MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
April 12, 2017
OLD BRIDGE, NEW JERSEY

Present:  Frank Weber  President
  Barbara Cannon  Vice President
  Joan George  Treasurer
  Annette Maxwell  Secretary
  Steven Goldman  Trustee
  Kevin Borsilli  Trustee
  Maria Nowak  Executive Assistant
  Nancy Cohen  Director

Absent:  Michael Nielsen  Trustee
  Rocco Celentano  Supt. of Schools’ Alternate
  Shamima Abid  Mayor’s 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.

Revised Meeting Agendas

Mr. Weber requested revisions be highlighted on future revised meeting agendas.

Personnel

Motion:  made by Steven Goldman, seconded by Barbara Cannon to approve the resignation of Part-time Reference Librarian Jennifer Fitzgerald, effective April 8, 2017. All in favor

Motion:  made by Steven Goldman, seconded by Barbara Cannon to accept the appointment of Substitute Reference Librarian Jennifer Fitzgerald at an hourly rate of $28.31, effective April 9, 2017. All in favor

Motion:  made by Steven Goldman, seconded by Barbara Cannon to accept the appointment of Library Page Karen Ibrahim at an hourly rate of $8.44 effective April 13, 2017. All in favor

Motion:  made by Steven Goldman, seconded by Barbara Cannon to accept the appointment of Substitute Page Claudia Lemanski at an hourly rate of $8.44 pending working papers. All in favor

Minutes

Motion:  made by Frank Weber, seconded by Joan George to approve the March 8, 2017 regular board minutes. All in favor
**Motion:** made by Frank Weber, seconded by Joan George to approve the March 8, 2017 executive session board minutes. 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 Frank Weber, to approve the bill listing in the amount of $265,213.82. All in favor

**Old Business**

**Debit Card**

Mrs. Cohen announced the Auditor does not recommend the Library obtain a debit card. Mrs. Cohen indicated she reached out other local libraries and indicated Matawan Aberdeen PL and East Brunswick PL stated they use a debit card for purchases. Dr. George indicated she will review the Trustee handbook and get back to the Board.

**Hot Spots**

Mrs. Cohen announced an average of four of the five Hot Spots are lent out at any given time. Mrs. Cohen indicated the Hot Spots are three-week loans and noted they have been active for about two months. Dr. George asked Mrs. Cohen if she intends to expand the program. Mrs. Cohen indicated she will wait until the end of June to make a determination. Mrs. Cohen indicated she will then have five months of statistics. There was a brief discussion on the Hot Spots.

**AWE**

Mrs. Cohen indicated she looked into the Consortium use of AWE computers. Mrs. Cohen indicated there is not a library in the Consortium that has any competing product to AWE. Mrs. Cohen indicated that every Library in the Consortium has at least one AWE computer. Mrs. Cohen indicated she found one library in Fremont, Illinois that has their own version of an early literacy station. Mrs. Cohen noted that this particular Library also has one AWE computer. Mrs. Cohen indicated Fremont Public Library purchased a few iPads and downloaded learning applications. Mrs. Cohen indicated she is waiting to hear from Fremont as to what vendors they use to secure the iPads to the tables. Mrs. Cohen indicated Fremont provided her with a list of Apps that they downloaded as she is exploring this option. Mrs. Cohen indicated she may look into purchasing one or two iPads and put them next to the AWE computers. Mr. Weber suggested Mrs. Cohen contact the Board of Education regarding borrowing iPads. There was lengthy discussion on the AWE computers and iPads.
Library Van

Dr. George indicated she noticed Van services may possibly be set up with Voorhees School. Mrs. Cohen explained the school only has a Librarian there one day a week. Mrs. Cohen indicated the school libraries no longer have a book budget. However, Mrs. Cohen stated that the Library cannot provide library services to Old Bridge public schools that OBPS was not providing. However, Mrs. Cohen indicated the Parks and Recreation Department handles the Before and After Care Program. Mrs. Cohen indicated it came to her attention that the Before and After Care Program does not provide books for the children to read. Mrs. Cohen indicated the Library may be able to transport bins of donated books starting in September. The Board agreed that would be a very good program to run.

Dr. George indicated she is not in favor of servicing for-profit nursery schools. Dr. George indicated some of these nursery schools are magnificent and make a lot of money. Mr. Borsilli agreed it makes more sense servicing Parks and Recreation. Mrs. Cohen indicated she is looking into having the Van take a Librarian over once or twice during the summer to Camp Robin and some of the other summer camps to do some pop-up programing.

Mr. Goldman asked if there are two people in the Van. Mrs. Cohen indicated there are two people in the Van periodically for training purposes. Mrs. Cohen indicated she has two back up drivers for the Van.

Dr. George indicated she noticed in the Acquisitions Report that the Supervisor is redoing her office and making a shelf for Outreach Books. Dr. George asked Mrs. Cohen to explain what the Supervisor is doing. Mrs. Cohen explained the process of Outreach Books. Mrs. Cohen indicated the books are rotated in and out of the bins. Mrs. Cohen indicated the books have to reside somewhere and the Supervisor is creating a storage area.

Director’s Report

Roof

Mrs. Cohen indicated she exchanges emails daily with Kasey Lenning who is wonderful with replying but can only do so much. Mrs. Cohen indicated the Roofer is completely paid off and no one has been able to get the Roofer to come to the Library to address current leaks. Mr. Goldman indicated the Roof is on warranty and suggested calling Chris Parton. There was lengthy discussion regarding the roof.

New Business

Proposal for Public Address System

Mr. Goldman indicated the System is long overdue and is needed to communicate with the Public.
Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the Proposal from Office Business Systems in the amount of $16,787.00. All in favor

Proposal for Audio Visual System

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the Proposal from Signature Audio Video Systems in the amount of $15,732.00. All in favor

Statistics

Mr. Weber announced Program statistics numbers were softer this past month and pointed out there was a snow day and a Holiday. Mrs. Cohen indicated the physical circulation number was excellent.

Mr. Goldman asked if the foot traffic at Laurence Harbor is manually counted. Mrs. Cohen stated it was, but indicated a people counter was recently installed.

There was brief discussion on program and circulation statistics.

Passports

Mr. Weber went over the financial report for Passports and indicated he would like more of a breakdown on how much of a profit the Library is making. Mr. Goldman asked for quarterly reports on the actual profit of Passports. There was a lengthy discussion regarding Passport Services.

Laurence Harbor Building

Mrs. Cohen announced the Laurence Harbor Building Exterior is in bad shape. Mrs. Cohen indicated the exterior needs to be painted and repairs need to be done. Mr. Weber suggested contacting Township.

Committee Reports

Finance

No report.

Personnel and Negotiations

Dr. George indicated a Personnel Meeting needs to be held as negotiations need to start with Supervisors.

Policy

No report.
Building and Grounds

No report.

Outreach/Marketing

Mrs. Cannon asked Mrs. Cohen if additional Little Free Libraries are being constructed. Mrs. Cohen indicated she waiting to receive one which will be installed near the Laurence Harbor Branch.

Operational Audit

Mr. Weber suggested the Library Board consider conducting an Operational Audit to see if the Library is efficient as it could be. Dr. George asked what is involved and what is looked at. Mr. Weber explained the audit looks at everything such as purchasing, staffing, use of Library space and much more. Mr. Weber noted it’s a responsible oversight to have. Mr. Weber indicated it’s a prudent thing that should be done periodically. There was a lengthy discussion on an operational audit.

Letter to Carrie Shreder

Mr. Weber went over the letter he drafted to former Board Member Carrie Shreder.

Board Packets

Mr. Borsilli asked the Board if they prefer receiving the Board Packets in the mail or if they would prefer receiving them electronically. The Board indicated they prefer the hard copy in the mail.

Adjournment

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

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: May 10, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director, Nancy Cohen and Annette Maxwell