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**MINUTES OF THE MONROE TOWNSHIP  
LIBRARY BOARD OF TRUSTEES MEETING  
April 21, 2020**

ATTENDING:

Members

Lois Kane, President  
Benjamin Baum  
Anne Corey  
Lisa Chen  
Helaine Evans  
Robert Isaacs  
Prena Shah  
Stephen Dalina  
Vinisha Patel  
Kelly Roselle

Staff

Leah Wagner  
Karen Klapperstuck  
Lynnette Fucci  
MaryAnn Reiner

Friends of the Library

Joyce Ragucci  
Michele Mucher

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:36 p.m. by Lois Kane, President.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE FEBRUARY 18, 2020 MEETING

*Stephen Dalina moved that the minutes of the February 18, 2020 meeting be accepted. Lisa Chen seconded. All were in favor. The motion passed.*

DIRECTOR'S REPORT

Leah Wagner discussed how challenging the past five weeks have been. The Library staff has risen to the occasion with each person chipping in to help the library continue providing services

and programs. Weekly staff meetings are held via Zoom and this is a big help in keeping the staff engaged. We even had a Zoom happy hour!

Steve Hrubes has completed over 100 face shields using our 3D printer. Donations have been made to St. Peter's Hospital, My InstaDoc in Marlboro and The Jersey City Medical Center.

The Library is seeking to document the COVID-19 pandemic by compiling an archival collection of memories and experiences created by Township residents during this unprecedented time in history. This collection will become *The COVID-19 Diaries*, a reference for residents, their families and historians for generations to come. We are asking patrons to submit their experience in a variety of ways. Examples of submissions are: journal entries, stories, records, art, photographs, video diaries/vlogs, poems, etc.

During the past month the Circulation staff and Pages have been attending webinars from home. It is wonderful to see the initiative that staff members are taking. MaryAnn Reiner, Circulation Supervisor, has downloaded Workflows on her computer at home. She has been opening new library cards for patrons on a daily basis and assisting patrons with any problems they may have regarding their PIN numbers, privilege expiration dates, etc.

Lynnette Fucci has been meeting with Youth Services staff regularly and they continue to plan and present programs for young people of all ages.

Recently, Lynnette was contacted by four local college students who wanted to provide homework help via Zoom. This service began on April 15.

LMXAC held a discussion group for Youth Services Librarians and Lynnette was the moderator. There was discussion on current services being provided but the conversation turned towards how and what kind of services libraries will provide in the coming months.

Virtual Reference is now up on the website and will be promoted more widely soon. Library patrons can fill out a form to request a virtual 1-on-1 appointment for technology assistance with a Reference Librarian. A number of on-going virtual programs are hosted by the Reference staff.

Staff from all departments are making phone calls to library patrons who regularly use the At Home delivery and bookmobile services. Handwritten notes, cards and other items are being sent, both physically and digitally, to Monroe Village and other locations within the Township.

The submission deadline for the NJ Construction Bond grant has been moved to June 5. At this time Karen and I continue to work towards sending in the grant application mid-May. The Board of Trustees will need to pass a resolution to apply for funds and this is on the agenda under New Business.

Leah also reported on the development of a plan for staged re-opening. She is working with Library Department heads and participating in webinars and other meetings to see what other

libraries and organizations are planning. She met with Route 18 Glass to get a quote for providing protection for all the service desks in the Library. The Township facilitated this meeting, as all Township offices and buildings are looking at options.

Leah informed the Board members about an upcoming webinar presented by Michael Cerrone, an attorney, for Trustees about employment issues during the pandemic.

#### ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed the overwhelming increase in the usage of the Library's digital and streaming collections. She also wanted the Board to know that some of the services used by the Library have been very generous with library subscribers at this time:

- Hoopla has created a Bonus Borrows collection - items in this collection do not count against a patrons borrowing limits and do not cost the Library any money when borrowed.
- Freegal has provided a free upgrade to streaming music for 6 months. Patrons can now stream 24/7, instead of the previous 3 hours per day limit.

#### FINANCIAL REPORT.

Prena Shah moved to accept the financial report. Lisa Chen seconded the motion. The report was accepted as submitted.

Leah Wagner commented that Jennifer Slavicek is working from home as best she can because she does not have access to one of the online resources from home. Jennifer is also expecting her baby in June.

#### TOWNSHIP COUNCIL REPORT

Steve Dalina commented on the inspiring work that Library staff is doing and planning. The work the Library is doing is appreciated by the public.

Council delayed the budget by 1 month, anticipating May but at this point it is tentative.

Steve reminded the Board and others in attendance to sign up for the Monroe newsletter to get daily updates on local COVID-19 cases and information.

#### FRIENDS OF THE LIBRARY

Co-Presidents Joyce Ragucci reported that all Friends events have been cancelled. The annual letter for membership and donations will still go out. Leah Wagner approached the Friends



about Steve Hrubes and the printing for 3D face shields. The Friends sent a letter to their members offering an opportunity to make a donation specifically for the protective shields.

#### MONROE TOWNSHIP SCHOOL ADMINISTRATOR REPORT

Kelly Roselle reported on school activities related to the Library. She also commented that she is thankful for the ongoing partnership between the schools and the Library.

- Dr. Roselle made and shared a screencast of how to register for a library card online.
- John Gleason made and shared a screencast for accessing Hoopla that was shared out to students.
- All correspondence from MTPL has been pushed out to teachers and principals who are forwarding it home.
- Students are accessing books and audiobooks from RBDigital and other tools.

#### STUDENT REPRESENTATIVE

Vinisha Patel reported that many things at MTHS are at a standstill. However, some events have still happened:

- Student Council is working on a schoolwide time capsule.
- The Health Occupation Students of America are working on a newsletter.
- The Environmental Action Club held a virtual event on 4/17 which had 37 exhibits and 77 participants. They have 187 unique visitors - including viewers from various states and other countries! The exhibits can be seen here: [tinyurl.com/eaceconight2020](https://tinyurl.com/eaceconight2020).

#### NEW BUSINESS

Lois Kane presented a resolution for the NJ Construction Bond Grant.

*The Monroe Township Library Board of Trustees hereby certified that permission has been granted to apply for the project grant entitled the New Jersey Library Construction Bond Act for the purposes described in the application in the amount of \$248,640.00.*

*Robert Isaacs made a motion to approve the resolution. Anne Corey seconded the resolution. All were in favor. The motion passed.*

#### ACTION ON BILLS

*Benjamin Baum moved the payment of the March bills with checks #17186 - #17224, in the amount of \$239,789.11. Anne Corey seconded. The motion passed.*

*Lisa Chen moved the payment of the April bills with checks #17225 - #17252 in the amount of \$359,153.08. Benjamin Baum seconded. The motion passed.*

#### OTHER BUSINESS

Lynnette Fucci discussed the new Homework Help Center for students in grades 6 through 10 and all of the virtual programming that the Youth Services staff has been offering and developing.

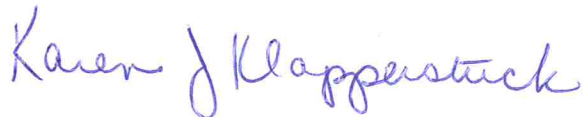
MaryAnn Reiner reported on opening new Library cards on a daily basis. About 150 cards have been opened since the Library closed in mid-March.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, May 19** at 6:30 p.m. on Zoom.

#### ADJOURNMENT

There being no other business, Lisa Chen moved that the meeting adjourn; Prena Shah seconded the motion. The meeting adjourned at 7:27 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Karen J. Klapperstuck".

Karen Klapperstuck