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**MINUTES OF THE MONROE TOWNSHIP  
LIBRARY BOARD OF TRUSTEES MEETING  
September 15, 2020**

**ATTENDING:**

Members

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

Staff

Leah Wagner  
Karen Klapperstuck

Friends of the Library

Michele Mucher

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:31 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 JUNE 9, 2020 MEETING**

*Benjamin Baum moved that the minutes of the June 9, 2020 meeting be accepted. Robert Isaacs seconded. All were in favor. The motion passed.*

**MINUTES OF THE JULY 1, 2020 MEETING**

*Anne Corey moved that the minutes of the July 1, 2020 meeting be accepted. Benjamin Baum seconded. All were in favor. The motion passed.*

**DIRECTOR'S REPORT**

Leah Wagner reported on issues with the phone system caused by the power outage after a storm in August.

Leah also reported on expanding the Library hours. Beginning September 21, the Library will be open Monday through Thursday from 9:30am-8:00pm, Friday 9:30am-5:00pm, Saturday 10:00am-4:00pm with Senior Hours on Monday/Wednesday/Friday from 9:30am-11:00am. Curbside pickup is available on Monday/Wednesday/Friday from 11:00am-4:00pm and Tuesday/Thursday from 11:00am-7:00pm.

Members of the Board asked about patrons wearing masks and following other safety measures. Leah explained that most patrons have been compliant and that we have not had many issues. Leah also talked about the capacity level and that we have had very few instances where it came close to exceeding the designated level.

As per an email from Leah, the Ballot Box will be installed by Middlesex County soon. The light has already been installed and the camera should be installed as soon as it arrives.

Leah announced that long-time Library employee Jean Aniano will be retiring at the end of 2020.

#### ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed the success of the curbside pickup service. Curbside pickup began on June 22 and it was very busy for the first month, with approximately 1,400 completed reservations. In the past 30 days, we have had approximately 530 completed reservations. Department Heads are working towards moving the service to be out of the drive through window in anticipation of colder weather and fewer daylight hours.

Karen reminded the Board members about the A/V installation in the program room which started before the shutdown. Jim and other members of DPW staff will be running electricity and then Gramco will do the installation of the projector and other A/V equipment.

Karen explained that changes are coming to some of our digital services. Some time this fall, our RBdigital ebook and eaudiobook collection will be moved to our elibrarynj Advantage account, as the companies are now owned by the same host company. We do not have a precise date yet but have been told we will have approximately 3 weeks notice when the date is scheduled. Hoopla also is looking at changing the pricing model they use. Karen will report more on both of these changes next month.

#### FINANCIAL REPORT

Three months of financial reports were provided. The reports were accepted as submitted.

Leah Wagner commented that TLP provided service during and after the power outage due to the storm in August. Some other line items may look out of line because of the shifts due to the Library being closed – increases in digital content and very little spent in programming, for example. Work will begin on the budget later this month.

## FRIENDS OF THE LIBRARY

Michele Mucher reported on the Friends of the Library Sidewalk Book Sale – it was very successful and raised around \$1,100. Michele also shared that the Friends are currently running a membership drive and will have various programs via Zoom starting in October.

## MONROE TOWNSHIP SCHOOLS REPRESENTATIVE

Kelly Roselle explained that while the school buildings are closed, students are back in school remotely. It is a rolling decision as to when the students may return in person but for now the buildings are closed through the first marking period. School libraries are arranging for curbside style pickups for students. Kelly has been working with Lynnette and Becky on getting resources and information to students.

## STUDENT REPRESENTATIVE

Vinisha Patel reported that student leadership is trying to figure out how to make extracurricular activities work now. New officers have been elected and most of the major clubs are meeting via Zoom. The big Fall events (Haunted High School, Coffee House, etc.) may be held virtually but no decision has been made yet.

## OLD BUSINESS

Leah Wagner reported that the Construction Bond Grant applications are being reviewed. Awards announcements are expected in late September or early October.

## NEW BUSINESS

Leah Wagner presented quotes for a new phone system from RFP Solutions Inc. and KSB Telesound. RFP Solutions Inc. is the company that the Township uses. The quote from RFP is for \$23,174. The quote from KSB Telesound is for \$27,159.

*Benjamin Baum moved that a new phone system be purchased from RFP Solutions Inc. in the amount of \$23,174. Robert Isaacs seconded. All were in favor. The motion passed.*

Lois Kane presented a resolution for the remainder of the work needed to complete the AV project in the Program Room.

*Whereas the Monroe Township Public Library Board of Trustees wishes to contract with Gramco Business Communications to install AV equipment in the Program Room under State Contract # 65MCESSCCPS, and*

*Whereas the Monroe Township Public Library Board of Trustees wishes to expend funds currently held in reserve from previous years,*

*Now, therefore, does the Monroe Township Public Library Board of Trustees agree to transfer \$6,982.26 from the Library Reserves to cover this expense.*

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

#### ACTION ON BILLS

Bill lists for July, August and September were presented.

- *July – checks # 17291 - #17313 in the amount of \$55,220.86*
- *August – checks #17314 - #17336 in the amount of \$65,697.59*
- *September – checks #17337 - #17356 in the amount of \$748,859.16*

*Benjamin Baum moved the payment of bills on all three bill lists at the dollar amounts mentioned. Prena Shah seconded. All were in favor. The motion passed.*

#### OTHER BUSINESS

The NJ Library Trustees Association will hold their Trustee Institute on October 17<sup>th</sup> via Zoom.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, October 20** at 6:30 p.m.

#### ADJOURNMENT

There being no other business, Robert Isaacs moved that the meeting adjourn; Benjamin Baum seconded the motion. The meeting adjourned at 7:28 p.m.

Respectfully submitted,



Karen Klapperstuck