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**MINUTES OF THE MONROE TOWNSHIP  
LIBRARY BOARD OF TRUSTEES MEETING  
December 17, 2024**

**ATTENDING:**

Members

Ben Baum  
Lisa Chen  
Bernadette Yannacci  
Anne Corey  
Bob Isaacs (virtual)  
Prena Shah  
Dr. Marilyn Gonyo  
Dr. Kelly Roselle

Staff

Leah Wagner  
Karen Klapperstuck

Friends of the Library Representative

Francine Kitts (virtual)

Student Representative

Jannat Zaanoun

Guest: Allan Marain

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:31 p.m. by Ben Baum, President of the Library Board of Trustees.

**STATEMENT OF COMPLIANCE**

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

**MINUTES OF THE NOVEMBER 19, 2024 MEETING**

The minutes from the November 19, 2024, meeting were presented. Bob Isaacs noted a few typographical errors that needed to be corrected.

*Marilyn Gonyo moved that the minutes of the November 19, 2024 meeting be approved with corrections as noted. Bernadette Yannacci seconded. All in attendance were in favor. The motion passed.*

**DIRECTOR'S REPORT**

Leah Wagner reported on the success of the Harvest Market on Tuesday, November 26th, drawing over 500 attendees. Thirty-five vendors, including two popular food trucks, offered a diverse selection of food, gifts, and holiday items. Leah also thanked the Department of Public Works for their help in making the Harvest Market and all the summer markets successful. 2024 has been an excellent market year. Ruth Santulli will attend the January meeting to discuss the 2025 market season.

Leah noted that the staff in-service has been scheduled for Wednesday, January 29. The Library will open at 1:00 p.m. that day. This training session will ensure compliance with new cyber insurance requirements. The complete agenda for the morning session will be shared at the January meeting.

Leah, along with Karen Klapperstuck and Jennifer Slavicek, met with the Township's new CFO, Lori Olah. Capital requests, including lighting, the Direct Install program, and the Township reimbursement were discussed at the meeting.

Leah shared copies of the 2023 Audit with the Trustees. The Board will vote to accept the audit at the January meeting.

Leah informed the Board that the Township has asked the Library to oversee the restructuring of the Monroe Township Cultural Arts Commission beginning in January.

Leah also announced that Jennifer Rojas, Adult Services Coordinator, is leaving the Library. The job posting has already been listed on NJLA, LibraryLinkNJ and the listserv for STELLA.

#### ASSISTANT DIRECTOR'S REPORT

There was no written Assistant Director's report. Karen Klapperstuck informed the Board that department heads are working on their sections of the Annual Report. She anticipates it will be distributed at the February Board meeting.

Karen also noted that the new event calendar is fully operational and the links on the website will change shortly. The study room booking software has been up and running since November and it seems to be going well.

#### FINANCIAL REPORT

Leah Wagner discussed the December financial reports. She noted that the Library is now back on track for paying for periodicals in advance of the renewal dates which is why this budget line is over expended. The other budget line in need of attention is Telecommunications. We expected there to be an increase but did not know what it would be earlier in the year.

#### COMMITTEE REPORTS

The Nominations committee will present a slate of officers for 2025 at the next meeting.

#### TOWNSHIP COUNCIL REPORT

Marilyn Gonyo reported the following from Mayor Dalina:

The Community Center hosted a very successful holiday car parade to light the Christmas tree. It was nice to see the bookmobile decked out! Also, the Mayor needed to tell the pigeon (character from children's book who was in attendance) to not drive during the parade!!!

The Township Hanukkah menorah lighting will be at the Senior Center on December 26th.

The always popular Grandparent's Day event will be held Friday, December 27 at the Community Center.

#### FRIENDS OF THE LIBRARY

Francine Kitts gave the Friends of the Library report:

The book sale last week was a huge success, with sales totaling approximately \$4,000. The preview sale alone from 6-8 on the night before the sale raised approximately \$1,300. That evening patrons paid a \$5 entrance fee.

Book donations will not be accepted from December 15 through February 1 in order to give everyone a break.

Kelly Palombit reported that the book bike has visited the Department of Public Works, Municipal Building, Community Center, and Senior Center. Through these visits, 73 new library cards were issued for Library Card Sign-Up Month. At Octoberfest, the bike was loaded with mini pumpkins to which teen volunteers had attached tags featuring a QR code that linked to the library's resources. 517 visitors stopped by the Bookmobile and Book Bike that day.

The Friends will not be meeting in December. Happy Holidays, everyone!

#### MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Kelly Roselle shared that school holiday events are in full swing. There will be a half day on December 20 and then the schools will be closed through January 1 and will reopen on January 2.

The next Board of Education meeting is scheduled for December 18 at the high school.

Kelly also thanked the Library for hosting professional development, training workshops and meetings for the schools throughout the year.

#### STUDENT REPRESENTATIVE

Jannat Zaanoun was unable to attend the meeting. She sent an email to share that she would be running multiple club rooms (Spanish and Math Honors Societies) at today's Monroe Township Winter Wonderland from 5-7:30pm! The event is run by Red Cross Club and is open to the community to come see the fun displays by multiple clubs and get into the Winter Holiday Spirit.

She added that this week is spirit week at the high school and Friday is a half day leading into Winter Break. Winter athletics have now started and students can't wait for what's to come next year!

She wished everyone a wonderful holiday break and New Year and looks forward to next year.

#### FOUNDATION

The next Foundation meeting will be on January 7, 2025 at 7:00 p.m.

#### UNFINISHED BUSINESS

The Board of Trustees reviewed and discussed the 2025 Proposed Budget and 2025 Plan of Service.

*Lisa Chen made a motion to approve the 2025 Proposed Budget. Kelly Roselle seconded the motion. All were in favor.*

*Prena Shah made a motion to accept the 2025 Plan of Service with the notes made by the Trustees. Marilyn Gonyo seconded the motion. All were in favor.*

## NEW BUSINESS

Leah Wagner asked the Board to approve the year end budget transfers as follows:

- Transfer \$915 from Books to Periodicals
- Transfer \$3,780 from Legal to Contractual
- Transfer \$2,610 from A/V to Telecommunications

*Bob Isaacs made a motion to approve the budget transfers. Marilyn Gonyo seconded the motion. All were in favor.*

## ACTION ON BILLS

*Bob Isaacs moved the payment of the December bills with checks #19105 - 19129 in the amount of \$575,564.77. Bernadette Yannacci seconded. All were in favor.*

## OTHER

Leah Wagner thanked Anne Corey for her service on the Board of Trustees as she is not continuing in 2025.

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, January 21** at 6:30 p.m.

## ADJOURNMENT

*There being no other business, Bob Isaacs moved to adjourn the meeting. The meeting adjourned at 7:35 p.m.*

Respectfully submitted,  
Karen Klapperstuck