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**MINUTES OF THE MONROE TOWNSHIP**

**LIBRARY BOARD OF TRUSTEES MEETING**

**September 20, 2022**

ATTENDING:

Members Staff

Benjamin Baum, President Anne Corey Leah Wagner

Prena Shah Dr. Marilyn Gonyo Karen Klapperstuck

Lisa Chen Dr. Kelly Roselle (virtual)

Robert Isaacs Jackie D’Angelo Friends of the Library

Bernadette Yannacci Riya Karnik Francine Kitts

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:30 p.m. by Benjamin Baum, President.

Ben welcomed new Board members Jackie D’Angelo and Dr. Marilyn Gonyo.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE JUNE 21, 2022 MEETING

The minutes from the June 21, 2022 meeting of the Library Board of Trustees were presented. Dr. Gonyo asked that the minutes be clarified in reference to the discussion on the bylaws.

*Prena Shah moved that the minutes of the June 21, 2022 meeting be accepted with the above noted clarification. Bernadette Yannacci seconded. All were in favor. The motion passed.*

DIRECTOR’S REPORT

Leah Wagner welcomed the Board back after the summer break. Leah shared a number of documents with the Board including an infographic of summer highlights from Jackie Gryszka and the by-laws as passed at the June meeting.

Leah thanked the Board for approving the late opening for the Staff Development Day scheduled for September 23. Staff will participate in a brainstorming session styled like the popular tv show Shark Tank. Then Kelly Smith from the Township EAP (Employee Assistance Program) will discuss stressors and how to deal with stress.

The Farmers Market was a success overall and a Harvest Market is scheduled for November 22 as a one-day event.

Leah informed the Board that Library staff has been working on updating Library policies. This month revisions to the Study Room Policy and the Collection Development Policy will be presented and discussed. The Standard Operation Procedure manual and Financial Procedure manual will be presented next month.

Leah shared that the Foundation is planning to bring back the Jewels of NJ Jewelry Show in early November.

Leah provided copies of the 2020 audit to the Library Board members.

ASSISTANT DIRECTOR’S REPORT

Karen Klapperstuck reported that a few familiar faces have moved into new positions since the last Board meeting. Jennifer Rojas has moved from part time to full time as Adult Services Coordinator. Jennifer will be the supervisor of Reference, Welcome and Circulation as well lead the Program Team. Jennifer has been with the Library for 16 years and is eager to move ahead in this new role. Ray Shirley who was previously at the Welcome desk is now our Technology Support and Training Specialist. Ray has jumped into the role and already is scheduling one-on-one tech help appointments and going out into the community with the Outreach staff to provide hands-on assistance. Ray is working with John Mazzola, our IT consultant to streamline and update hardware and systems within the Library. Jennifer Serafin, formerly at Circulation, will now be working at the Welcome desk. Circulation and Reference are both interviewing candidates to fill part time positions.

Karen also updated the Board on the final step in the collection maintenance and inventory project started for the conversion to RFID. Staff are now using lists of items that have not circulated to check the shelves and see if the material is on the shelf or should be marked as missing. When asked about the outstanding order for RFID equipment Karen explained that the purchase order for the handheld inventory device has been canceled since there is no expected shipping/availability date for that item. The final RFID workstation pad has arrived.

Karen provided the Board with the upcoming virtual author talk schedule.

FINANCIAL REPORT

Leah Wagner discussed the current financial reports. Leah pointed out that the Conference budget line is being watched. Many more events have returned in person than expected when the budget was developed last year.

Leah mentioned that NJLA is changing their membership process. Beginning in January 2023 NJLA will offer an Enhanced Institutional Membership (EIM) which will increase the amount that Monroe pays for an institutional membership. However, every single employee of the Library will then be considered a member of the association. Therefore, no individual membership fees will be paid by the Library in the future.

A member of the Board questioned the Miscellaneous budget line and why it was so high this year. Leah explained that the costs for all circulation and welcome staff to become certified as notary public were paid from that budget line.

COMMITTEE REPORTS

Policy Committee - Revisions to the Study Room Policy and Materials Selection/Collection Development Policy were presented.

Karen Klapperstuck reviewed the changes to the Study Room Policy. Most updates are related to the usage of the new online scheduling software and to reflect current practices.

*Dr. Marilyn Gonyo moved that the Study Room Policy be approved with the minor changes discussed by the Board. Bernadette Yannacci seconded the motion. All were in favor.*

Leah Wagner discussed the changes and revisions to the Materials Selection/Collection Development Policy. There followed a discussion about the Request for Reconsideration form and some of the language regarding the scope of the collection. Dr. Kelly Roselle offered to share information and documents that are currently in use by the Monroe Township Schools.

*Dr. Kelly Roselle made a motion to table the discussion and vote regarding the policy revisions. Robert Isaacs seconded the motion. All were in favor.*

TOWNSHIP COUNCIL REPORT

Dr. Gonyo relayed warm greetings from the Mayor. The Master Plan is approaching the final stages. A public meeting for the Master Plan is scheduled for September 29 at the Library.

Dr. Gonyo also shared other upcoming events including the Mayor’s Community Bike Ride (September 30), The Wellness/Green Fair (October 15), Octoberfest at the Rec Center (October 23) and Diwali Fireworks (October 30).

FRIENDS OF THE LIBRARY

Francine Kitts reported that the Friends are in the process of updating their Bylaws.

Francine also shared that the Friends recently purchased a Listen Assist system for the Library. The system will allow patrons with hearing loss to use a headset to amplify the conversations and presentations at the Library.

The Friends made approximately $2,000 in donations during the course of the Farmers Market this summer. The puzzle swap and mini book sale are on-going.

The Friends will host their Membership Tea on October 19 with musical guest Karl Dentino. Francine reminded the Board members that now is the time to renew their memberships.

MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Dr. Kelly Roselle reported that the School Board will meet next on Wednesday, September 21. She happily reported that the district has three new media specialists!

Kelly mentioned that the schools continue to collaborate with the Library staff. Kelly and Dr. Marilyn Gonyo will present a program on early literacy on September 22 after the ribbon cutting of the Dr. Marilyn Gonyo Early Literacy Center in the Youth Services Department of the Library.

STUDENT REPRESENTATIVE

Riya Karnik informed the Board members that Spirit Week and Homecoming are coming up. Hall decorating is occurring in the high school to encourage participation in clubs.

Riya also mentioned that students are enjoying that they can book study rooms online via the Library’s website.

FOUNDATION

The Foundation will host the Jewels of New Jersey jewelry show on November 13.

OLD BUSINESS

Leah Wagner provided an update on the Construction Bond Grant during the Director’s Report.

The vote on the budget adjustment was tabled at the June meeting.

*Robert Isaacs made a motion to resume the discussion about the budget adjustment. Lisa Chen seconded the motion. All were in favor.*

Leah Wagner explained about the Township reimbursement and why the formula has been updated. From 2022 forward, the Library will pay the quarterly reimbursement amount from the previous year for the first quarter. The second quarter payment will be larger when all of the necessary figures are available. The third and fourth quarter payments will be the remainder of the total reimbursement for the year.

The question at the June meeting was in regards to the $248,640 moved to cover the construction grant expenditures. This dollar amount was not part of the budget as defended. This money has been set aside but will come back to the Library from the State as reimbursements.

*Whereas the Monroe Township Public Library’s reimbursement to the Township of Monroe has been increased to $921,522.00 annually to include the salary of the Department of Public Works maintenance staff assigned to the Library and,*

*Whereas the Monroe Township Public Library Board of Trustees wishes to adjust the Township Reimbursement line in the operating budget by $131,522.00 to reflect the increase,*

*Now, therefore, does the Monroe Township Public Library Board of Trustees agree to increase the Township Reimbursement line by $131,522.00. The 2022 payment schedule is listed below.*

*$224,668.75 - March (Initial payment)*

*$236,092.25 - June (Adjustment payment)*

*$230,380.50 - September*

*$230,380.50 - December*

*$921,522.00 - Total Payment 2022*

*Robert Isaacs made a motion to pass the above resolution as read into the minutes by Ben Baum. Lisa Chen seconded. All were in favor.*

NEW BUSINESS

Leah Wagner provided copies of the 2020 Audit to the Board. The Board will vote to accept the audit at the October meeting.

Leah read the list of new employees for Board approval.

*Prena moved to approve the new employees. Robert Isaacs seconded the motion. All were in favor.*

ACTION ON BILLS

*Bernadette Yannacci moved the payment of the July bills with checks #18076 - #18122, in the amount of $251,780.79. Marilyn Gonyo seconded. All were in favor. The motion passed.*

*Lisa Chen moved the payment of the August bills with checks #18123 - #18153, in the amount of $190,167.75. Prena Shah seconded. All were in favor. The motion passed.*

*Bernadette Yannacci moved the payment of the September bills with checks #18154 - #18174, in the amount of $247,777.50. 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, October 18** at 6:30 p.m.

ADJOURNMENT

There being no other business, the meeting adjourned at 7:59 p.m.

Respectfully submitted,

Karen Klapperstuck