

**Franklin Township Library**  
**Board of Trustees**  
**Meeting Minutes**  
**March 19, 2025**

**ANNOUNCEMENT OF COMPLIANCE WITH THE OPEN PUBLIC MEETINGS ACT-** “In accordance with section 3 of the Open Public Meetings Act (P.L. 1975, c.231), the Chair declares that adequate public notice of this meeting has been posted at least 48 hours in advance on the Franklin Township Library’s website ([www.ftlnj.org](http://www.ftlnj.org)) and the Township of Franklin’s website ([www.franklintownshipnj.org](http://www.franklintownshipnj.org)), The Sentinel of Gloucester County(Nov. 28, 2024), as well as the Community Bulletin Board.

**CALL TO ORDER**

D. Emmons, President, was present and called the meeting to order at 6:58pm

**PLEDGE OF ALLEGIANCE**

D. Emmons, President, led the Board in the flag salute.

**ROLL CALL OF MEMBERS**

- B. Doherty
- D. Emmons
- M. Fiorella
- S. Keen
- C. Rupp
- K. Shover
- D. Unkow
- J. Wilson
- P. Robinson
- Brandi Grosso (Library Director)

**FIRST PUBLIC PORTION**

*Motion:* made to open the First Public Portion at 6:59pm by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

*Motion:* made to close the First Public Portion at 6:59pm by J. Wilson, seconded by K. Shover. Motion carried unanimously.

**SECRETARY’S REPORT**

- Minutes from February, 2025 Board Meeting

**Motion:** made to accept the Secretary's report by P. Robinson. seconded by S. Keen. Motion carried 7 in favor, 2 abstained.

## **TREASURER'S REPORT**

**Motion:** made to accept the Treasurer's report by J. Wilson, seconded by K. Shover. Unanimous roll call approval.

Call out surrounding the balance sheet for the interest earned YTD. Correction was made during the meeting and reviewed.

## **DIRECTOR'S REPORT (SEE INSERT FOR FULL REPORT)**

- Adult/Teen/Children programs
- Biggest year for Blind Date with a Book
- 2 portable turntables added to the Library of Things and now available for circulation
- Book donation dropoff for the next book sale set for 3/13 (4-6pm) and 3/22 (11am-2pm). The book sale will be on 4/12 from 9am-4pm
- Alarm system is being reviewed
- April food for fines program - forgive \$1 for each food item donated

## **COMMITTEE REPORTS**

- The policy committee met on 3/19 to review the closing procedure policy
  - **Motion:** made to approve the new closing procedure policy effective March 31st, 2025 by P. Robinson, seconded by S. Keen. Unanimous roll call approval.

## **OLD BUSINESS**

- HVAC - The order is now in with the company and once the parts are available the work will begin.

## **NEW BUSINESS**

- Panic buttons are being tested around the library
- Library director to reach out to the police chief regarding potential enhancements around library safety
- Library director reached out to LouCo cabinets around ideas for main area shelving to feature new books and display cases

## **SECOND PUBLIC PORTION**

**Motion:** made to open a Second Public Portion at 8:16pm by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

**Motion:** made to close Second Public Portion at 8:16pm by J. Wilson, seconded by S. Keen. Motion carried unanimously.

#### **CLOSED SESSION**

**Motion:** made to open Closed Session at 8:17pm by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

- The board reviewed the budget discussed last meeting and reviewed the raised concerns around the following areas.
  - Furniture & Equipment
  - Repair & Maintenance
- Confirmed updates were made accordingly
  - **Motion:** made to approve the 2025 budget proposal by J. Wilson, seconded by C. Rupp. Unanimous roll call approval.

**Motion:** made to close Closed Session at 8:21pm by J. Wilson, seconded by C. Rupp. Motion carried unanimously.

#### **ADJOURNMENT**

**Motion:** made to adjourn the meeting at 8:24pm by J. Wilson seconded by K. Shover. Motion carried unanimously.

The next regular meeting will be held on April 16, 2025, at 7:00pm.

**Respectfully submitted by Stephanie Keen, Secretary.**