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**MINUTES OF THE MONROE TOWNSHIP  
LIBRARY BOARD OF TRUSTEES MEETING  
June 15, 2021**

**ATTENDING:**

Members

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

Staff

Leah Wagner  
Karen Klapperstuck

Friends of the Library Representative

Joyce Ragucci

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:33 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 MAY 18, 2021 MEETING**

The minutes from the May 18, 2021 meeting of the Library Board of Trustees were presented. Anne Corey asked that 2 corrections be made to the minutes.

*Robert Isaacs moved that the minutes of the May 18, 2021 meeting be accepted with the 2 noted corrections. Helaine Evans seconded. All were in favor. The motion passed.*

**DIRECTOR'S REPORT**

Leah Wagner reported that the management staff continue to interview for vacant positions in the departments. Currently the Library is seeking a part-time library assistant for circulation.

Leah mentioned that the Master Plan Advisory Committee has been meeting. The Library has sent out the Township's promotional materials for the Community Survey. There is also a dedicated computer in the Library for people to use to complete the survey.

Leah sent information to the Board about received quotes to the request for qualifications for a Board Attorney. Two firms had strong library experience, however at this time it seems there may be conflicts with open litigation within Monroe Township. This conversation can be tabled until the Fall when the Board will next meet.

The Library is moving towards normal service! Seating has been added without any difficulties or complaints. The computers will be available soon and programs are being held inside and outside. Beginning this week or next week the Library will resume accepting meeting room applications from outside organizations.

Leah reminded the Board that the Library will be hosting a BBQ on Friday, June 18 to celebrate the retirements of:

- |                  |                                |               |
|------------------|--------------------------------|---------------|
| ● Jim Schearer   | Reference Librarian-Part-Time  | May 2020      |
| ● Jean Aniano    | Reference Assistant, Full-Time | December 2020 |
| ● MaryAnn Reiner | Circulation Supervisor         | April 2021    |
| ● Lisa Dipierro  | Bookmobile Manager             | May 2021      |

#### ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck reported that there is a slight delay in the reopening of the computers. While it was anticipated that public computers would reopen on June 15, a few more adjustments need to be made. John Mazzola has been working with Comprise to finetune a few details that were causing problems. All staff are looking forward to this phase of reopening.

Karen also reported that Reference staff will once again be sitting two at the desk. This will help provide more consistent customer service as phone calls and in-person visits will be handled in one area instead of spread between the desk and staff at their desks in the back office area.

A PT Reference Librarian has been hired to fill the open hours left when Jim Shearer retired in May 2020 and Joanne LaForgia left in February 2020. Jaime Pfisterer will start later in June or early July depending on when all of her paperwork is completed.

Karen briefly reported on RFID (Radio Frequency Identification). Staff from multiple departments attended an online demonstration on RFID from Bibliotheca. The Library has received a quote for the hardware, software and training from Bibliotheca. This may be a project we want to divide over two fiscal years. This will be discussed more later in the meeting during New Business.

#### FINANCIAL REPORT

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

## FRIENDS OF THE LIBRARY

Joyce Ragucci reported that the Friends had another successful book sale in May. The next sale is planned for August and will be held inside.

The Museum pass program will be restarting soon. Joyce has been working with Karen Klapperstuck and Donna Rogers to get up to date information about revised museum policies and pricing.

The Friends will host a Membership Drive on September 18. The event will include a balloon artist, live music and packaged food/drink for attendees to take with them.

The Friends will also participate in the Virtual Green Fair this year. More information will be provided as it becomes available.

## MONROE TOWNSHIP SCHOOLS ADMINISTRATOR

Kelly Roselle reminded Library Board members that graduation is scheduled for June 21 at 3pm.

An updated plan for September will be presented at the next Board of Education meeting.

Kelly thanked Lynnette Fucci, Rebecca Osowski and Emily Mazzoni for all the work they have done in sharing information, book talks and more with students and parents which will be posted to the district website soon. The press release of Library events and programs for the summer will be sent out through the school district's Monroe Pulse.

## STUDENT REPRESENTATIVE

Vinisha Patel reported that the Senior Awards were presented on June 3. The Spring Chorale Concert was also held virtually on June 3. The concert has had over 2,000 views so far.

Vinisha provided an update for the Every Action Counts podcast. Stephen Hrubes from the Library was the guest on a recent episode discussing the Future and Sustainability of 3D Printing. The podcast should be posted later this week.

## OLD BUSINESS

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

## NEW BUSINESS

Leah Wagner and Karen Klapperstuck discussed the possibility of an RFID project. The project, while expensive, would position the Library for more user-friendly and modern self-check options for patrons, as well as making collection maintenance tasks easier for staff. Patrons would still be able to have a Library staff member check out their materials. Staff would also continue to be available to assist patrons in using the new self-check kiosks and terminals. This

technology update would not change the amount of staff the Library currently employs. A quote for the RFID conversion from Bibliotheca was discussed. The quote was for full price (MSRP) for both equipment and software. There is an authorized reseller on NJ State Contract that would likely be able to offer approximately a 20-25% discount from the quote provided.

*Anne Corey moved that Board earmark up to \$115,000 for the RFID Project. Bernadette Yannacci seconded. All were in favor. The motion passed.*

*Whereas the Monroe Township Public Library Board of Trustees wishes to purchase an RFID (Radio Frequency Identification) system for the Library collection*

*Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase an RFID system in an amount not to exceed \$115,000.*

#### ACTION ON BILLS

*Prena Shah moved the payment of the June bills with checks #17588 - #17612, in the amount of \$439,810.29. Anne Corey seconded. The motion passed.*

#### OTHER BUSINESS

Leah Wagner thanked Vinisha for her service on the Library Board. The entire Library Board of Trustees congratulated Vinisha on her graduation and wished her much success in the future.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, September 21** 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 7:35 p.m.

Respectfully submitted,

Karen Klapperstuck