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**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
April 20, 2021**

ATTENDING:

Members

Benjamin Baum, President
Lisa Chen
Prena Shah
Anne Corey
Helaine Evans
Bernadette Yannacci
Kelly Roselle
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 Benjamin Baum, President.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE MARCH 16, 2021 MEETING

The minutes from the March 16, 2021 meeting of the Library Board of Trustees were presented.

*Bernadette Yannacci moved that the minutes of the March 16, 2021 meeting be accepted.
Anne Corey seconded. All were in favor. The motion passed.*

DIRECTOR'S REPORT

Leah Wagner reported that the Library has been open for a month and attendance is steadily increasing. Patrons are all happy to be in the Library to select their own books and see others.

The Township has updated its Travel Policy reflecting the CDC changes for quarantining and testing vaccinated employees, especially as it applies to travel outside of NJ. The Township's guidance memo is included in your packet.

Leah informed the Board that on Monday, April 12 the CDC released a report that virus transmission on surfaces is rare and quarantining of items is not necessary. Currently the Library quarantines returned items for three days. Quarantining of items may be discontinued in the near future based on the updated findings.

Leah and Karen Klapperstuck attended the Budget Workshop on Monday, March 26 via Zoom. This is a time for the Library to talk about what has been happening in the past year and what plans the Library has for the coming year. The Council was supportive of the work the Library does and the staff was commended for finding new ways to provide service during the pandemic.

The Library Department Heads have been interviewing candidates for the Community Engagement Coordinator this past week. There have been several strong candidates. Leah hopes to have a candidate to put before the Board at the May meeting.

The posting for the full-time Adjunct Library Program Manager-Bookmobile has been posted. Interviews for this position will begin in late April. This is the position from which Lisa Dipeirro will be retiring on May 31.

ASSISTANT DIRECTOR'S REPORT

The Library subscription to Lynda.com migrated to LinkedIn Learning for Libraries on April 13. The updated service provides access to almost twice as many courses. Patrons will be able to access LinkedIn Library without creating a LinkedIn profile/account; access will be with library card number and PIN.

John Mazzola and Lisa Magee have been working on updating the public computers to Windows 10. Once that is complete, the computers will be upgraded to SAM PX which manages the patron experience. These updates and upgrades will allow us to add Print Release stations and a better wireless/remote printing experience for patrons.

Late in 2020, LMxAC started a subscription with Patron Point, a software that works with our patron database to be able to send messages to patrons with an email address in our system. Tania Schiavone and Karen have been working on learning the system to set up email reminders to go to patrons who have not used their library cards since before the pandemic began and another to send to remind patrons to renew their expiring library card.

FINANCIAL REPORT

Leah Wagner discussed the current fund report. She mentioned the two lines that seem high for this point in the year are the Township reimbursement and LMxAC - both are quarterly payments. Everything else is as expected.

TOWNSHIP COUNCIL REPORT

There is no Township Council report as Mayor Dalina was unable to attend the meeting.

FRIENDS OF THE LIBRARY

Joyce Ragucci reported that The Friends Sidewalk Book Sale will be on Saturday, April 24. Since the book sales are smaller, the Friends are hoping to have them more frequently.

MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Kelly Roselle thanked Library staff for partnering on a Sikh Awareness month display to help the community get accurate information.

Kelly reported that April 21 is the Summer Reading Curriculum meeting and April 26 is the next Board of Education meeting.

Kelly also discussed that the return to in-person learning is going well.

STUDENT REPRESENTATIVE

Vinisha Patel provided an update for the MTHS Media Center. National Poetry Month resources included virtual classroom instruction ideas, virtual poetry readings and featured 2020's Most Read Poem "Kindness" by Naomi Shihab Nye.

Vinisha reported on the Rho Kappa National Social Studies Honor Society's involvement with the NSSHS's Food Insecurity Awareness Campaign. The honor society will be holding a school-wide Free Rice competition on April 29 to earn as many grains of rice as possible for the World Food Programme.

EcoNight 2021's Live Launch Day Event was a success which included 20+ live exhibitor presentations across all categories (Climate, Conservation, Ecology, Pollution, Society) from students in grades 4 through 12 and an Environmental Careers Panel. Over launch weekend students were ecstatic to have over 1000 site views across not only the United States but around the world. This was double the number of visitors compared to last year.

Freshman HOSA (Health Occupations Students of America) member Remiel Brigilin Stanley, placed 4th in the Statewide Medical Spelling Bee.

Class of 2021 is in the final stretch before National College Decision Day. An Instagram page has been created for seniors to post their post-graduation plans.

FOUNDATION REPORT

The Foundation will meet again on May 6 at 7pm to further discuss future plans.

OLD BUSINESS

Leah Wagner updated the Board on the status of the Construction Bond Grant. Bid documents are being prepared.

As discussed at the March meeting, Leah Wagner is obtaining proposals from consultants for the Strategic Plan. Two proposals have been received and a third is expected. Further discussion and a decision can be made at the May meeting.

NEW BUSINESS

Leah Wagner discussed the mini grant from the NJ State Library using CARES Act funds. The Library applied for the grant to purchase Kindles, Kindle Fires and digital content with the intent to circulate these devices to the patrons who use At Home Services.

Anne Corey moved that Board's email approval of the application be formalized in person. Prena Shah seconded. All were in favor. The motion passed.

Leah presented a revised Circulation Policy. Board members discussed various aspects of the policy including fines, lending periods and other assessed fees. Further clarifications will be made to the policy and another revision will be presented at the next Board meeting.

Leah asked that the Library Board go into closed session to discuss a personnel matter.

Anne Corey moved that the Board go into closed session at 7:32 pm.

The Board members returned to open session at 7:43pm.

Anne Corey moved that Kristine Campanale's job title be changed to Print Management Library Assistant/Cataloger and that her salary be increased for the additional workload. Helaine Evans seconded the motion. All were in favor. The motion passed.

ACTION ON BILLS

Lisa Chen moved the payment of the April bills with checks #17511 - #17545, in the amount of \$187,074.80. Prena Shah seconded. The motion passed.

OTHER BUSINESS

NJLA's Annual Conference will be held on June 3 & 4 as a virtual event. Please let Leah know if you are interested in attending. Leah can send the agenda to the Board members.

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

ADJOURNMENT

There being no other business, Lisa Chen moved that the meeting adjourn; Prena Shah seconded the motion. The meeting adjourned at 7:47 p.m.

Respectfully submitted,

Karen Klapperstuck