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**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
October 19, 2021**

ATTENDING:

Members

Benjamin Baum, President
Robert Isaacs
Mayor Stephen Dalina
Anne Corey
Helaine Evans
Bernadette Yannacci
Prena Shah

Staff

Leah Wagner
Karen Klapperstuck

Friends of the Library Representative

Francine Kitts

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:31 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 21, 2021 MEETING

The minutes from the September 21, 2021 meeting of the Library Board of Trustees were presented. There was a spelling error on page 3 in the Friends of the Library report; “raided” should read “raised”.

Stephen Dalina moved that the minutes of the September 21, 2021 meeting be accepted with the above noted correction. Helaine Evans seconded. All were in favor. The motion passed.

DIRECTOR’S REPORT

Leah Wagner reported that the Library will take on the AARP Tax Assistance program formerly offered at the Monroe Township Senior Center. The Library will host AARP volunteers two days

per week from late January through mid-April. Library staff is currently working on the logistics for the program.

Leah provided the Board with a draft of the 2022 Budget and Plan of Service. Both will be discussed later under the New Business portion of the meeting.

Leah updated the Board on the Construction Grant. Leah, Karen Klapperstuck and Jim Meyers attended a pre-construction meeting on September 30. Hanna's Construction, the architect, the engineer and Monroe DPW staff were present. Most of the work will take place between January 3 and April 4. The Library may have to close for a day or two when the boiler is removed and the new one is installed. There will be a change order because more CO detectors will need to be installed as the quote only included replacing those in the older part of the building.

Outreach Staff recently attended the Association of Bookmobile and Outreach Service conference which was virtual once again this year. Leah and Karen are registered for a three part workshop entitled "Evaluation, Auditing and Diversifying Your Collection" offered by Library Journal.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck provided an update on the Strategic Plan. The next step in the process is to host focus group meetings. The sessions will be scheduled for the end of October or beginning of November. The visioning session will include members of the Library Board, Foundation as well as the Mayor and Council.

Karen reported that the RFID project will be getting started soon. Tags and workstations have been delivered. Key staff have been trained in the software processing for tagging Library materials. We are waiting for the software to be installed on staff machines and then tagging can begin.

Karen included a revised Reference Policy in the Board packet for review and approval later in the meeting.

FINANCIAL REPORT

Leah Wagner discussed the current fund report. Everything is as expected with some numbers being lower due to COVID. Leah also pointed out that State Aid was over \$21,000 this year, as compared to the \$17,000 normally received, thanks to the advocacy efforts of the New Jersey Library Association.

COMMITTEE REPORTS

Benjamin Baum asked Robert Isaacs to chair the Nominations Committee. Robert Isaacs agreed.

TOWNSHIP COUNCIL REPORT

Mayor Dalina reported that Monroe Township has the second lowest taxes in the county.

The Mayor also shared that money has been set aside for the Southern Middlesex Traffic Study.

Mayor Dalina also reminded the Board about the upcoming Octoberfest.

FRIENDS OF THE LIBRARY

Francine Kitts reported on the Community Wide Yard Sale hosted on October 2. There were 15 vendors who each paid \$30 to be able to set up a table. The Friends also got a few new members during the event.

Francine reminded the Board that it is Friends of the Library Week. The Friends have an information table set up in the Library.

The Friends of the Library will be at Octoberfest giving away books and hosting a membership drive.

The next Friends event is a presentation by Irene Curran on Charles Dickens, scheduled for Sunday, November 21 at 2:00 p.m.

Leah Wagner noted that because of the success of the Community Yard Sale that the Library will likely host a Farmer's Market during Summer 2022.

MONROE TOWNSHIP SCHOOLS ADMINISTRATOR

Kelly Roselle was unable to attend the meeting in person but she sent a report to Leah Wagner.

All schools remain open for full in-person instruction. Incidents of COVID-positive cases and any close contacts are reported out on a weekly basis.

Ms. Chari Chanley was named interim superintendent. She will begin on November 1. Ms. Chanley has been in the district many years and currently serves as the Middle School Principal.

The Schools have been communicating all Monroe Township Public Library press releases to district families via an email blast.

FOUNDATION REPORT

The Foundation had a good meeting. They will continue collecting donations and offering commemorative/memorial bricks. The Foundation will meet again in March 2022 when they will select new officers.

NEW BUSINESS

Karen Klapperstuck presented the revised and updated Reference Policy. She noted that there is one typographical error which will be corrected.

Robert Isaacs moved that the revised Reference Policy be accepted with the above noted correction. Prena Shah seconded. All were in favor. The motion passed.

Leah Wagner discussed the 2022 Budget and Plan of Service. She reminded the Board that both documents are drafts. The Plan of Service acts as a map. While the Library never gets to everything, the document lays out opportunities when possible.

On behalf of the Youth Services department, Leah Wagner asked the Board to consider implementing a mandate for all Library visitors to the Youth Services department be required to wear masks.

Bernadette Yannacci moved to move forward with a mask requirement pending discussion with the Township. Prena Shah seconded the motion. All were in favor.

Leah Wagner asked the Board to approve opening the Library at 10:00 a.m. on Friday, December 10 for the Staff Holiday Breakfast.

Prena Shah made a motion to open at 10:00 a.m. on Friday, December 10. Anne Corey seconded the motion. All were in favor.

Leah Wagner made the Board aware that the Library may have to close for half of a day when the sprinkler heads are being replaced because the water to the building must be shut off. Leah will inform the Board when we have a scheduled date for the work to be done.

ACTION ON BILLS

Robert Isaacs moved the payment of the October bills with checks #17724 - #17767, in the amount of \$356,187.17. Prena Shah seconded. The motion passed.

OTHER BUSINESS

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, November 16** at 6:30 p.m.

ADJOURNMENT

There being no other business, Mayor Dalina moved that the meeting adjourn; Robert Isaacs seconded the motion. The meeting adjourned at 7:19 p.m.

Respectfully submitted,

Karen Klapperstuck