



4 Municipal Plaza • Monroe Township, NJ 08831 • (732) 521-5000 • www.monroetwplibrary.org

**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
May 19, 2020**

ATTENDING:

Members

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

Staff

Leah Wagner
Karen Klapperstuck
Lynnette Fucci

Friends of the Library

Joyce Ragucci
Michele Mucher

The meeting of the Monroe Township Library Board of Trustees was called to order via Zoom at 6:35 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 APRIL 21, 2020 MEETING

Benjamin Baum moved that the minutes of the April 21, 2020 meeting be accepted. Helaine Evans seconded. All were in favor. The motion passed.

DIRECTOR'S REPORT

Leah Wagner reported on the planning that has been happening behind the scenes. There is a committee of Library staff working on a plan for curbside service. Leah receives phone calls daily asking about when the Library will reopen and when service will resume.

Leah informed the Board that approximately 16,000 items are currently checked out. The book drop will open on June 1 but not be advertised as such until mid-June so that items may be returned over a longer period of time, instead of in a rush. Materials will be quarantined before being checked in.

Shields for the service desks have been ordered and purchased through Route 18 Glass and the Department of Public Works. Other items have been ordered through All State Office Interiors. The Township will apply for FEMA incentives and reimbursements where possible.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck reported on the continued increases in usage of the Library's online resources. She also briefly discussed the on-going virtual programs that Library staff have been presenting via Zoom.

FINANCIAL REPORT

The financial report was accepted as submitted.

Leah Wagner commented that materials have been ordered but not delivered. Anne Corey asked about the status of the municipal budget. Stephen Dalina responded that he would be commenting on it in his report from Council.

TOWNSHIP COUNCIL REPORT

Stephen Dalina took a moment to thank all the Library staff for the work they are doing. He then reported that the Budget was introduced on May 18. The Mayor has indicated that the Township is anticipating a \$2M revenue loss but it is difficult to predict. For the first time in many years, Monroe Township may see a tax increase. The Township is waiting on the confirmation of state aid. The vote on the budget is scheduled for June 22.

FRIENDS OF THE LIBRARY

Co-President Joyce Ragucci said that the Friends are considering a meeting via Zoom. There has been concern over sending letters to members for renewals/donations at this time. The Friends will be awarding a scholarship this year; details will follow.

Leah Wagner also reported that over \$500 has been donated towards the masks and other 3D printing initiatives related to the pandemic.

STUDENT REPRESENTATIVE

Vinisha Patel reported that it is the second week of AP testing and that students are reminiscing about being able to study in the Library! As the year is winding down, a virtual Commitment Day is being planned for students who have committed to schools. Submissions for the COVID-19 time capsule are being accepted.

NEW BUSINESS

Leah Wagner distributed a draft re-opening plan, based on the LibraryLinkNJ TOPCATS plan. She reminded the Board that it is a living document and changes as needed because of the ever-changing data. Currently we are in Phase 1. A number of committees and teams are working on various aspects including Safety Protocols, Outreach Protocols, Reference Protocols and Curbside Service.

Lynnette Fucci added that she is heading up the Curbside team. The team is working on details. Anne Corey asked for clarification between curbside and the drive thru. Initially the drive thru will be for returns only in order to help streamline the process.

Lisa Chen asked if we are considering other sanitization methods of returned items. Leah explained that we will follow recommendations from the CDC and IMLS.

Lois Kane presented a resolution for the Smart Money Manager software:

Whereas the Library has adopted the Smart Money Manager (SMM) cash management system, and

Smart Money Manager requires the purchase of software licenses and cash drawers through LMxAC, and

Whereas the Monroe Township Public Library board of Trustees wishes to expend funds currently held in reserve from previous years,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to transfer \$5,900 from the Library Reserves to cover those expenses.

Stephen Dalina made a motion to approve the resolution. Benjamin Baum seconded the resolution. All were in favor. The motion passed.

ACTION ON BILLS

Benjamin Baum moved the payment of bills with checks #17253 - #17272, in the amount of \$24,338.22. Anne Corey seconded. The motion passed.

OTHER BUSINESS

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, June 9** at 6:30 p.m. The meeting will take place via Zoom.

ADJOURNMENT

There being no other business, Stephen Dalina moved that the meeting adjourn; Robert Isaacs seconded the motion. The meeting adjourned at 7:26 p.m.

Respectfully submitted,



Karen Klapperstuck