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**MINUTES OF THE MONROE TOWNSHIP**

**LIBRARY BOARD OF TRUSTEES MEETING**

**June 21, 2022**

ATTENDING:

Members Staff

Benjamin Baum, President Leah Wagner

Prena Shah Karen Klapperstuck

Lisa Chen

Robert Isaacs

Bernadette Yannacci Friends of the Library

Anne Corey Joyce Ragucci (virtual)

Alton Kinsey Francine Kitts

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:33 p.m. by Benjamin Baum, President.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE MAY 17, 2022 MEETING

The minutes from the May 17, 2022 meeting of the Library Board of Trustees were presented. Anne Corey asked that the minutes be corrected to reflect that the Library bank accounts are protected by both FDIC and GUDPA.

*Lisa Chen moved that the minutes of the May 17, 2022 meeting be accepted with the above noted correction. Alton Kinsey seconded. All were in favor. The motion passed.*

DIRECTOR’S REPORT

Leah Wagner and Jennifer Slavicek (Library Bookkeeper) have received the adjusted Township quarterly reimbursement schedule for 2022. As was discussed in January, the March quarterly reimbursement was the same as the December 2021 reimbursement, $224,668.75. An adjustment to the quarterly payment would be made in June and a more accurate figure for September and December would be provided. Leah shared the revised reimbursement schedule. The Library budgeted $790,000.00 for the 2022 reimbursement. The new figure provided by the Township Finance Department is $131,522.00 over the amount budgeted. Most of the difference is due to the adjustment for the Department of Public Works staff salaries covered by the Library. Lori Olah (Township Finance Office) will provide a detailed accounting of where the money is allocated.

Leah updated the Board on the ongoing Construction Grant progress. The Library was closed for construction and reopened on Saturday, June 18 at 10am. The work was completed on Thursday, June 16 and the staff returned on Friday, June 17 to prepare the building for reopening.

Leah reported that several staff attended the New Jersey Library Association Annual Conference that was held in person, at Harrah’s in Atlantic City.

Leah provided further discussion about the possible changes and updates to the bylaws. She and Karen Klapperstuck agree that the bylaws should not change regarding the Board’s liability insurance “Article IV, Section 11, Compensation”. Leah explained that specifying that only the liability insurance could provide compensation would not allow another organization to provide compensation if the need arose.

Another change to the bylaws is “Article V, Section 8, Treasurer”. The Library’s bookkeeper, Jennifer Slavicek, handles the duties of the Treasurer. The Board will vote on this change later in the meeting.

Leah shared comparative statistics from before the pandemic and currently. Youth Services numbers have doubled while Adult circulation is somewhat lower. DVD circulation is about half of what it was pre-pandemic. Downloads are almost the same even though those statistics significantly increased during the initial year of COVID.

Leah announced that four positions will be posted shortly. These are all positions to fill a vacancy.

Leah reminded the Board members that the dedication of the Tamburro Garden is scheduled for Monday, July 18 at 4pm.

ASSISTANT DIRECTOR’S REPORT

Karen Klapperstuck reported that The Library Foundation generously agreed to pay for half of the subscription fee for the first year of the subscription to The Library Speakers Consortium. Library staff is excited to be a founding member of this project and hope that many library patrons take advantage of listening to the authors, whether during the live sessions or later from the video archive.

Karen also informed the Board that an LMxAC Bibliographic committee is working on a statement to include in the Library catalog regarding offensive and outdated language in Library records. The statement has not yet been finalized however LMxAC is committed to fostering an inclusive and welcoming environment for all of its member libraries’ patrons. A task force will be created to make recommendations on what should be done and to develop a timeline for the next steps of this process.

Karen noted that the NJ State Library will be discontinuing some of the databases that have been offered in recent years. Among those being discontinued are Rosetta Stone and Learning Express. Our Library already subscribes to additional content from Learning Express and LMxAC is working on getting discounts for member libraries that wish to maintain subscriptions.

FINANCIAL REPORT

Leah Wagner discussed the current financial reports. Everything looks as it should for this time of year.

TOWNSHIP COUNCIL REPORT

Dr. Kinsey reported that the Township budget passed on June 1, 2022. Taxes will remain flat.

Dr. Kinsey also mentioned that the Mayor brought up the numerous massacres and shootings and commended the Board of Education for maintaining the safety of Monroe students.

The Mayor dedicated a staff member to be a Veterans Affairs Liaison who will work on social events, mental health and housing, among other issues.

Dr. Kinsey conveyed congratulations to all the graduating Seniors of the MTHS Class of 2022.

FRIENDS OF THE LIBRARY

Joyce Ragucci reported that the International Films are continuing via zoom. The Friends will be staffing a table at the Farmers Market with a mini book sale for donations. The Membership Tea is being planned for October.

Francine Kitts will become President after the June 23 Friends of the Library meeting.

Ben Baum thanked Joyce for her service to the Library, especially in her role as President of the Friends of the Library.

OLD BUSINESS

Leah Wagner provided an update on the construction project during her Director’s Report.

Leah presented the revisions to the bylaws as discussed at the May meeting which included changes to modernize pronoun language and virtual attendance of Board members at meeting. Additional changes regarding the Treasurer’s duties were newly presented:

Article V, Section 8, Treasurer

The Treasurer, with the assistance of the Bookkeeper, presents financial reports to the board at each regularly scheduled meeting, and in general, performs all duties incident to the office of Treasurer and other duties that may be assigned to them by the President of the Board.

*The Bylaws Committee of the Library Board of Trustees moved that the changes be accepted. All were in favor.*

In September, Board members can expect revised Financial Policy & Procedures and Standard Operating Procedure documents to approve.

NEW BUSINESS

Leah Wagner asked that the Board approve changes to the occupancy of the meeting rooms. The meeting room would now be up to 80 and the program room up to 40.

*Bernadette Yannacci moved to increase the occupancy of the meeting rooms. Robert Isaacs seconded the motion. All were in favor.*

Leah presented the 2019 Audit report.

*Robert Isaacs moved that the 2019 Audit be accepted. Lisa Chen seconded the motion. All were in favor.*

The following motion was made regarding the payment of bills in July and August, when the Board does not meet:

*Prena Shah moved that the July and August bill lists will be sent to Board members after the bills have been reviewed and signed by the Director and Treasurer. Approval of the July and August bill lists will be done at the September 20, 2022 meeting. Bernadette Yannacci seconded the motion. All were in favor.*

Leah presented the amended budget for Township reimbursement. There was discussion about the money transferred to cover the construction work and whether that should be reflected in the budget. The vote was tabled due to the desire for clarification.

ACTION ON BILLS

*Lisa Chen moved the payment of the May bills with checks #18038 - #18075, in the amount of $521,275.60. Prena Shah 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, September 20** at 6:30 p.m.

President Ben Baum provided dessert for Board members as a Thank You for a successful Library Board year up to the summer break.

ADJOURNMENT

There being no other business, the meeting adjourned at 7:32 p.m.

Respectfully submitted,

Karen Klapperstuck