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**MINUTES OF THE MONROE TOWNSHIP  
LIBRARY BOARD OF TRUSTEES MEETING  
December 8, 2020**

**ATTENDING:**

Members

Lois Kane, President  
Robert Isaacs  
Prena Shah  
Anne Corey  
Lisa Chen  
Stephen Dalina  
Benjamin Baum  
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 6:39 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 NOVEMBER 17, 2020 MEETING**

*Stephen Dalina moved that the minutes of the November 17, 2020 meeting be accepted.*

*Robert Isaacs seconded. All were in favor. The motion passed.*

**DIRECTOR'S REPORT**

Leah Wagner gave the Board a COVID -19 Update -The Library re-opened for curbside service only on November 18. Staff is working in teams, alternating weeks of working in the library and working from home. Usually there are only about 8-10 employees in the building at one time.

The Library participated in the Township Holiday Parade. Leah said that it really was a bright moment.

Leah informed the Board that we received official notification about the Construction Bond Grant. Hopefully in the spring the project will be able to move forward.

Leah discussed the new phone system which was installed earlier in December. Staff are learning the new system and it seems like it will work well.

Leah also reported that Helaine Evans is doing well, post-surgery. Donna Rogers from the At Home Services department delivered books to her today.

Leah mentioned that she has recently served on two statewide search committees; one for a new Executive Director of the New Jersey Library Association and the other for the new State Librarian.

#### ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed curbside statistics. She explained to the Board that staff are all working hard and running around to provide excellent service to our patrons. There are 3 main numbers to look at with curbside service:

- June 22- July 10 (curbside service only): 1,063 completed reservations
- July 13 - October 30 (curbside and grab-and-go service): 1,960 completed reservations
- November 18 - December 5 (curbside only service): 1,234 completed reservations

The 14 days before the Library opened to the public and the 14 days since the Library returned to curbside service only account for more than half of the total number of completed reservations.

#### FINANCIAL REPORT

Leah Wagner discussed the financial report. There are a few transfers that need to be made later in the meeting. She explained that this has been a good opportunity to make adjustments to the budget for the upcoming year. The budget assumes that the Library will not be open to the public for January and February.

#### NOMINATIONS COMMITTEE

Robert Isaacs reported on the proposed slate of officers:

- President: Benjamin Baum
- Vice President: Lisa Chen
- Secretary: Prena Shah
- Treasurer: Robert Isaacs

There were no nominations from the floor at this time. The election will be held at the January meeting.

#### TOWNSHIP COUNCIL REPORT

Stephen Dalina also talked about the Holiday Car Parade, saying how great it was for the community to be able to get together like that.

Stephen reported that there were lots of kudos at the Council Meeting about the Library receiving the Construction Grant.

The Master Plan committee met a few weeks ago. There are a few items needed to move the Master Plan ahead. It will be approximately a 6-8 month long process. There will be a website specifically for the Master Plan. More information can be expected in January.

Stephen also took a moment to thank Lois Kane for her participation and reminded her that she will be missed.

#### FRIENDS OF THE LIBRARY

Michele Mucher and Joyce Ragucci reported on Friends activities. International Films are continuing. The discussion about the second film will be later this week.

Committees are meeting to plan programs/presentations for both Women's History Month and Black History Month. Kathryn Ranta of the Friends and Monica Teixeira of the Library staff are working to bring the Glory Gospel Singers to a zoom program for February.

This is the second year of the Friends scholarship.

The Friends wished good luck to Lois as she moves on to other endeavors.

#### MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Kelly Roselle was unable to attend the meeting but she sent a report to Leah Wagner.

All district schools have now opened, though Mill Lake and Woodland are currently closed for 14 days.

The goal is to remain open as long as it is safe to do so and there is adequate staffing. If the county moves from orange to red, schools will close.

#### STUDENT REPRESENTATIVE

Vinisha Patel reported that the Rho Kappa Honor Society is doing a Township-wide tour of locations to share with elementary students.

Students groups have been active, including the Environmental Action Club and Chorus. Recently there was a Mock UN conference and the Health Occupations Students of America have a competition in January

December 8 marks the second day of hybrid learning at the High School with most students choosing to remain virtual.

Vinisha also shared the news that she has committed to attend The College of New Jersey as a biology major next year. Congratulations!

OLD BUSINESS

As discussed in Leah Wagner’s Director’s Report, the Library has officially been selected as a recipient of the NJ Library Construction Bond Grant.

NEW BUSINESS

Leah Wagner proposed transfers to cover overages in certain line items.

PROPOSED TRANSFERS YEAR END 2020

AMOUNT	FROM	TO
\$18,406.35	Books	Digital Content
\$10,000.00	Programs	Digital Content
\$3,045.15	AV Supplies	AV
\$1,000.00	Supplies	Maintenance Supplies
\$200.00	Printing	Electronic Subscriptions
\$550.00	Printing	Contractual

*Benjamin Baum made a motion to approve all the transfers as presented. Prena Shah seconded the motion. All were in favor. The motion passed.*

Leah Wagner presented the draft 2021 Budget and shared the Library Plan of Service. The budget has a lower amount under the Books line item but an increase in Digital Content. Increases can also be seen in the Contractual and A/V line items.

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

Three purchasing resolutions were presented for 2021.

*Whereas the Monroe Township Public Library Board of Trustees wishes to purchase materials from the Baker & Taylor Company,  
 And whereas the Baker & Taylor Company has established competitive prices with State Contract #A41949,  
 Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase materials from the Baker & Taylor Company in 2021 in an amount not to exceed \$250,000.*

*Benjamin Baum made a motion to accept the resolution to purchase from the Baker & Taylor Company. Lisa Chen seconded the motion. All were in favor.*

*Whereas the Monroe Township Public Library Board of Trustees wishes to purchase hardware from the Dell Company,  
 And whereas the Dell Company has established competitive prices with State Contract #A81247,  
 Now, therefore, does the Monroe Township Public Library Board of Trustees agree to purchase materials from the Dell Company in 2021 in an amount not to exceed \$50,000.*

*Anne Corey made a motion to accept the resolution to purchase from the Dell Company. Prena Shah seconded the motion. All were in favor.*

*Whereas the Monroe Township Public Library Board of Trustees wishes to contract with LMxAC to provide automation services,*

*Now, therefore, does the Monroe Township Public Library Board of Trustees agree to contract for automation services with LMxAC in 2021 in an amount not to exceed \$122,000.*

*Benjamin Baum made a motion to accept the resolution to contract with LMxAC for automation services. Lisa Chen seconded the motion. All were in favor.*

#### ACTION ON BILLS

*Benjamin Baum moved the payment of the November bills with checks #17390 - #17417, in the amount of \$267,120.83. Stephen Dalina seconded. The motion passed.*

*Prena Shah moved the payment of the December bills with checks #17418 - #17426, in the amount of \$222,296.59. Benjamin Baum seconded. The motion passed.*

#### OTHER BUSINESS

Leah Wagner thanked Lois Kane for helping make her first year as Director easier. On behalf of everyone, Robert Isaacs thanked Lois for all she done. She will be missed on the Board. Lois thanked everyone.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, January 19** at 6:30 p.m.

#### ADJOURNMENT

There being no other business, Stephen Dalina moved that the meeting adjourn; Benjamin Baum seconded the motion. The meeting adjourned at 7:20 p.m.

Respectfully submitted,

Karen Klapperstuck