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**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
May 18, 2021**

ATTENDING:

Members

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

Staff

Leah Wagner
Karen Klapperstuck

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.

President Benjamin Baum made 2 announcements before moving on to the business of the meeting. He congratulated Board Member Bernadette Yannacci on completing her Masters Library degree from Rutgers University. He also congratulated Leah Wagner on becoming a grandmother.

MINUTES OF THE APRIL 19, 2021 MEETING

The minutes from the April 19, 2021 meeting of the Library Board of Trustees were presented.

Anne Corey moved that the minutes of the April 19, 2021 meeting be accepted. Lisa Chen seconded. All were in favor. The motion passed.

DIRECTOR'S REPORT

Leah Wagner reported that the management team has been busy interviewing this past month. We met with a number of well qualified people for the two open positions, Community Engagement Coordinator and Adjunct Program Manager - Bookmobile. Natasha Mikulich has been hired as the Community Engagement Coordinator. Kelly Palombit who has been working

the Welcome Desk and Outreach Services will be the new Bookmobile Manager. Both will begin on June 1. With Kelly moving into the Bookmobile position, her current position will be vacant and will be posted within the week.

Leah attended the first Master Plan Advisory Committee meeting. A follow-up interview with the consultants is scheduled for Wednesday morning.

Unfortunately the Library was not awarded a CARES Act grant. The State Library received 96 applications for funding over \$500,000 but only \$130,000 in grant funds was available. The Library will move forward with the project but on a smaller scale.

Leah provided an update on The Foundation. The Foundation held a meeting on May 6. The group is considering holding the Jewelry show in November and looking for ways to make the Foundation more visible. Their next meeting will be on Thursday, September 23.

Included in the packet is the latest memo on COVID Guidance for Township Employees. Much of the memo's content does not pertain to the Library with the exception of discontinuing the health self-assessment.

The Library has discontinued quarantining items and will begin adding seating on June 1.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck reported that the first email was sent using Patron Point. Tania Schiavone sent out approximately 5,000 emails to Library cardholders who had not used their card in the past year. The next email to be sent will be one to Library cardholders who will be due to renew their Library card privileges.

Karen also discussed that staff is looking into RFID (Radio Frequency Identification) for the Library collection. A number of other libraries in LMxAC already have made the conversion to this technology and all use the same company. Karen and a number of Library staff will attend a virtual demo with Bibliotheca to get a better idea of how the technology will work, timelines for conversion and ultimately a quote for cost. Karen will report on this at the next Board meeting as well.

TOWNSHIP COUNCIL REPORT

The Township Council report was moved up on the agenda because Mayor Dalina had another obligation.

Mayor Dalina thanked Leah, Karen, Bob, Anne and Prena for attending the India COVID relief fundraiser held at the Library. Over \$5,000 was raised in 2 hours.

Mayor Dalina reported that the budget was introduced at the last Council meeting with a modest tax decrease. The public hearing for the budget will occur at the next Council meeting.

The Township is slowly reopening but as of the first week of June, all Township buildings will be reopened.

FINANCIAL REPORT

Leah Wagner discussed the current fund report. Everything is as expected.

FRIENDS OF THE LIBRARY

While a representative of the Friends was not present, Leah Wagner reported that The Friends Sidewalk Book Sale will be on Saturday, May 22.

STUDENT REPRESENTATIVE

Vinisha Patel provided an update for the Every Action Counts podcast. Stephen Hrubes from the Library was the guest on the most recent episode. The episode is about the Future and Sustainability of 3D Printing.

Vinisha reported on the Rho Kappa National Social Studies Honor Society's involvement with the NSSHS's Food Insecurity Awareness Campaign. The honor society earned over 426,000 grains of rice which will provide about 50 meals for the United Nations World Food Programme.

A new club has been formed - Adelante Hispanic and LatinX Heritage Club. The club will focus first on increasing bilingual literacy resources with recorded read alouds.

In celebration of Get Caught Reading Month for May, book recommendations are being made by the National English Honor Society. The first recommendation is *Between Shades of Gray* by Ruta Sepetys.

Leah Wagner reminded the Board members that June would be Vinisha's last meeting as Student Representative. Vinisha will make a few suggestions to Leah about students who may be good representatives to the Library Board.

FOUNDATION REPORT

There was no further report than what Leah Wagner shared during her Director's Report.

OLD BUSINESS

Leah Wagner reported that there are no new updates on the construction grant at this time.

As discussed at the previous meeting, Leah Wagner provided three proposals from consultants for the Strategic Plan. The proposals were discussed by the Board members.

Helaine Evans moved that the Board accept the proposal for Strategic Planning Services from Library Crossroads in the amount of \$10,000. Anne Corey 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.

Bernadette Yannacci moved that the Board accept the revised and updated Circulation Policy, which includes the elimination of fines on some Library materials. Robert Isaacs seconded. All were in favor. The motion passed.

Leah reported that Requests for Quotes were sent to a number of lawyers. Leah will share information as the quotes are returned.

NEW BUSINESS

Leah Wagner discussed audits for the years of 2019, 2020 and 2021 from Gerry Stankewicz. Each year will be billed separately for a total of \$19,050. She also reminded the Board that a separate audit will be necessary for Construction Bond Grant.

Robert Isaacs moved that Board contract with Gerry Stankewicz to provide audits for 2019, 2020 and 2021. Prena Shah seconded. All were in favor. The motion passed.

Leah asked that the Library Board officially accept the hiring of Natasha Mikulich as the Community Outreach Coordinator and Kelly Palmobit as the Adjunct Program Manager - Bookmobile.

Helaine Evans moved that Natasha Mikulich and Kelly Palmobit be hired for the respective positions. Anne Corey seconded the motion. All were in favor. The motion passed.

ACTION ON BILLS

Anne Corey moved the payment of the May bills with checks #17546 - #17587, in the amount of \$327,231.11. Bernadette Yannacci seconded. The motion passed.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, June 15** at 6:30 p.m.

ADJOURNMENT

There being no other business, Robert Isaacs moved that the meeting adjourn; Anne Corey seconded the motion. The meeting adjourned at 7:36 p.m.

Respectfully submitted,

Karen Klapperstuck