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**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
October 20, 2020**

ATTENDING:

Members

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

Staff

Leah Wagner
Karen Klapperstuck

Friends of the Library

Michele Mucher
Joyce Ragucci

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:30 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 SEPTEMBER 15, 2020 MEETING

Benjamin Baum moved that the minutes of the September 15, 2020 meeting be accepted. Stephen Dalina seconded. All were in favor. The motion passed.

DIRECTOR'S REPORT

Leah Wagner reported that a staff member has been exposed to someone who tested positive for COVID-19. Other staff that were in close contact with that staff person went for testing and will not return to work until they have received a negative test result. Staff have been reminded that what they do outside of the Library impacts everyone.

Leah informed the Board about a bequest of \$10,000.00 from the Estate of Harold T. Miller. The check has been deposited into the Foundation account.

The Library will serve as one of three Election Information Centers for Middlesex County. Leah discussed working with Township Clerk Patty Reid and officials from the County on the plans and implementation of the center. The center is scheduled to be open 11am-7pm Monday through Saturday up to and including Election Day. The Ballot Drop-off Box has been very successful.

The Library has been working with other Township commissions during this time. The Cultural Arts Commission and the Library will begin presenting a 4-part Boheme Opera Series using the Library's Zoom account. The Historical Commission will have several displays in the Library during November.

Leah informed the Board that LMxAC will subscribe to Patron Point, a marketing software. This software will allow the Library to provide professionally designed notices to patrons, manage new member registrations, patron renewals and more. The cost will be added to the Library's annual assessment beginning in 2022.

Three new part-time employees will start working at the Library during the week of October 19. Raymond Shirley will be at the Welcome Desk, while Jaclyn Vogel and Geraldine Pisapia will be working with Outreach Services.

Leah reported that Chris Gross, our long-time technology support, will no longer be working at the Library due to a new position at his full time job. Chris recommended John Mazzola, who also works at the Monroe Township School district. John is working with both Chris and Lisa Magee to learn about the Library's current technology and future plans.

Statewide delivery service will resume on October 19 due to the passage of the Governor's budget. LibraryLinkNJ is coordinating which libraries will be participating.

Leah discussed with the Board that many more staff were able to attend this year's Association of Bookmobile and Outreach Services because it was offered virtually at a much reduced rate. Staff will also be able to see recorded sessions that they may have missed.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed statistics for the usage of curbside pickup. Since the service started on June 22, staff have completed over 2,500 reservations. Curbside pickup is now at the drive thru window.

Karen reported that all of the audiovisual equipment has been installed in the Program Room. Jim Meyers coordinated with DPW to have the electrical and carpentry work completed for Gramco to install the equipment on October 8.

Karen informed the Board that the transfer of digital content from RBdigital to Overdrive will occur on October 26. Messaging will be in the app and on the website. Patrons will receive

information about the move in an email blast and information will be posted on the Library's website.

FINANCIAL REPORT

Leah Wagner commented that there are a few lines that are not where expected. Some of this is due to a change in the way Recorded Books billed for physical and digital items. Also Hoopla had been posted to digital content but had been budgeted through automation. Leah also mentioned that maintenance supplies would definitely be over the budgeted amount this year due to all the additional cleaning and PPE supplies needed.

TOWNSHIP COUNCIL REPORT

Steve Dalina reported that there is nothing but positive feedback about the Library at the Council Meeting. Monroe Township emails are now sent weekly.

FRIENDS OF THE LIBRARY

Michele Mucher and Joyce Ragucci reported on Friends activities. The pop-up book sale on October 17 earned \$400. This will be the final booksale until the weather gets nice again in the spring.

A special invitation to a zoom presentation was sent to the first 100 members to renew their membership. Only 19 people zoomed in.

International Films are continuing. Films are being selected using the Library's streaming services and then a discussion will be held via zoom. Presentations are also being planned for Women's History Month and Black History Month.

MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Kelly Roselle was not in attendance but she sent a report to the Board members. The schools are planning to go to a hybrid model beginning November 16. Parent-Teacher conferences will also be virtual this year.

STUDENT REPRESENTATIVE

Vinisha Patel reported that students will go to a hybrid model of learning at the beginning of the second marking period. 46% of students requested to go hybrid and 40% are expected to return.

Club rush was done virtually this year. Other activities are continuing including Artist of the Week, Homecoming Court and Senior Portraits. The football team set a new record for passing yards.

FOUNDATION

The Foundation will have their annual meeting in January.

OLD BUSINESS

No announcements have been made about the Construction Grant yet. A short list will go to the Governor's office and the Legislature for approval some time in November.

NEW BUSINESS

Leah Wagner presented the COVID-19 Infection Protocol.

Robert Isaacs made a motion to approve the plan. Stephen Dalina seconded the motion. All were in favor. The motion passed.

Leah Wagner presented the proposed Library Closing Dates for 2021.

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

ACTION ON BILLS

Benjamin Baum moved the payment of bills with checks #17357 - #17388, in the amount of \$345,703.74. Stephen Dalina seconded. The motion passed.

OTHER BUSINESS

Helaine Evans attended the Virtual Trustee Institute. She attended sessions on the Roles and Responsibilities of Trustees, Trends and Topics in Library Safety and Security, and Employment in the Age of COVID-19.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, November 17** 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 7:21 p.m.

Respectfully submitted,

A handwritten signature in blue ink that reads "Karen Klappenstein".