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**MINUTES OF THE MONROE TOWNSHIP
LIBRARY BOARD OF TRUSTEES MEETING
January 21, 2025**

ATTENDING:

Members

Ben Baum
Lisa Chen
Bernadette Yannacci
Bob Isaacs (virtual)
Dr. Marilyn Gonyo (virtual)

Prena Shah
Kelly Strenkowski
Student Representative
Jannat Zaanoun (virtual)

Staff

Leah Wagner
Karen Klapperstuck
Ruth Santulli

Guest: Allan Marain

The meeting of the Monroe Township Library Board of Trustees was called to order at 6:30 p.m. by Leah Wagner, Library Director.

STATEMENT OF COMPLIANCE

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

ELECTION OF OFFICERS

The members of the Library Board voted on the slate of officers presented by the Nomination Committee:

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

There were no nominations from the floor. Bob Isaacs on behalf of the Nominating Committee made a motion to accept the slate as presented. Bernadette Yannacci seconded the motion. All were in favor. The motion passed.

Leah congratulated the officers and Ben Baum, President, continued the meeting.

REPORT ON FARMERS MARKET

Ruth Santulli highlighted some facts from the Farmers Market:

- There was a 13% increase in attendance from 2023 to 2024.
- Fifteen (15) vendors returned and there were seven (7) new vendors.

Ruth is recruiting new vendors for 2025 to hopefully include fresh eggs, bread and cheese. She is hopeful that the food trucks will return in 2025.

Leah Wagner also noted that new library card registrations see a noticeable increase on Thursdays during the market season.

MINUTES OF THE DECEMBER 17, 2024 MEETING

The minutes from the December 17, 2024, meeting were presented.

Prena Shah moved that the minutes of the December 17, 2024, meeting be approved. Bob Isaacs seconded. All were in favor. The motion passed.

DIRECTOR'S REPORT

Leah Wagner officially welcomed new Trustee Kelly Strenkowski. Ben Baum echoed Leah's sentiments.

Leah informed the Board that the heating issue has been resolved.

Leah mentioned that the Board will vote later in the meeting on the 2024 Audit Engagement Letter from Gerry Stankiewicz.

Leah and Karen Klapperstuck attended their first meeting of the Monroe Township Cultural Arts Commission. The Commission is working on the Summer Concert Series, Barnes Virtual Tours and more.

Leah explained that the staff in-service scheduled for Wednesday, January 29 will focus on training for cybersecurity to be in compliance for the liability insurance through the Township and Joint Insurance Fund (JIF).

Leah announced that Emily Mazzoni, Young Adult Librarian, has been selected to serve on the Margaret A. Edwards Award Committee of the Young Adult Library Services Association (YALSA) of the American Library Association (ALA). Congratulations to Emily!

The new electric car charging station has been installed. The new charger can accommodate two cars at one time. It is now fee based - \$1.50/hour for the first 2 hours then \$5/hour for any additional time.

Leah will be out for 4-6 weeks beginning on February 13 due to eye surgery.

ASSISTANT DIRECTOR'S REPORT

Karen Klapperstuck discussed the Library's subscription to Hoopla. The Library pays for Hoopla through STELLA and it is a pay-per-use service. The Library had carryover funds for the past few years due to a billing mistake in a previous year. In early December, the carryover funds were spent, resulting in patrons experiencing turn-aways from Hoopla. Later in the meeting, the Board will vote to approve a transfer of funds from Books to Digital Content to cover the rest of this contract year. Karen will keep an eye on Hoopla expenditures so that the 2025 budget can be adjusted accordingly when the subscription renews with STELLA at the beginning of July.

Karen mentioned that the Library has completely moved to the new event calendar. There are a few hiccups, but staff are adapting and it should become easier the longer it is in use.

The Library will again host AARP tax preparation volunteers this year. Appointments will open on Monday, January 27 at 9:30am. Appointments will be on Mondays and Thursdays through April 10, except for no appointments on Monday, February 17 (Presidents' Day).

Karen plans to distribute the 2024 Annual Report at the February Board meeting.

FINANCIAL REPORT

Leah Wagner discussed the financial reports. She noted that the few budget lines that went over. The transfers to be voted upon later in the meeting will close the books for 2024.

COMMITTEE REPORTS

There were no committee reports.

TOWNSHIP COUNCIL REPORT

Marilyn Gonyo reported the following from Mayor Dalina:

The Mayor wished everyone a happy and healthy new year!

Township administration is meeting with department heads to work on the budget.

FRIENDS OF THE LIBRARY

Marilyn Gonyo presented the Friends of the Library's 2024 Annual Report:

The FOL have logged hundreds of hours volunteering for the good of the Library. A small group of dedicated volunteers, all of whom are women and all of whom are retired have worked with dedication and passion throughout the year. These volunteers had a presence at all of the Farmer's Markets during the hot summer months greeting patrons and township residents, smiling, and selling books. They also were at the Harvest Market immediately preceding thanksgiving, doing the same. Additionally, these volunteers organized two major book sales that each spanned a few days, as well as organized an ongoing mini book sale in the Library.

With the hard-earned proceeds, the FOL bought the Tricycle and sublimation machine – two rather large purchases—for the Library. We also supported the children's summer program, added to the American Girl Dolls collection, and continued to purchase museum passes and coupons to nearby attractions.

We held our Annual Membership Tea and sponsored three programs – all of which were well attended and appreciated. We put out, with the help of Library staff, a monthly newsletter, keep our bulletin board updated, and started a puzzle swap for library patrons to enjoy, and have an international film with discussion scheduled each month.

The FOL also have a scholarship program and in 2024 awarded scholarships each in the amount of one thousand dollars to three of our graduating high school seniors.

As The Friends reflected on all of their accomplishments, as well as hard work and dedication, they joined with Library Administrators and staff to celebrate each other and a very successful year at their Annual Holiday Luncheon.

As we look to 2025, The FOL would like to continue to grow their membership, maintain their high level of involvement and presence in the Library, and award scholarships to deserving high school graduating seniors. We plan to continue and possibly expand our museum pass program and for the first time will be having "Tea with the Director" for approximately 25 patrons who joined the Friends at the Life Member level. This will be an inaugural event, and we look forward to sharing successful outcomes with you.

We thank the Library Administration and staff for their cooperation and look forward to our continuing to work together for the good of the Library.

MONROE TOWNSHIP SCHOOL ADMINISTRATOR

Kelly Roselle was not present and did not have a report to share.

STUDENT REPRESENTATIVE

Jannat Zaanoun shared that the high school drama club has its winter production on January 31 and February 1. Eighth grade orientation and scheduling for rising 8th graders is starting soon. Parent Night for incoming Freshman and Sophomore students is scheduled for January 23.

Jannat also noted that senior scholarship applications are due on February 18.

FOUNDATION

Leah reported that Foundation members had a brief meeting but did not have a quorum. There are two new members of the Foundation, Kat Verdi and Kim Kramer. The Golf Outing will be on June 9 and more details will follow.

UNFINISHED BUSINESS

Karen Klapperstuck presented the revised Circulation Policy. Leah and Karen went over the changes to the policy, noting that most revisions were not substantive but instead were to remove references to obsolete service and to change the consortium name from LMxAC to STELLA. The other changes were to include special collection items and their corresponding circulation rules.

Prena Shah made a motion to approve the revised Circulation Policy. Lisa Chen seconded the motion. Six (6) Trustees approved the motion. Marilyn Gonyo abstained.

Karen next presented the Sewing Machine Borrowing Agreement and Waiver. The Trustees previously saw this policy but the Circulation Policy needed to be updated before voting on this action item.

Kelly Strenkowski made a motion to approve the Sewing Machine Borrowing Agreement and Waiver. Prena Shah seconded the motion. Six (6) Trustees approved the motion. Marilyn Gonyo abstained.

Leah Wagner presented the 2023 Audit. She commended Jennifer Slavicek for all her guidance and knowledge in finance and the role she plays in the Audit process.

Lisa Chen made a motion to accept the 2023 Audit. Bernadette Yannacci seconded the motion. All were in favor.

NEW BUSINESS

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

- Transfer \$38 from Books to Periodicals
- Transfer \$5,939 from Books to Digital Content
- Transfer \$1,586 from Legal to Contractual
- Transfer \$1,586 from Automation to Telecommunications
- Transfer \$1,432 from Digital Content to Electronic Subscriptions

Bob Isaacs made a motion to approve the budget transfers. Prena Shah seconded the motion. All were in favor.

Leah shared the 2024 Audit Letter of Commitment from Gerry Stankiewicz of Samuel Klein and Company. The letter lists the cost as \$7,500 and promises that the audit will be complete within 60 days of starting the audit on May 15, 2025.

Bob Isaacs made a motion to approve the commitment letter and engage Samuel Klein and Company for the 2024 Audit. Kelly Strenkowski seconded the motion. All were in favor.

ACTION ON BILLS

Bob Isaacs moved the payment of the January bills with checks #19130 - 19165 in the amount of \$515,235.42. Bernadette Yannacci seconded. All were in favor.

OTHER

The next meeting of the Monroe Township Library Board of Trustees is scheduled for **Tuesday, February 18, 2025**, at 6:30 p.m. Leah will not be in attendance.

ADJOURNMENT

There being no other business, Prena Shah moved to adjourn the meeting. The meeting adjourned at 7:31 p.m.

Respectfully submitted,
Karen Klapperstuck