MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
February 10, 2016
OLD BRIDGE, NEW JERSEY

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

Absent:  Frank Weber  President

Guests:  Library staff member Marcy Kagan

The Vice-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.

Personnel

Motion:  made by Joan George, seconded by Steven Goldman to accept the retirement of Gail Sankner, Supervisor of Acquisitions effective March 31, 2016. All in favor

The Board recognized Mrs. Sankner’s 27 years of service to the Old Bridge Public Library.

Minutes

Motion:  made by Barbara Cannon, seconded by Rocco Celentano to approve the regular board minutes from the January 13, 2016 board meeting. Vote Yes:  Joan George, Annette Maxwell, Steven Goldman, Rocco Celentano, Michael Nielsen, Barbara Cannon and Kevin Borsilli. Carrie Shreder abstained

Motion:  made by Steven Goldman, seconded by Michael Nielsen to approve the executive session board minutes from the January 13, 2016 board meeting. Vote Yes:  Joan George, Annette Maxwell, Steven Goldman, Rocco Celentano, Michael Nielsen, Barbara Cannon and Kevin Borsilli. Carrie Shreder abstained
Finance

Action on Bills

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

**Motion:** made by Joan George, seconded by Annette Maxwell, to approve the bill listing in the amount of $207,022.36. All in favor

**Motion:** made by Barbara Cannon, seconded by Rocco Celentano to approve the Transfer of Funds from the Medical Insurance Budget Line Item to the Flexible Spending Account in the amount of $1,041.19 to cover the $129.99 monthly FSA fee from January 2016 through June 2016 including the $261.25 Annual Renewal Fee. All in favor

Old Business

Roof Update

Mrs. Cohen announced a minor leak was discovered last week from a spot she was told had been already repaired. Mrs. Cohen indicated the leak was taken care of. Mrs. Cohen indicated otherwise the roof has been holding up during the recent storms. Mrs. Cohen indicated the roofer has a few more days’ worth of work.

Update on Generator

Mrs. Cohen announced she will be attending the generator meeting tomorrow. Mrs. Cohen indicated she will send out an e-mail to update the Board. Mrs. Cohen indicated they are behind on the generator as there were miscalculations that needed to be corrected.

Director’s Report

News Releases

Mrs. Cohen announced the Library’s news releases are now being uploaded to the Library’s website.

Ted Talk Videos

Mrs. Cohen announced she has received authorization to air Ted Talk Videos. Mrs. Cohen indicated the videos may be beneficial to Teen or Adult discussion groups. Mrs. Cohen indicated the videos are also good for Makerspace.
**Planetarium**

Mrs. Cohen announced she met with Old Bridge Township Public Schools Science Supervisor, Renee Schneider. Mrs. Cohen indicated they are looking to have the Library make use of the School Districts' Planetariums’ for the start of summer reading. Mrs. Cohen indicated Mrs. Schneider gave her a list of the films that are available.

**Charging Station**

Mrs. Cohen announced a new cell phone charging station has been installed and looks forward to adding more charging stations. Mr. Goldman indicated he was very impressed with the charging station and likes that the Library’s logo is on it.

Mrs. Cannon announced she stopped in the Library last week and indicated she was impressed with the charging station and with how the Director was walking up to patrons asking them if they needed assistance.

**Web Site**

Mr. Goldman indicated he was impressed with the front page of the Library’s website. Mr. Goldman indicated it’s good to keep the public informed of what is taking place at the Library especially with the construction projects the Library is undergoing. Mrs. Cohen indicated OBTV will be informing the public of the carpeting project on their bulletin board.

**Museum Passes**

Dr. George announced she was happy to see the Library is purchasing additional museum passes to Insectropolis in Toms River and the Morris Museum in Morristown.

**Signage**

Mrs. Cohen announced new signage has been added to the bulletin boards. Mrs. Cohen indicated more signage is on order for the information desk and the circulation department.

**Library Carpeting Project**

Mrs. Cohen announced the carpeting is scheduled to be delivered on Friday. Mr. Goldman indicated the carpeting will be stored in the large meeting room and noted the dumpster will be placed near the side door.

Mrs. Cohen indicated scheduled meetings have been shifted to other rooms of the Library. Mrs. Cohen indicated the second Saturday concert will be moved down to the Living Room area of the Library.

Mr. Goldman announced the carpeting project will begin on February 15, 2016. The Library will be closed to the public in observance of Presidents' Day.
Committee Reports

Finance

No report.

Personnel

No report.

Policy

No report.

Building & Grounds

Mr. Goldman indicated the next big project will be the replacement of the HVAC units, which should take place in the spring.

Outreach/Marketing

No Report.

Mrs. Cohen indicated a few passport coupons have been received from the ad placed in the Independent.

Mrs. Cohen announced Managing Librarian, Jonathan Upton held another off-site computer class at Whispering Pines. Mrs. Cohen indicated another class will be held in March at Society Hill.

Mrs. Cannon asked about the surveys. Mrs. Cohen indicated the surveys are being compiled and noted the major items such as programming and what patrons would like to see are being looked into.

New Business

Computer Desk Proposal

Mrs. Cohen announced she received three bids for computer tables. Mrs. Cohen indicated Library Interiors was the lowest of the three for the best quality desk. Mrs. Cohen indicated the desks are made by a company called Worden. Mrs. Cohen indicated each desk has two USB ports and one regular power outlet. Mrs. Cohen indicated the quotes are for wood desks as she feels they are much sturdier then metal or laminate desks.

Motion: made by Steven Goldman, seconded by Michael Nielsen to accept the proposal from Library Interiors Design and Furnishings dated February 2, 2016 to purchase 20 computer tables at a total cost of $27,998.88 which includes delivery and installation. All in favor
Auditor Proposal

Mr. Goldman asked if the Library put out a RFP for an auditor. Mrs. Cohen indicated the Library has been using this Auditor for seven years. Mrs. Cohen indicated there is an increase of $300.00 in the auditing fee. Dr. George asked Mrs. Nowak how she likes working with this Auditor. Mrs. Nowak said she has had no problem and when she contacts him with a question, he replies right away. Mrs. Cohen indicated the fee includes the Auditors presentation to the Board.

Motion: made by Rocco Celentano, seconded by Michael Nielsen to accept the Auditing Proposal submitted by Suplee, Clooney & Company in the amount of $5,300.00. All in favor

Dr. George asked if there is a requirement requesting a RFP regarding Auditor services. Mrs. Shreder indicated it is recommended to be done every year for professional services.

Public Comments

Executive Session

Motion: made by Steven Goldman, seconded by Michael Nielsen to go into Executive Session at 7:40 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of Executive Session at 8:13 p.m. The following action was taken.

Public Session

Motion: made by Carrie Shreder, seconded by Joan George to form an Ad Hoc Committee to go over the possibility of purchasing and investigating Library services to service South Old Bridge and other areas of Old Bridge Township and to present a plan to the Board within sixty days. All in favor

Ad Hoc Committee Volunteers: Steven Goldman, Barbara Cannon, Kevin Borsilli, Frank Weber and Nancy Cohen

Notary Services

The Board agrees to let the Director handle the notary services. Mrs. Cohen indicated she is looking to have the new supervisors trained.

Motion: made by Joan George, seconded by Michael Nielsen to stop renewing notaries for Non-Supervisors with the aim to have only Supervisors as notaries. All in favor
Adjournment

Motion: made by Steven Goldman, seconded by Rocco Celentano to adjourn the meeting at 8:18 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: March 9, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Annette Maxwell