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**MINUTES OF THE MONROE TOWNSHIP**

**LIBRARY BOARD OF TRUSTEES MEETING**

**October 18, 2022**

ATTENDING:

Members Staff

Benjamin Baum, President Anne Corey Leah Wagner

Prena Shah Dr. Marilyn Gonyo (virtual) Karen Klapperstuck

Lisa Chen Kelly Roselle (virtual)

Robert Isaacs (virtual) Jackie D’Angelo Friends of the Library

Bernadette Yannacci Riya Karnik (virtual) 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.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE SEPTEMBER 20, 2022 MEETING

The minutes from the September 20, 2022 meeting of the Library Board of Trustees were presented. Anne Corey asked that the dollar amount of the transfer of funds on page 4 be corrected to read $248,640.

*Robert Isaacs moved that the minutes of the September 20, 2022 meeting be accepted with the above noted correction. Dr. Marilyn Gonyo seconded. All were in favor. The motion passed.*

DIRECTOR’S REPORT

Leah Wagner provided a brief report on the Association of Bookmobile and Outreach Services (ABOS) Conference. Some of the ideas she heard about at the conference are already underway at our Library including Citizen Science. She is also eager to work on a tablets for seniors pilot program.

Leah thanked the Board for supporting the recent Staff Development Day. The staff really appreciated the time to gather and chat. A great list of “Shark Tank” ideas was included with the Board packet. Kelly Smith from the Township Employee Assistance Program (EAP) presented to the staff about self-care and what services are available to all Township employees.

Leah shared exciting news about recent successes of Library staff. Emily Mazzoni, Young Adult Librarian, was selected to participate in the *American Library Association Great Stories Club*. In exchange for her participation, the Library will receive $1500 to be used directly for YA programming. Steve Hrubes, Coordinator of Studio M, applied and was accepted to the NJ State Library’s *Libraries as Launchpads* program. Only 5 NJ libraries were selected. Congratulations to Emily and Steve!

Leah reminded the Board that it is National Friends of the Library Week. She thanked the Friends for all the group does for the Library!

Leah asked the Board to approve a delayed opening for the Annual Staff Holiday Breakfast on Thursday, December 15.

*Dr. Marilyn Gonyo moved that the Library open at 10:30 a.m. on Thursday, December 15, 2022 for the Holiday Breakfast. Bernadette Yannacci seconded the motion. All were in favor.*

ASSISTANT DIRECTOR’S REPORT

Karen Klapperstuck updated the Board on the remaining open staff positions. Jasmine Hodgett has been selected as the new part time Reference Librarian. The Circulation position is still tentative as we await clearances for the background check.

Karen provided a list of the scheduled virtual author talks for October and November. All previous author talks are available to watch by visiting [www.monroetwplibrary.org/authortalks](http://www.monroetwplibrary.org/authortalks). Leah will be leading a book discussion about *Diamond Eye* by Kate Quinn, *Lessons in Chemistry* by Bonnie Garmus and *Horse* by Geraldine Brooks (talk scheduled for December 6).

Karen echoed Leah’s feelings about the recent ABOS Conference. Highlights included information on Express Library and self-service holds lockers, large print collections for developing readers, and Cozy Mystery Tea Party program. Other interesting ideas were ways to rename some of our services like Device Advice and TechKnow Mobile.

FINANCIAL REPORT

Leah Wagner discussed the current financial reports. Leah mentioned that she is aware that three budget lines have gone over this year: Printing, Periodicals and Conference. Most of the overages in printing and conference are explained by returning to a more robust level of service and more in-person events compared with 2021.

Dr. Marilyn Gonyo asked if the fees/charges associated with the Library’s notary service mentioned at the September meeting would be recurring annually. Leah explained that notary commissions are either 3 or 5 years.

COMMITTEE REPORTS

Policy Committee - The Materials Selection/Collection Development Policy was presented.The discussion was tabled at the September meeting.

*Dr. Marilyn Gonyo made a motion to put the discussion back on the table. Robert Issacs seconded the motion.*

After reviewing the changes made to the policy based on the discussion at the September Board meeting, the Board was asked if there were any further discussion or questions about the policy revisions.

*Seeing none, the Board voted to approve the revised Materials Selection/Collection Development Policy and Request for Reconsideration form. All were in favor.*

TOWNSHIP COUNCIL REPORT

Dr. Gonyo shared good wishes from Mayor Dalina. The Mayor sent kudos and congratulations on the success of the Farmers Market.

Dr. Gonyo also informed the Board about the following upcoming Township events:

* Octoberfest -Community Center 10/23
* Planning Board (Potential vote on the Master plan update) 10/27
* Diwali fireworks – Thompson park 10/30
* Veterans luncheon – Senior Center 11/6
* Veterans Day services – Veteran Park 11/11

FRIENDS OF THE LIBRARY

Francine Kitts reported that the Friends will host their Membership Tea on October 19 with musical guest Karl Dentino. An author who is a member of the Sisters In Crime writing association has been added to the event as well. Eighty people have RSVPed and many people have renewed their memberships.

Francine informed the Board that book donations are currently being accepted for the upcoming Book Sale on December 9 and 10. The mini book sale has been removed until after that date.

Francine congratulated Dr. Marilyn Gonyo on the recent dedication of the Early Literacy Center in the Library named in her honor. Dr. Gonyo and Dr. Roselle also gave a presentation about the importance of early literacy. There is also a related episode of the Library podcast.

MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Dr. Kelly Roselle reported K-5 parent/teacher conferences are currently happening. The School Board will meet next on October 19. Board of Education elections will be held on Election Day.

STUDENT REPRESENTATIVE

Riya Karnik informed the Board members that progress reports went out meaning that the marking period is already half over.

Riya also mentioned that students are getting ready for Haunted High School, scheduled for Tuesday, October 25. The event is geared towards younger kids.

FOUNDATION

The Foundation will host the Jewels of New Jersey Jewelry Sale and Show on November 13. There are 15 confirmed vendors but Suzanne Hye expects a few more to commit.

UNFINISHED BUSINESS

Leah Wagner provided an update on the Construction Bond Grant. The Township’s Joint Insurance Fund failed the boiler work. After consulting with the Township Construction Office, it was agreed the work was satisfactory. There will be a payment on the bill list next month. The fire alarm system will be scheduled as soon as the written approvals are received from the architect.

Anne Corey asked about the dollar amount for the change order. Leah said she does not have an exact number as the architect is negotiating for some of that cost to be absorbed in the rest of the work. The figure is approximately $26,000.

Leah provided the Board members with copies of the 2020 Audit.

Anne Corey had multiple questions about the audit including language on page 21 (“A Faithful Performance Bond”) and page 30 (“Public Employees Blanket Bond”) and wanted to know if those were in relation to liability insurance. Anne also mentioned that on page 32 the audit reads “members of the Township of Monroe Public Library” but should read “members of the Library Board of Trustees.”

Anne asked if there would be an exit conference with the auditor. Leah said that Jennifer Slavicek would coordinate with Gerry Stankewicz to see if he could attend the December Board meeting, either in person or virtually.

*Robert Isaacs made a motion to accept the 2020 Audit. Lisa Chen seconded. All were in favor.*

NEW BUSINESS

Leah Wagner provided copies of two documents for the Board to review before the November meeting. One document is the Library’s Standard Operating Procedure manual and the other is Financial Policies and Procedures. Leah asked Board members to look at both and let her know if there are questions or concerns. Those concerns can then be addressed before the Board meeting.

Leah asked the Board to formalize the hiring of Jasmine Hodgett as part time Reference Librarian.

*Lisa Chen moved to approve the new employee. Prena Shah seconded the motion. All were in favor.*

ACTION ON BILLS

*Prena Shah moved the payment of the bills with checks #18175 - #18209, in the amount of $386,396.45. 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, November 15** at 6:30 p.m. Reminder that the December meeting will be on Tuesday, December 13.

ADJOURNMENT

*There being no other business, Prena Shah moved to adjourn the meeting. Bernadette Yannacci seconded the motion. The meeting adjourned at 7:28 p.m.*

Respectfully submitted,

Karen Klapperstuck