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**MINUTES OF THE MONROE TOWNSHIP  
LIBRARY BOARD OF TRUSTEES MEETING  
November 17, 2020**

**ATTENDING:**

Members

Lois Kane, President  
Robert Isaacs  
Prena Shah  
Anne Corey  
Lisa Chen  
Stephen Dalina  
Kelly Roselle  
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 6:32 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 OCTOBER 20, 2020 MEETING**

*Stephen Dalina moved that the minutes of the October 20, 2020 meeting be accepted. Lisa Chen seconded. All were in favor. The motion passed.*

**DIRECTOR'S REPORT**

Leah Wagner gave the Board a COVID -19 Update -The Library will open for curbside service only on Wednesday morning and the building will be closed to the public indefinitely. Curbside hours will be expanded. Staff will be working in teams, alternating weeks of working in the library and working from home. Department managers and other staff have been compiling lists of webinars and projects for staff to work on at home.

The Township has purchased the app, TrueCare24, that allows employees to conduct health self-assessments, as required in Governor Murphy's Executive Order 192. When staff return to work in the next two weeks they will complete a brief questionnaire daily related to COVID-19

exposure and symptoms. The Library Department Managers and Township Human Resources staff will be alerted immediately if an employee records they are symptomatic or have been exposed to COVID-19.

Leah discussed the experience of hosting the Voter Information Center. Having the ballot drop off box and the Voter Information Center this year was very successful. The week leading up to the election was very busy. I am sure that many people who have not visited the Library in a long time or ever, came to drop off their ballot or for voting information.

Leah explained that this year's Holiday Breakfast will be very different than in the past. With the staff divided into two teams there will be two breakfasts. One on Thursday, December 10 and the other on Thursday, December 17. Twin Oaks will again provide the breakfast which will be individual pre-packed breakfast boxes. The Library is already closed to the public and curbside service does not start until 10am so there is no need open later that day.

Leah also reported that Elaine McQueen has resigned after working the circulation desk for ten years. She will be moving to Florida to be nearer to her grandchildren. We wish her well and we will miss her!

#### ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed 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. LMxAC is subscribing as a pilot project. It will allow us to set up welcome messages that are automatically sent when someone signs up for a library card. Karen has been attending the training sessions for the initial pilot group which includes Monroe, Plainsboro and Plainfield Libraries. The second grouping of libraries will be added shortly.

Karen updated the Board on the status of Lynda.com. As discussed last year, Lynda.com is now part of LinkedIn. After libraries expressed their concerns over the initial plan to require users to have/create a LinkedIn account, Lynda.com will upgrade but the LinkedIn account will no longer be required. Our upgrade date is scheduled for April 6, 2021. More details about this to come in late February or early March.

On November 12, Karen participated in a presentation to COSLA (Chief Officers of State Library Agencies). Kathleen Moeller-Peiffer from the NJ State Library asked if someone from Monroe could be part of a presentation about the OCLC(Capira) Curbside software that we use. Karen talked about the positive experience that we have had using the software and the success we enjoy with curbside service.

#### FINANCIAL REPORT

There is no financial report since Library staff have been unable to be in the building to prepare the report.

## NOMINATIONS COMMITTEE

The Nominations committee is due to meet. Robert Isaacs will convene the committee.

## TOWNSHIP COUNCIL REPORT

Stephen Dalina reminded Board members to sign up for the Monroe Township emails, which are now sent weekly.

Stephen also reported that Recreation had a meeting and are working on a car decorating parade and drive through.

Stephen discussed a new Township ordinance regarding quick rentals, such as AirBnB.

Stephen relayed holiday wishes for Diwali and Thanksgiving, hoping everyone stays safe and remains well.

## FRIENDS OF THE LIBRARY

Michele Mucher and Joyce Ragucci reported on Friends activities. International Films are continuing. Films are being selected using the Library's streaming services and then a discussion will be held via zoom. The first discussion had about 12-13 people attend. The next movie is The Official Story (Argentina) and the discussion will be on December 10 at 2:30pm.

Committees are meeting to plan programs/presentations for both Women's History Month and Black History Month.

## MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Kelly Roselle reported that the six Township elementary school and middle school opened on a hybrid learning schedule on November 16. The high school has been delayed until December 17 pending the completion of filter installation,

## STUDENT REPRESENTATIVE

Vinisha Patel reported that at the end of the first marking period pandemic fatigue and senioritis is setting in for many students. However, students greatly appreciated the recent Library zoom session offered by Jean O'Toole.

Students groups have been active, including the Environmental Action Club and Chorus.

Students are concerned over the rising number of COVID cases among the high school students.

## FOUNDATION

The Foundation will have their annual meeting in January.



## OLD BUSINESS

Leah Wagner announced that Monroe is on the list of successful applicants! There were 129 applicants and only 38 have been selected to receive funds. Both bills have passed unanimously. The next step is Governor Murphy's signature.

## NEW BUSINESS

Leah Wagner presented the schedule of Board Meeting dates for 2021. The meetings will be on the third Tuesday of the month, with the exception of December. The Board will not meet in July or August, as is their custom.

*Prena Shah made a motion to approve the schedule. Anne Corey seconded the motion. All were in favor. The motion passed.*

Leah Wagner discussed a request from Bob Belvin, on behalf of the Libraries of Middlesex Trustees group, to pass a resolution to make a change to the by-laws due to COVID-19.

*Whereas the Monroe Township Library Board of Trustees approved that the Libraries of Middlesex (LMx) waive the bylaws requirement of a biannual meeting anticipating the scheduling of an Awards Reception in 2021 and to keep the current officers and use the current budget until that time.*

*Anne Corey made a motion to approve the resolution. Robert Isaacs seconded the motion. All were in favor. The motion passed.*

## ACTION ON BILLS

As with the financial report, action on bills will be tabled until the December Board meeting.

## OTHER BUSINESS

Lois Kane informed the Board that she has tendered her resignation from the Library Board effective December 31, 2020. She is ready to move on to other projects. Other members of the Board wished Lois well.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, December 8** at 6:30 p.m.

## ADJOURNMENT

There being no other business, Stephen Dalina moved that the meeting adjourn; Robert Isaacs seconded the motion. The meeting adjourned at 7:09 p.m.

Respectfully submitted,

*Karen J Klapperstuck*