks. The wireless router was updated by Comcast on February 7. We are still waiting on the upgrade for the wired network and some additional equipment for the faster internet speeds to be fully realized.

FINANCIAL REPORT

Leah Wagner discussed the current financial reports. Since it is early in the budget year not much is happening yet.

COMMITTEE REPORTS

Leah Wagner stated that previous Board committees will be reinvigorated. President Ben Baum will name members to each of the committees. The committees will be:

* Personnel Committee
* Budget Committee
* Policy Committee
* Display & Exhibits Committee
* Nominations Committee

The Personnel Committee will include Lisa Chen and Bernadette Yannacci. The Budget Committee will include Anne Corey, Prena Shah and Robert Isaacs.

TOWNSHIP COUNCIL REPORT

Dr. Kinsey reported on Township happenings. The Township is currently working on the budget with the priority of keeping taxes stable.

The Master Plan is coming closer to fruition and will go to the Planning Board in March or April.

The Police Department is noticing an uptick in traffic complaints near the high school around drop off and pick up times. A long-term traffic study will be considered. The Police also emphasized the importance of locking your car as there has been an increase in car thefts in Monroe and Middlesex County.

FRIENDS OF THE LIBRARY

Francine Kitts reported on upcoming events and programs. The Friends will have a membership table at the WinterFest ice sculpting event which is in partnership with the Cultural Arts Commission and planned for Saturday, March 12. On March 10, Dr. Marilyn Gonyo will lead her next Women in History book discussion about *The Only Woman in the Room* by Marie Benedict. Later in March, the film *Hidden Figures* will be shown and the next day there will be a film/book discussion about it.

MONROE TOWNSHIP SCHOOLS ADMINISTRATOR

Kelly Roselle reported that state testing is back this year after 2 years. Testing is dominating what is happening at the schools as testing windows vary by school. The schedule of testing is being finalized.

STUDENT REPRESENTATIVE

Riya Karnik informed the Board that the students were very happy to have the study rooms open again. The ability to study at the library came in handy at the end of the marking period.

FOUNDATION REPORT

The Library Foundation is scheduled to meet on March 10.

OLD BUSINESS

Leah Wagner reported that the Construction Grant project is on track to begin in mid-March, about 2 months behind the original target date.

The Strategic Plan committee has a meeting scheduled for Thursday, February 17.

ACTION ON BILLS

*Robert Isaacs moved the payment of the February bills with checks #17879 - #17912, in the amount of $74,511.34. Lisa Chen seconded. All were in favor. The motion passed.*

OTHER BUSINESS

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

ADJOURNMENT

There being no other business, Prena Shah moved that the meeting be adjourned. Lisa Chen seconded the motion. The meeting adjourned at 7:21 p.m.

Respectfully submitted,

Karen Klapperstuck