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**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
June 9, 2020**

ATTENDING:

Members

Lois Kane, President
Benjamin Baum
Anne Corey
Lisa Chen
Helaine Evans
Prena Shah
Stephen Dalina
Vinisha Patel

Staff

Leah Wagner
Karen Klapperstuck

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:37 p.m. by Lois Kane, President.

STATEMENT OF COMPLIANCE

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

MINUTES OF THE MAY 19, 2020 MEETING

Benjamin Baum moved that the minutes of the May 19, 2020 meeting be accepted. Stephen Dalina seconded. All were in favor. The motion passed.

DIRECTOR'S REPORT

Leah Wagner reported that the application for the NJ Construction Bond grant was submitted. Our application was the 50th submitted and is relatively small which may work in our favor. We may hear about the grant by the end of the summer.

Leah also reported on plans for the staged re-opening of the Library. Furlough notices went out to impacted staff. Remaining staff will be divided into 2 teams which will alternate weeks of working in the Library and working from home. This will begin on June 22 with Library hours

being 10am-4pm on Monday, Wednesday, Friday and 2pm-8pm on Tuesday, Thursday. We hope we will be able to start curbside service at that time. The book drop at the Library and requests for holds on Library materials will both open on June 15.

Later in the meeting, Leah will present safety guidelines for staff returning to work in the Library for Board approval. She will also present Phases 1-3 of our planned reopening. Work on Phase 4 is underway.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed the continued increase in the usage of the Library's digital and streaming collections. Over the past month, the increase was seen mostly in streaming music from Freegal.

Karen also reported how pleasantly surprised patrons have been that the Library staff is able to assist them remotely and has been available to answer questions even during the shutdown. There has also been an increase in requests for remote technical and reference assistance.

FINANCIAL REPORT

Prena Shah moved to accept the financial report. Lisa Chen seconded the motion. The report was accepted as submitted.

Leah Wagner commented that TLP is contractual - work was needed on the compressor for the HVAC. Furniture expenditures are due to the supplies needed for reopening, including plexiglass and other safety precautions.

TOWNSHIP COUNCIL REPORT

Steve Dalina reported that the budget was introduced. On June 22, there will be a public hearing and then Council will vote. Meetings are being held via the web and begin at 6:30pm.

FRIENDS OF THE LIBRARY

Leah Wagner reported that the Friends are looking into offering programs via Zoom. The Membership Tea may be held online in September.

STUDENT REPRESENTATIVE

Vinisha Patel reported that clubs are winding down. Student Leadership is being selected for next year. The Environmental Action Club will be held online. Students are awaiting summer reading lists and the AP Language students are compiling lists of titles for the independent reading portion of summer reading.

OLD BUSINESS

The minutes of the emergency meeting held on June 4, 2020 were presented.

Benjamin Baum moved that the minutes of the June 4, 2020 meeting be accepted. Anne Corey seconded. All were in favor. The motion passed.

NEW BUSINESS

Leah Wagner presented the Draft Phased Reopening Plan, Phases 1-3.

Anne Corey made a motion to approve the plan. Benjamin Baum seconded the motion. All were in favor. The motion passed.

Leah Wagner presented the Staff Return to Work Safety Guidance, which is to be used in conjunction with the similar document from the Township.

Prena Shah made a motion to approve the document. Helaine Evans seconded the motion. All were in favor. The motion passed.

ACTION ON BILLS

Benjamin Baum moved the payment of bills with checks #17273 - #17290, in the amount of \$377,254.19. Lisa Chen seconded. The motion passed.

OTHER BUSINESS

The Library Board will not meet in July or August, as is their custom.

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

ADJOURNMENT

There being no other business, Stephen Dalina moved that the meeting adjourn; Prena Shah seconded the motion. The meeting adjourned at 7:14 p.m.

Respectfully submitted,



Karen Klapperstuck