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

ATTENDING:

Members

Lois Kane, President
Anne Corey
Lisa Chen
Prena Shah
Helaine Evans
Steve Dalina
Vinisha Patel

Staff

Leah Wagner
Karen Klapperstuck

Friends of the Library

Joyce Ragucci

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:30 p.m. by Leah Wagner, Director, presiding.

STATEMENT OF COMPLIANCE

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

ELECTION OF OFFICERS

Leah Wagner presented the slate of officers as proposed by the Nominating Committee:

- President – Lois Kane
- Vice President – Benjamin Baum
- Treasurer – Robert Isaacs
- Secretary – Prena Shah

Leah asked for any nominations from the floor. There were none.

On behalf of the Nominating Committee, Leah Wagner made the motion to approve the slate as presented. Steve Dalina seconded the motion. All were in favor. The motion passed.

MINUTES OF THE DECEMBER 10, 2019 MEETING

Lisa Chen moved that the minutes of the December 10, 2019 meeting be accepted. Prena Shah seconded. All were in favor. The motion passed.

DIRECTOR'S REPORT

Leah Wagner reported on the status of the Library Construction Bond. The grant process will have two phases. The first is for \$87 million, which begins on January 6 with the application deadline being April 6. Leah will work with Karen and Harold Klein from Township Administration on the application for funds to replace the two A/C units which are twenty years old. Information about the second phase is not yet available.

Leah also discussed that the phone system currently in place is obsolete and the Library will need an updated phone system. Library staff met with RFP (the company the Township uses for its phone system) earlier in January. RFP will provide a quote for the new system.

Leah reported on staffing changes. Christine Sigle started as the Bookmobile driver on January 2. She was working part-time at the Circulation Desk. MaryAnn Reiner and Karen Klapperstuck are interviewing for the Circulation Desk position.

Leah briefly discussed the increase in the Township reimbursement and mentioned that the 2019 budget will need to be amended later in this meeting.

Leah will be attending the American Library Association Midwinter Conference in Philadelphia, January 23-26.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck reported on the completion of the Fidget Quilt project. On January 8, Emily Mazzoni and Karen delivered 40 items to Parker Adult Day Center. Kristina Sternesky from the Township was also there to commemorate the donation. The staff and clients seemed pleased that the Library and community worked together to make items to donate.

Karen also discussed a new software for staff scheduling called When I Work. All departments are working through a learning curve but overall the transition seems to be going well.

The Library subscription to Kanopy began on January 1. A number of patrons have already reached out to thank us for providing this resource.

FINANCIAL REPORT

The financial report was accepted as submitted.

Leah Wagner commented on the financial report, mentioning that transfers would be presented later in the meeting.

TOWNSHIP COUNCIL REPORT

Steve Dalina welcomed Anne Corey to the Board. He also reported on the Township reorganization meeting which took place on January 1, 2020. Councilwoman Cohen is now Council President. Council has changed the format of council meetings. Formerly there were two meetings per month – an agenda meeting and a council meeting. Those meetings are now combined: Agenda portion then public comment and then the business of the council meeting (ordinances, committee reports, etc.).

Steve is happy to be the conduit for the Library and to report to the public on what is happening in the Library.

FRIENDS OF THE LIBRARY

Co-President Joyce Ragucci reported on Friends events:

- The December Book Sale was very successful and led, in part, to the recruitment of a new member in Heather M.
- The Mindfulness to Destress program was well-received. The Friends may bring the speaker back for another program in the future.
- Katheryn Ranta, a member of the Friends board, has been working with Library staff on a live performance to be held on February 14 at 2pm – The Ethics of Living Jim Crow. Other library events are also being planned for Black History Month. Helaine Evans added that a bus from Monroe Village will be bringing residents to the Library for the 2/14 program.
- Book Club and Movie programs at Monroe Village are on-going. Helaine Evans said that both programs are going very well.

MONROE TOWNSHIP SCHOOL ADMINISTRATOR REPORT

Kelly Roselle was not in attendance but she emailed a brief report to Leah Wagner:

The Strategic Action Plan Committee held its first meeting on Tuesday, January 14th. This meeting is open to all community members. The next meeting will be held in the High School Media Center on February 24th (inclement weather date of 2/27). The goal is to set the vision for the district. It is facilitated by New Jersey School Boards Association.

STUDENT REPRESENTATIVE

Vinisha Patel reported on a number of events at the High School:

- Annual One Book Read: March 3rd 2:30 to 4:00 pm. Voting forms will be distributed to the student body by the end of the week.

- MTHS Media Center February Project: Blind Date With A Book (don't judge a book by the cover!)
- Bring a Cart of Books services offered to enrich and supplement classroom research.
- Environmental Action Club will be starting its 2nd Annual Falcon's Nest Preschool Collaboration on the 28th, reading The Lorax by Dr. Seuss. The second session will be Feb 6 and the final session will be on Feb 11th (we plan on a visit from the Mayor and Council Members as well as the Township Shade Tree Commission who will be donating seedlings for each of the preschoolers).
- The Model United Nations delegation won chair positions at the regional conference at the beginning of the month, as well as having each of our delegates speak up and pass resolutions on the very first day of the conference.
- An invite was extended to the Board of Trustees for the Women's History Month event on March 7th from 2pm to 4pm at the Monroe Twp. Recreation Center. It will be an event centered around local youth speeches on female role models and historical figures.
- MTHS Key Club has been quite busy with 3 projects, 1) Puffy Socks for Parker House 2) Ice Cream Bingo 3) Over 100 books collected for Bridge of Books
- Record-high participation in NJ Science League Testing saw nine complete teams out of 10 subject areas.
- FBLA hosted a successful alumni night with a great turnout!

FOUNDATION

Leah Wagner reported that the Foundation had their meeting on Thursday, January 16th. At the meeting, new officers were elected:

- President – Alaine Nesti
- Vice President – Joe Homoki
- Secretary – Claudia Homoki
- Treasurer – Bob Isaacs

The Foundation is looking for new members. They will meet again at the end of April to discuss the future of the Foundation and what they see their role to be. Leah will see if Chris Carbone, Director of the South Brunswick Public Library is available to come to the meeting to speak about his success with their Library Foundation.

OLD BUSINESS

Leah Wagner discussed a budget amendment under Township Reimbursement to reflect the difference between the estimated and actual reimbursement amount.

Prena Shah made the motion to approve the budget amendment under Township Reimbursement from \$790,000 to \$857,494. Steve seconded the motion. All were in favor. The motion passed.

NEW BUSINESS

Leah Wagner proposed the financial transfers to which she referred during the financial report. These included:

- Transfer from Conference (\$1,527.51) to Programs.
- Transfer from Conference (\$994.89) to Furniture/Equipment.
- Transfer from Conference (\$794.88) to Periodicals.
- Transfer from Conference (\$826.22) to Supplies.
- Transfer from AV (\$258.65) to AV Supplies.
- Transfer from AV (\$53.30) to Telecommunications.

Steve Dalina moved to approve the transfers of funds. Lisa Chen seconded. All were in favor. The motion passed.

Lois Kane presented three resolutions for vendors and services the Library uses all year.

Whereas the Monroe Township Public Library Board of Trustees wishes to contract with LMxAC to provide automation services,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to contract for automation services with LMxAC in 2020 in an amount not to exceed \$120,000.

Lisa Chen made a motion to approve the resolution. Prena Shah seconded the resolution. All were in favor. The motion passed.

Whereas the Monroe Township Public Library Board of Trustees wishes to purchase hardware from the Dell Company,

And whereas the Dell Company has established competitive prices with State Contract #A81247,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase materials from the Dell Company in 2020 in an amount not to exceed \$50,000.

Steve Dalina made a motion to approve the resolution. Lisa Chen seconded the motion. All were in favor. The motion passed.

Whereas the Monroe Township Public Library Board of Trustees wishes to purchase materials from the Baker & Taylor Company,

And whereas the Baker & Taylor Company has established competitive prices with State Contract #A41949,

Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase materials from the Baker & Taylor Company in 2020 in an amount not to exceed \$250,000.

Helaine Evans made a motion to approve the resolution. Anne Corey seconded the motion. All were in favor. The motion passed.

ACTION ON BILLS

Helaine Evans moved the payment of bills with checks #17116 - #17158, in the amount of \$568,496.92. Steve Dalina seconded. The motion passed.

OTHER BUSINESS

Lois Kane welcomed Anne Corey to the Library Board.

Lois also read two items of correspondence which were received. One was a lovely note from Lillian Augustine in appreciation of the Library Board and staff during her time serving on the Board of Trustees. The other was a letter of thanks from the NJ Veterans Memorial Home in Menlo Park, NJ.

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

ADJOURNMENT

There being no other business, Steve Dalina moved that the meeting adjourn. The meeting adjourned at 7:17 p.m.

Respectfully submitted,

A handwritten signature in cursive script that reads "Karen J. Klapperstuck".

Karen Klapperstuck