MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
March 9, 2016
OLD BRIDGE, NEW JERSEY

Present: Joan George Treasurer
          Annette Maxwell Secretary
          Steven Goldman Trustee
          Rocco Celentano Supt. of Schools’ Alternate
          Michael Nielsen Trustee
          Nancy Cohen Director

Absent:  Frank Weber President
         Carrie Shreder Vice-President
         Kevin Borsilli Mayor’s Alternate
         Barbara Cannon Trustee

Guests:  

The Treasurer 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.

Minutes

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the regular board minutes from the February 10, 2016 board meeting. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the executive session board minutes from the February 10, 2016 board meeting. All in favor

Finance

Action on Bills

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

Motion: made by Joan George, seconded by Rocco Celentano, to approve the bill listing in the amount of $306,536.81. All in favor

Old Business

Roof Update

Mrs. Cohen indicated she will be speaking to the roofer to find out when the roof will be completed.
**Update on Generator**

Mrs. Cohen indicated the generator project is at a standstill. Mrs. Cohen indicated it was decided to move the generator to another location and explained the plans need to be redone for the new location.

**Notary Update**

Dr. George suggested passing a motion that only professional full-time workers are to be notaries for the Library. Mrs. Cohen indicated if all full-time personnel are notaries that would include all supervisors. Mrs. Cohen indicated there is always a supervisor on duty. Dr. George indicated with the recent incidents that took place, she and the Director feel there should be some re-training. Mrs. Cohen indicated she put a call out to the consortium and found out that other Libraries have no one to train their notaries. Mrs. Maxwell indicated she can find who the bank uses to train notaries.

Motion: made by Steven Goldman, seconded by Michael Nielsen to designate professional full-time employees which includes supervisors as notaries; any part-time staff that are currently notaries will continue to perform notary service until their licenses expire. All in favor

**Director’s Report**

**Carpeting Project**

Mr. Goldman announced he has been stopping by the Library periodically to see how the carpeting project is moving along. Mr. Goldman indicated that the Library Staff has been wonderful and cooperative with helping out with the project. Mr. Goldman indicated the contractor has been very organized. Mr. Goldman indicated about 90 percent of the carpeting is complete. Dr. George indicated she was very impressed with the number of programs that have been done in spite of the carpeting project.

**Off-Site Computer Class**

Dr. George indicated there were only two people that attended the off-site class at Whispering Pines. Dr. George indicated if the Library wants to expand the idea of off-site classes there has to be some ground rules. Mrs. Cohen indicated later this month another off-site class will be held at Society Hill.

**Bookmobile**

Dr. George indicated she would like to pursue the idea of purchasing a Bookmobile. Dr. George indicated something needs to be done. After a discussion on acquiring a bookmobile Dr. George asked that the Bookmobile issue be placed on the April agenda.
Public Comments

Mr. Orlando Dillon announced he is a Township resident in the Lakeridge West section. Mr. Dillon commented that he and his family appreciated the Library staying open during the carpeting project. Mr. Dillon indicated that in his opinion the project was executed very well and was happy his children were able to continue to use the Library. The Board thanked Mr. Dillon for his comments.

State Aid

Mrs. Cohen announced the State Aid annual survey was completed.

Grant Proposal

Mrs. Cohen indicated a grant proposal was submitted to the Division of the American Library Association. Mrs. Cohen indicated the Dia Grant was asked for in order to purchase materials for a program for the children of ESL students that are attending ESL classes. Mrs. Cohen indicated some people cannot attend ESL classes because of child care responsibilities. Mrs. Cohen indicated they plan to buy several tablets that have interactive learning applications on them. Mrs. Cohen indicated they did win the Dia Grant and will have $2,000.00 to spend. Dr. George suggested publicizing the program.

Books by Mail

Mrs. Cohen indicated the Books by Mail program is moving along. Mrs. Cohen indicated senior facilities Reformed Church and Golden Living are on board. Mrs. Cohen indicated there are three people at Reformed Church that are interested in Books by Mail.

U.S. Citizenship Workshops

Mrs. Cohen indicated May 5, 2016 will be the start of U.S. Citizenship Workshops held by a member of the immigration service who will be conducting a short series of workshops. Mrs. Cohen announced a ten week series of workshops will start after September. The classes in the fall are actually through Literacy of New Jersey which is an organization the Library gives money to. Dr. George suggested advertising the program.

Science Programs

Mrs. Cohen indicated there will be two Science Programs in April and May. Mrs. Cohen indicated a high school student arranged to have scientists come to the Library and give presentations. Mrs. Cohen indicated the first program in April will be on Forensic Science. Mrs. Cohen indicated the May program will be on Aquatic Science. Mrs. Cohen indicated the target audience is teens.

Staff Thank You Luncheon

Mrs. Cohen indicated she would like to give a Thank You Luncheon to the staff for going above and beyond during the carpeting project. The Board agreed it was a nice idea.
Motion: made by Steven Goldman, seconded by Michael Nielsen to authorize the Director to have a staff luncheon thanking the staff for going above and beyond during the carpeting process for an amount not to exceed $500.00. All in favor

Committee Reports

Finance

No report.

Personnel

No report.

Policy

No report.

Building & Grounds

No report

Outreach/Marketing

No report

New Business

Furniture (Chairs) Proposals

Motion: made by Joan George, seconded by Rocco Celentano to table the Furniture (Chairs) Proposal until the April meeting. All in favor

Passports

Mr. Goldman indicated he received another wonderful compliment regarding the passport service.

Public Comments

Executive Session

Motion: made by Steven Goldman, seconded by Michael Nielsen to go into Executive Session at 7:45 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of Executive Session at 8:20 p.m.
Fire Inspection

Mrs. Cohen indicated the fire inspector passed the Library on the fire inspection with the exception of some missing ceiling tiles. Mrs. Cohen indicated the Fire Department is giving the Library time to replace some missing ceiling tiles from roof leaks.

Cablevision

The Board advised the Director to reach out to Cablevision to find out why the Library is being billed for services. Mrs. Goldman indicated there is an agreement that the Township receives free services from Cablevision and would like to find out if the agreement should include the Library.

Adjournment

Motion: made by Steven Goldman, seconded by Michael Nielsen to adjourn the meeting at 8:24 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: April 13, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Annette Maxwell