MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
January 11, 2017
OLD BRIDGE, NEW JERSEY

Present:  Frank Weber  President
Barbara Cannon  Vice President
Joan George  Treasurer
Annette Maxwell  Secretary
Steven Goldman  Trustee
Carrie Shreder  Trustee
Michael Nielsen  Trustee
Rocco Celentano  Supt. of Schools’ Alternate
Owen Henry  Mayor
Kevin Borsilli  Mayor’s Alternate
Nancy Cohen  Director
Maria Nowak  Executive Assistant

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.

Mr. Weber turned the meeting over to the Executive Assistant, Maria Nowak to conduct the election of officers for 2017. After the nominations for President, Maria Nowak turned the meeting back over to Mr. Weber.

Nominations for Office of President

Steven Goldman nominated Frank Weber for President, seconded by Rocco Celentano. There were no other nominations for President. Vote: All in favor

Nominations for Office of Vice-President

Joan George nominated Barbara Cannon for Vice-President, seconded by Steven Goldman. There were no other nominations for Vice-President. Vote: All in favor

Nominations for Office of Treasurer

Barbara Cannon nominated Joan George for Treasurer, seconded by Frank Weber. There were no other nominations for Treasurer. Vote: All in favor

Nominations for Office of Secretary

Barbara Cannon nominated Annette Maxwell for Secretary, seconded by Frank Weber. There were no other nominations for Secretary. Vote: All in favor
Mr. Weber thanked everyone for a very productive and unified 2016. Mr. Weber indicated he is looking forward to a strong 2017. Mr. Weber turned the meeting over to Mayor Henry.

Mayor Henry thanked everyone for a very productive 2016. Mayor Henry indicated it has been proven that when the Township and the Library work together a lot gets accomplished. Mayor Henry indicated the accomplishments in 2016 were substantial. Mayor Henry announced he is very proud of what the Library has accomplished and asked the Director and the Board to come before the Town Council with a presentation. Mayor Henry indicated he would like the Council to see how the Library is changing with the times and what a great value the Library is to residents. Mayor Henry indicated it’s important for the residents to know they can take advantage of the services the Library provides. Mayor Henry indicated it is important the Township continue to invest in the Library Building. Mayor Henry indicated he would like the Township and Library to continue to set goals for 2017. Mayor Henry indicated he would like the Library to continue expanding services and continue to reach out to areas of the Township.

Mr. Goldman indicated the only common complaint from the public is the temperature in the Library. Mayor Henry indicated one of the goals for 2017 is having new HVAC units installed.

Mr. Weber announced the Library has had success with Tutor.com. Mr. Weber pointed out the Library is on its third year with Tutor.com. Mrs. Cohen indicated Lynda.com is also a great program. Mayor Henry indicated it would be great to let the Council know about all of the programs the Library has to offer.

The Board thanked the Mayor for his comments and for attending the meeting.

**Personnel**

**Motion:** made by Rocco Celentano, seconded by Michael Nielsen to accept the resignation of Part-time Acquisitions Library Assistant Patricia Borgstede, effective January 12, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Michael Nielsen to accept the resignation of Part-time Circulation Library Assistant Diane Gunia, effective January 11, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Michael Nielsen to approve the appointment of Part-time Acquisitions Library Assistant Diane Gunia, effective January 12, 2017 at an hourly rate of $16.30. All in favor

**Minutes**

**Motion:** made by Joan George, seconded by Michael Nielsen to approve the December 14, 2016 regular board minutes. **Vote Yes:** Frank Weber, Barbara Cannon, Joan George, Annette Maxwell and Rocco Celentano. Steven Goldman and Kevin Borsilli abstained.
**Motion:** made by Joan George, seconded by Michael Nielsen to approve the December 14, 2016 executive session board minutes. **Vote Yes:** Frank Weber, Barbara Cannon, Joan George, Annette Maxwell and Rocco Celentano. Steven Goldman and Kevin Borsilli abstained.

**Finance**

**Action on Bills**

Dr. George announced she reviewed the bills and indicated she had two questions that were answered. Dr. George announced one bill in question was from the Attorney and asked Mrs. Cohen to explain.

Mrs. Cohen indicated when the Idea Farm was established a Policy was put in place for use of the equipment. Mrs. Cohen indicated part of setting the Idea Farm up was putting in place certain parameters for the use of the equipment for safety reasons. Mrs. Cohen indicated patrons need to sign off on a Liability Waiver then take a mandatory Safety Test after a Safety Class. Mrs. Cohen indicated there was an issue with a patron with a disability who has not been able to pass the Safety Test. Mrs. Cohen indicated she reached out to the Attorney to find out what obligations the Library has to help a person pass a test to use the equipment. There was a lengthy discussion.

**Motion:** made by Joan George, seconded by Michael Nielsen, to approve the bill listing in the amount of $207,130.38. All in favor

**Director’s Report**

**Minimum Wage Increase 2017**

Mrs. Cohen announced as of January 1, 2017 the new minimum wage for the State of New Jersey is $8.44 an hour.

**Motion:** made by Frank Weber, seconded by Michael Nielsen to adjust the minimum wage hourly rate to $8.44 as required by law. All in favor

**Basic Computer Classes**

Mrs. Cohen announced starting in February the Library will offer the Basic Computer Classes every other month as suggested by Dr. George. Mrs. Cohen indicated this is an attempt to consolidate the attendance.

**Vendors**

Mrs. Cohen announced she has spoken to a few vendors that would like to install a healthy snack machine in the Children’s Department. Mrs. Cohen indicated there is a broken water fountain that does not need to be replaced. Mrs. Cohen explained the a vending machine can be put in place.
Circulation

Mr. Goldman indicated he was very pleased with the Circulation statistics. Mr. Weber indicated since 2013 the Library is up 50% in foot traffic. Mr. Weber indicated Library Program attendance is up 40%. Mr. Weber explained this is in spite of the drop in physical media which dropped 50%. Mr. Weber indicated the good news is the physical media in 2016 was up 10,000 higher than the previous year. Mr. Weber indicated the Laurence Harbor Statistics are not consistent. Mrs. Cohen indicated she would like to have a quality traffic counter installed in the Laurence Harbor Branch along with surveillance cameras.

Passport Expedite Fee

Mrs. Cohen suggested the Library raise the Passport Expedite Fee to $20.00. Mrs. Cohen indicated the State Department does not allow Passport Services to charge more than $20.66 for the fee.

Motion: made by Steven Goldman, seconded by Frank Weber to increase the Passport Expedite Fee to $20.00 effective March 1, 2017. All in favor

Committee Reports

Finance

No report.

Personnel and Negotiations

No report.

Policy

Mr. Goldman indicated the Library Mobile Hot Spot Loan Policy is scheduled to be voted on under New Business.

Building and Grounds

Mr. Goldman announced there was an issue that came up with the amount and type of ice melt the Township used during the last snow fall. Mr. Goldman indicated the Parks and Recreation Department is responsible for cleaning the grounds. Mr. Goldman indicated there were complaints that people were tripping and slipping on the ice melt. Mr. Goldman indicated the Director sent an inquiry to the person in charge at Parks and Recreation as she has an obligation to ensure the Library grounds are kept safe.
Outreach/Marketing

Dr. George asked how the Little Free Libraries are doing in the snow. Mrs. Cohen indicated snow is currently on the roof of the Little Free Libraries and noted they do not leak. Mrs. Cohen announced the Library is partnering with the OBEA to build several more Little Free Libraries. Mrs. Cohen indicated Boy Scout Troop #219 has agreed to build two more. Mrs. Cohen indicated she has received several requests to have one put in Laurence Harbor. Dr. George indicated recognition should be placed on the structures if someone or an organization sponsored one.

New Business

Proposal for Painting Interior and Exterior of Library Building

Mr. Goldman indicated the Library received several quotes and noted Gordian was the lowest. Mr. Goldman indicated the building has never been painted and noted there is a lot labor involved. Mr. Weber pointed out the Library is 37,000 square feet. Mr. Goldman asked how long the project will take. Mrs. Cohen indicated she was told the project will take approximately six weeks to complete. Dr. George asked who will be responsible for the moving the books and shelves. Mrs. Cohen indicated she will have to rely on staff and DPW as needed.

Motion: made by Steven Goldman, seconded by Carrie Shreder to accept the Proposal from Gordian in the amount of $93,430.47 for Painting Interior and Exterior of the Library Building. All in favor

Library Mobile Hot Spot Loan Policy

Mr. Weber indicated this is a program where the Library will be lending out Hot Spots to patrons. Mrs. Cohen indicated people can borrow them when they go on a trip if they want Wi-Fi in the car or train. Mrs. Cohen indicated there are many different reasons for someone to take advantage of the program. Mrs. Cohen indicated the loan will be for three weeks. Mrs. Cohen indicated she may need to look into the loan period after the program is up and running. Mr. Weber asked if there was a cap on the amount of data the person can use during the period of time they have it. Mrs. Cohen indicated there is no cap as they are unlimited data plans. Mr. Borsilli indicated this would be a popular program in the summer when families go on vacation. Dr. George asked if they devices will be inspected when returned. Mrs. Cohen indicated they would be inspected. Mrs. Cohen noted if the device is not returned by the due date, it will be deactivated. There was a lengthy discussion on the Mobile Hot Spot program.

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the Library Mobile Hot Spot Loan Policy. All in favor
Professional Services

Auditor

Mrs. Cohen announced the current firm used has been excellent in terms of working with the Library. Mrs. Cohen indicated they are extremely accommodating. Mrs. Cohen indicated the Auditor usually completes the annual audit within four days. Mrs. Cohen indicated Mrs. Nowak provides the Auditor with any financial documents that are needed.

Motion: made by Barbara Cannon, seconded by Michael Nielsen to retain the current Auditing Firm for the current rate. All in favor

Attorney

Mrs. Cohen announced the Library has been using two attorneys. Mrs. Cohen indicated she is very comfortable with Christopher Parton’s abilities to get the job done. Mrs. Cohen indicated he responds quickly and is very professional. Mrs. Cohen indicated Mr. Parton has done an outstanding job on Library issues. Mrs. Shreder asked Mrs. Cohen if she went out for an RFP. Mrs. Cohen indicated she did not as the Library is not required to go out for an RFP for Professional Services. There was a lengthy discussion on the RFP process. Mr. Celentano asked Mrs. Cohen if she is comfortable with the Library’s attorney Christopher Parton. Mrs. Cohen confirmed she is very happy with Christopher Parton and has a lot of trust in him. Mrs. Cohen indicated she is recommending the Board approve retaining his services.

The President asked the Secretary to conduct a roll call on retaining Legal Services from Christopher Parton without an RFP as the Library is not required to do so.

Roll Call Vote:

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Yes Vote: 6  No Vote: 1  Abstained: 2

Motion: made by Frank Weber, seconded by Joan George to approve Legal Services from Christopher Parton for the 2017 Calendar Year at the current rate with a cap of $16,000.00.

Vote Yes: Michael Nielsen, Barbara Cannon, Rocco Celentano, Joan George, Frank Weber and Keven Borsilli. Vote No: Carrie Shreder  Abstained: Steven Goldman and Annette Maxwell
Executive Session

Motion: made by Joan George, seconded by Rocco Celentano, to go into executive session at 8:10 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of executive session at 8:20 p.m. The following action was taken.

Motion: made by Joan George, seconded by Michael Nielsen to approve the employment contract of Library Director, Nancy Cohen at an annual salary of $110,500.00. All in favor

Committees

Mr. Weber announced the Board currently has a committee structure in place from 2016. Mr. Weber indicated if any members of the Board choose to retain where they are to please let him know. Mr. Goldman indicated he would like to continue as Chair for the Buildings and Grounds Committee, but indicated he would like someone else to take over as Policy Committee Chair. Dr. George indicated she would like to continue as Chair of the Personnel & Negotiations Committee. There was a brief conversation regarding Committees.

Adjournment

Motion: made by Michael Nielsen, seconded by Rocco Celentano, to adjourn the meeting at 8:25 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: February 8, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director Nancy Cohen and Annette Maxwell