

**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
May 21, 2019**

ATTENDING:

Members

Lois Kane, President
Lillian Augustine
Lisa Chen
Robert Isaacs
Steve Dalina
Benjamin Baum
Prena Shah

Staff

Irene Goldberg
Leah Wagner
Karen Klapperstuck

Friends of the Library

Helaine Evans

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:32 p.m. by Lois Kane, Board President, presiding.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE APRIL 16, 2019 MEETING

Benjamin Baum moved that the minutes of the April 16, 2019 meeting be accepted with the following corrections:

- *Change Linda Chen to be Lisa Chen*
- *The Friends Membership Tea is 1:00-3:00 p.m., not at 12 noon.*

Robert Isaacs seconded. The motion passed.

DIRECTOR'S REPORT

Irene Goldberg thanked the board from her heart. She has valued the Board as well over the course of her tenure as director.

Irene gave a report on the Strategic Plan with an assessment of the plan that started in 2018. Lillian Augustine asked if members of Library staff are keeping documentation in support of the achievements of the strategic plan. Irene and Leah confirmed that most of the items in the strategic plan are verifiable.

ASSISTANT DIRECTOR'S REPORT

Leah Wagner reported that the new Young Adult Librarian, Emily Mazzoni, has joined the staff. Emily briefly stopped in to meet the Board.

The electrician, Paul, is in the process of updating the light to LED in the program room. Leah attended the School Library Journal Basecamp program on behalf of NJLA.

The NJLA Annual Conference is next week and a number of Library staff will be attending. The theme this year, Engage and Inspire, is Leah's presidential theme.

Leah presented information about Smart Money Manager (SMM) by Comprise which will provide a much better accounting of cash intake at all the service desk. The platform fee is \$5,900 and the renewal fee will be \$1,140.

Benjamin Baum made a motion to move ahead with Comprise to provide Smart Money Manager. Robert Isaacs seconded. The motion passed.

FINANCIAL REPORT

The financial report was accepted as submitted.

TOWNSHIP COUNCIL REPORT

Steve Dalina reported that there is a 0% increase in the budget.

Land acquisitions for Open Space are upcoming.

Police Chief Michael Lloyd is retiring; Acting Chief is Michael Biennas.

Steve asked if he could highlight the Library's progress on the Strategic Plan update at the Council meeting. Irene and the Board agreed that would be appropriate.

FRIENDS OF THE LIBRARY

Helaine Evans reported that the Friends made approximately \$3,800 on the book sale in April.

The Friends Membership Tea will be held on Monday, June 10 from 1:00 – 3:00 p.m. and the program will be Sentimental Journey, a tribute to Doris Day. The Friends elections will be before the membership tea.

Monroe Village Book Club is growing and the Monroe Village movies are starting again.

Steve Dalina commented that Helaine Evans is being officially appointed to the Library Board, as she has completed her term(s) as the President of the Friends of the Library.

FOUNDATION

Leah Wagner reported that the Foundation will be running a 50/50.

Leah will sit down with Alaine Nesti in June to reassess and plan for the future.

OLD BUSINESS

Lillian Augustine moved to formally adopt the budget, originally presented in the fall, now that the Township budget has passed. Robert Isaacs seconded the motion. The motion passed.

NEW BUSINESS

Irene recommended that the Board move \$11,037.55 from the Library Improvement Fund to the General Fund for the purpose of a contract with Cooper Electric to provide lighting materials.

Lillian Augustine moved that the Board move \$11,037.55 from the Library Improvement Fund to the General Fund for the purpose of a contract with Cooper Electric to provide lighting materials. Benjamin Baum seconded. The motion passed unanimously.

Irene presented a post-year end transfer.

Prena Shah moved that the Library Board of Trustees transfer \$4,200 from Books into Contractual in the Operating Expenses of the 2018 Budget in a post-year end transfer. Lisa Chen seconded. The motion passed unanimously.

Irene asked Board and Staff members present to update the documents for the Library Board of Trustees checking and building accounts.

Benjamin Baum moved to update the documents on file with the bank for the Library Board of Trustees checking and building accounts. Lisa Chen seconded. The motion passed unanimously.

Irene recommended that the Board approve the payment of bills while meetings are suspended in July and August.

Prena Shah made a motion to suspend Library Board of Trustees meetings for July and August and for bills to be paid during that time. Lillian Augustine seconded. The motion passed unanimously.

Irene presented the proposed changes to the Libraries of Middlesex by-laws.

Steve Dalina moved to accept the proposed changes to the Libraries of Middlesex by-laws. Robert Isaacs seconded. The motion passed unanimously.

Irene recommended a typographical correction to the Donation policy. The Board voted to approve the correction.

ACTION ON BILLS

Benjamin Baum moved the payment of bills with checks #16767 - #16822, in the amount of \$263,517.46. Lillian Augustine seconded. The motion passed unanimously.

OTHER

Lisa Chen will be going to the NJ Library Trustee Association meeting in June.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, June 18** at 6:30 p.m.

Lillian Augustine welcomed Leah Wagner, Karen Klapperstuck and Helaine Evans in their new roles.

ADJOURNMENT

There being no other business, Steve Dalina moved that the meeting adjourn. Prena Shah seconded. The meeting adjourned at 7:18 p.m.

Respectfully submitted,



Karen Klapperstuck