Old Bridge Public Library
Board of Trustees Meeting

September 12, 2019

7:00 P.M.

I. Call to Order and Sunshine Law Statement: “The meeting has been advertised and will be conducted in accordance with the Sunshine Law.”

II. Roll Call

III. Salute to Flag

IV. Auditor Robert Butvilla

V. Minutes
   a. Approval of Regular Board Minutes of August 14, 2019. **Motion Required**
   b. Approval of Executive Session Minutes of August 14, 2019. **Motion Required**
   c. Approval of Special Board Meeting Minutes of July 20, 2019. **Motion Required**
   d. Approval of Special Board Meeting Executive Minutes of July 20, 2019. **Motion Required**

VI. Old Business
   a. QuickBooks
   b. Digitation for Historical Society Newspaper
   c. Reorganization
   d. Continued Staff Lateness
   e. Contract with Zenith
   f. Safety Measures
   g. Staff/Trustee Training
   h. Procedures for Handling Difficult Situation
   i. Improve Communication
   j. Proposed 2019 Changes of The Libraries of Middlesex, Inc. 2001 Bylaws. **Motion Required**
   k. Libraries of Middlesex Conflict of Interest Policy. **Motion Required**

VII. New Business
   a. Two quotes for the removable and replacement of a 6 gallon Hot Water Heater. (quotes included)
- Wm Archer & Sons, Inc. - $3,875.00
- Aero Plumbing - $1,818.00

**Motion Required**
b. Two quotes for the installation of Emergency Lights in all bathrooms. (quotes included)
   - Sal Electric - $7,963.00
   - Knorr Electric - $2,035.00

**Motion Required**

VIII. Director’s Report

IX. Committee Reports
   a. Building & Grounds
   b. Finance
   c. Outreach/Marketing
   d. Personnel/Negotiations
   e. Policy
   f. Technology

X. Personnel
   a. Resignation of Part-time Adult Services Librarian Virginia Keating effective September 15, 2019. **Motion Required**
   b. New Appointment of Substitute Librarian Virginia Keating effective September 16, 2019 at an hourly rate of $31.18. **Motion Required**
   c. New Appointment of Part-time Passport Clerk Virginia LoMonaco at an hourly rate of $17.00 effective pending background check. **Motion Required** (Old Bridge resident)
   d. New Appointment of Part-time Passport Clerk Izbell Defede at an hourly rate of $17.00 effective pending background check. **Motion Required** (Old Bridge Resident)

XI. Finance
   a. Action on September 12, 2019 bill listing in the amount of $356,411.33. **Motion Required**

XII. Public Comments

XIII. Adjournment – Next Meeting: October 10, 2019