MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
March 8, 2017
OLD BRIDGE, NEW JERSEY

Present:  Frank Weber            President
          Barbara Cannon           Vice President
          Joan George             Treasurer
          Annette Maxwell         Secretary
          Steven Goldman          Trustee
          Kevin Borsilli          Mayor’s Alternate
          Linda Reynolds          Confidential Secretary
          Nancy Cohen             Director

Absent:  Michael Nielsen         Trustee
         Rocco Celentano         Supt. of Schools’ Alternate

The President called the meeting to order at 7:30 p.m. and announced that the meeting
had been advertised and would be conducted in accordance with the Sunshine Law.

Executive Session

Motion: made by Steven Goldman, seconded by Joan George to go into executive session at
7:31 p.m.

The Board came out of executive session at 7:52 p.m. The following action was taken.

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the termination of
Employee #1369 effective February 18, 2017. All in favor

Personnel

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the resignation of
Library Page Jeffrey Sherman, effective February 20, 2017. All in favor

Motion: made by Joan George, seconded by Steven Goldman to accept the appointment of
Unpaid Library Intern Nicole Perez, effective May 1, 2017. All in favor

Motion: made by Joan George, seconded by Steven Goldman to accept the appointment of
Substitute Library Page Claudia Lemanski at an hourly rate of $8.44. All in favor

Minutes

Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the February 8, 2017
regular board minutes. Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Steven
Goldman and Annette Maxwell. Frank Weber abstained.
Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the February 8, 2017 executive session board minutes. Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Steven Goldman and Annette Maxwell. Frank Weber abstained.

Finance

Action on Bills

Dr. George announced she reviewed the bills and indicated she had a couple questions that have been answered. There was a lengthy discussion regarding the Library obtaining a debit card for larger purchases that are unable to be vouchered.

Motion: made by Joan George, seconded by Annette Maxwell, to approve the bill listing in the amount of $307,348.26. All in favor

Mrs. Cohen went over the AWE Proposal. Mrs. Cohen explained the proposal is a replacement for two educational computers that are currently in the Children’s Department. Mrs. Cohen indicated the current computers are five years old. Mrs. Cohen indicated the computers need to be replaced every five years. Mrs. Cohen indicated one of the computers is currently shut down, as it is not working. Mr. Goldman asked about having the computer fixed as it is still under warranty. Mrs. Cohen indicated the warranty expires in under two months. There was a lengthy discussion on the AWE computers.

Motion: made by Steven Goldman, seconded by Joan George to table the Proposal from AWE Learning for the April meeting. All in favor

Old Business

Council Meeting

Mr. Goldman announced he attended the Township’s Council Meeting along with Mr. Weber and the Director on February 27, 2017. Mr. Goldman indicated that the Director’s presentation was well received by the Council. Dr. George announced the meeting can be viewed on YouTube. Mr. Weber indicated the Mayor and the Council were very complimentary of the Director’s presentation.

Director’s Report

State Report

Mrs. Cohen announced that State Report has been filed.

Fire Inspection

Mrs. Cohen announced no violations were found by the Fire Department during the Library’s yearly Fire Inspection.
Landscape

Mrs. Cohen announced she contacted the Parks and Recreation Department regarding the trimming of shrubs and trees around the Library.

Mrs. Cannon asked if shrubs will be planted to camouflage the generator. Mrs. Cohen indicated she will look into it. There was a brief discussion on the planting of shrubs.

Incident

Mrs. Cohen announced there was an injury with a patron at the book drop. There was a brief discussion regarding the incident.

NASA

Mrs. Cohen announced that NASA will be sending 1,000 glasses to view the August Solar Eclipse. Mrs. Cohen indicated a Library event would be planned for the Eclipse.

3D Printing

Mrs. Cohen announced Youth Services Librarian Lauren Parnagian will be combining licenses for Minecraft with 3D Printing.

Workshops

Dr. George indicated it was previously discussed that computer classes should have a minimum of six participants or the class is to be cancelled. Mrs. Cohen explained reminder phone calls are placed the evening before the day of the class. Mrs. Cohen indicated the registrants are not showing up for the classes. There was a discussion on class attendance and possible fines for not showing up without cancelling registration.

Tech Appointments

Dr. George asked about the Tech Appointment attendance. Mrs. Cohen indicated the Tech Appointments are one-hour appointments that the Library offers to patrons.

Mobile Hot Spots

Dr. George asked for an update on the Mobile Hotspots the Library is lending out. Mrs. Cohen indicated she is waiting for feedback on how the Hotspots are received. Mrs. Cohen indicated she would then make a determination as to whether or not she will purchase more in June. Mr. Borsilli indicated most major cell phone carriers are now offering unlimited data plans. There was a lengthy discussion on the Mobile Hot Spots.
Library Van

Ms. Maxwell asked if the Van is well received by the community. Mrs. Cohen indicated 161 stops have been made. Mrs. Cohen indicated more than 161 bins have been stocked with 40 books each. Mrs. Cohen indicated the circulation has been very good. Mrs. Cohen indicated she is investigating making stops at parks and summer camps and the Voorhees School in South Old Bridge. Mrs. Cohen indicated pop-up programming is being looked into.

Thank You Letter

Mr. Weber indicated he sent Mrs. Shreder an e-mail and thanked her for her service. Mr. Weber indicated he will draft a letter from the Board.

Mr. Weber indicated a new appointment will be made by the Mayor at the March 13, 2017 Council Meeting.

Committee Reports

Finance

No report.

Personnel and Negotiations

No report.

Policy

No report.

Building and Grounds

No report.

Outreach/Marketing

No report.
Adjournment

Motion: made by Steven Goldman, seconded by Joan George, to adjourn the meeting at 8:50 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: April 12, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director, Nancy Cohen and Annette Maxwell