

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JANUARY 9, 2019**

Present:	Frank Weber	President
	Steven Goldman	Vice President
	Joan George	Treasurer
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Annette Maxwell	Trustee
	Paul Lawrence	Trustee
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary
	Patricia Anderson	Library Interim Director
Absent:	Barbara Cannon	Secretary
Guest:	Kevin Borsilli, Marcy Kagan, Diane Reinheimer and Library Attorney Christopher Parton	

The President called the meeting to order at 7:00 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Reorganization

Mr. Weber turned the meeting over to the Executive Assistant, Maria Nowak to conduct the election of Board President for 2019.

Nominations for Office of President

Rocco Celentano nominated Frank Weber for President, seconded by Joan George. There were no other nominations for President. Vote Yes: Frank Weber, Steven Goldman, Joan George, Zainab Syed, Rocco Celentano, Annette Maxwell and Paul Lawrence.

Maria Nowak turned the meeting over to the Board President to conduct the remaining elections.

Nominations for Office of Vice-President

Joan George nominated Annette Maxwell for Vice-President, seconded by Steven Goldman. There were no other nominations for Vice-President. Vote Yes: Frank Weber, Steven Goldman, Joan George, Zainab Syed, Rocco Celentano, Annette Maxwell and Paul Lawrence.

Nominations for Office of Treasurer

Frank Weber nominated Joan George for Treasurer, seconded by Paul Lawrence. There were no other nominations for Treasurer. Vote Yes: Frank Weber, Steven Goldman, Joan George, Zainab Syed, Rocco Celentano, Annette Maxwell and Paul Lawrence.

Nominations for Office of Secretary

Mr. Weber announced Barbara Cannon is the currently Secretary but is not in attendance. Mr. Parton indicated the Board can vote for Office of Secretary next month.

Library Attorney Christopher Parton performed the swearing in of the elected officers.

Board Member Training

Mr. Weber announced the Board needs to schedule their Trustee Education as a Board. Mr. Weber indicated he would like to schedule training on a Saturday. Mr. Parton went over the role of a trustee and the training process.

Agenda

Mr. Weber announced starting in February the Agenda will have a new format. Mr. Weber indicated certain items such as Library repairs should be handled in-house by the Director. If it reached a magnitude level the Director should then inform the Board. Mr. Weber indicated this goes for other items such as roof leaks. Mr. Goldman indicated he would like to be kept up to date on the roof leaks. Mr. Borsilli requested the Board still receive the mid-month report.

Old Business

Laurence Harbor

Ms. Anderson announced a sump pump has not been installed at the Laurence Harbor Branch as it has remained dry. Ms. Anderson explained the area was cleaned out and has been dry to date. Mr. Goldman felt a sump pump should still be installed and requested that the Director follow up on this.

HVAC

Ms. Anderson announced she has received an update from Nicole Shapiro regarding the HVAC Units. Ms. Shapiro stated the Library may have to close during the installation of the Units. Ms. Anderson explained the work may be done on Monday, Tuesday and Wednesday for a two-week period. Ms. Anderson was told installation would take six days and Township doesn't want staff near or in the building when the crane as well as other equipment is brought in. Ms. Anderson indicated the bid is scheduled to be awarded in February. Mr. Goldman asked if they've given a timeframe. Ms. Anderson indicated if the bid is awarded in February, work would then proceed in March or April.

Mr. Goldman indicated it may be a good time to do some in-service training off-site. Mr. Weber suggested making Laurence Harbor more available during that time. Mr. Weber suggested having computer techs at Laurence Harbor for e-resources.

New Business

Book Drop

Mr. Weber announced a book drop was approved to be installed at Miller Elementary School.

Motion: made by Steven Goldman, seconded by Rocco Celentano to approved the Book Drop Proposal through American Book Returns not to exceed \$5,697.80 which is to include signage, concrete pad and delivery off truck. All in favor

Library Door Locks

Motion: made by Steven Goldman, seconded by Paul Lawrence to approve the quote from Apple Locksmith to change six door locks at the Central Library in the amount of \$379.94. All in favor

Patrician Anderson – Interim Director

Ms. Anderson gave a brief background on herself. Ms. Anderson discussed her experience at the different Libraries that she worked at as a Director and Assistant Director. Ms. Anderson recently retired in March 2018 after 28 years in Libraries. Ms. Anderson indicated she was very happy to have the opportunity arise where she can bring some of her talents to Old Bridge. Ms. Anderson stated Old Bridge has done some great things and is very impressed with the Passport Services as well as the Idea Farm.

Directors Report

Supervisor Staff Meeting

Ms. Anderson announced a Supervisor's Staff Meeting was held earlier in the day. Ms. Anderson indicated they went over some items that need improvement. Ms. Anderson indicated too many schedule changes are occurring and it is being addressed. Dr. George stated it is positive to have had a meeting.

Motion: made by Rocco Celentano, seconded by Frank Weber to accept the January 2019 Director's Report. All in favor

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel/Negotiations

No report.

Policy

Dr. George announced the committee needs to review the policies as there may be a need for some revisions.

Technology

No report.

Personnel

Dr. George announced before granting a leave she would like a note from a physician. Mr. Borsilli asked if there would be staff coverage concerns. Mr. Weber stated the Supervisor indicated there are no staff coverage concerns.

Motion: made by Steven Goldman, seconded by Frank Weber to approve the Employee Request for a Medical of Absence from March 12, 2019 through April 28, 2019 subject to a letter from a medical provider stating the need for the surgery. **Vote Yes:** Rocco Celentano, Frank Weber, Steven Goldman, Zainab Syed, Annette Maxwell and Paul Lawrence. **Vote No:** Joan George

Motion: made by Joan George, seconded by Rocco Celentano to accept the resignation of Library Page Nisha Patel effective December 23, 2018. All in favor

Minutes

Motion: made by Rocco Celentano, seconded by Zainab Syed to approve the December 4, 2018 regular board minutes. **Vote Yes:** Frank Weber, Steven Goldman, Joan George, Zainab Syed, Rocco Celentano and Annette Maxwell. Paul Lawrence abstained.

Motion: made by Steven Goldman, seconded by Joan George to approve the December 4, 2018 executive session board minutes. **Vote Yes:** Frank Weber, Steven Goldman, Joan George, Zainab Syed, Rocco Celentano and Annette Maxwell. Paul Lawrence abstained.

Finance

Action on bills

Dr. George announced she reviewed the bill listing and noted everything is in order.

Motion: made by Steven Goldman, seconded by Joan George to approve the January 9, 2019 bill listing in the amount of \$178,524.17. All in favor

Transfer of Funds

Mr. Weber indicated the transfer is to identify a cost to fund the Interim Director's expenses. Mr. Weber pointed out any funds left unused are to be transferred back to the payroll account.

Motion: made by Steven Goldman, seconded by Joan George to approve the transfer of \$30,000.00 from the current Payroll line item to Professional Services to cover cost for Pro Libra for the expense of the Interim Director. If there is a balance left over the funds will be returned to the Payroll line item. All in favor

Public Comments

Diane Reinheimer, resident of Old Bridge asked the Board how they felt about the Friends of the Library and if there were any concerns as she understands there has not been as much revenue and noted there is good reason for that. Mr. Weber indicated he spoke the Vicky of the Friends and a meeting will be held with the Friends and a Committee from the Board of Trustees. Mr. Weber indicated the Board appreciates the work the Friends have done. Mr. Goldman indicated he's a big supporter and feels the Friends of the Library are very important. Mr. Weber asked board members if they would like to serve on the Friends committee to please contact him.

Negotiations

Dr. George announced there was a change of Union Representation for negotiations. Dr. George indicated Debbie Parks will be representing the Union who has been the representative in the past and is good to work with.

Director Search

Mr. Weber announced he wants to put a cap on the Director search. Mr. Goldman suggested a guideline of \$20,000.00. There was a brief discussion on what qualifications the Board is looking for in a new Director.

Adjournment

Motion: made by Joan George, seconded by Rocco Celentano to adjourn the meeting at 8:05 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Vice President

Library Board of Trustees

Date Approved: February 13, 2019

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Patricia Anderson and Annette Maxwell