MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
April 13, 2016
OLD BRIDGE, NEW JERSEY

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

Absent: Annette Maxwell Secretary
Michael Nielsen Trustee

Guests: Cynthia Robbins

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.

Personnel

Motion: made by Steven Goldman, seconded by Carrie Shreder to approve the appointment of Cynthia Robbins, Managing Librarian – Collections, Acquisitions and Management at an annual salary of $60,180.00 effective May 23, 2016 pending background check. All in favor

Motion: made by Joan George, seconded by Rocco Celentano to approve the termination of probationary employee Samuel Latini, Managing Librarian – Adult Services effective March 27, 2016. All in favor

Minutes

Motion: made by Rocco Celentano, seconded by Steven Goldman to approve the regular board minutes from the March 9, 2016 board meeting. Vote Yes: Joan George, Steven Goldman and Rocco Celentano. Frank Weber, Carrie Shreder, Kevin Borsilli and Barbara Cannon abstained

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the executive session board minutes from the March 9, 2016 board meeting. Vote Yes: Joan George, Steven Goldman and Rocco Celentano. Frank Weber, Carrie Shreder, Kevin Borsilli and Barbara Cannon 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 Steven Goldman, to approve the bill listing in the amount of $441,671.06. All in favor

Old Business

Roof Update and Lighting Projects

Mrs. Cohen announced on Thursday, April 21, 2016 the ESIP Project Manager along with the Roofer will inspect the roof and if necessary create a punch list. Mrs. Cohen indicated some areas are not complete. Mrs. Cohen indicated the project will not be closed out until everything is completed.

Windows

Mrs. Cohen indicated she was told by DPW that they are going out for assessments for possible repairs.

Lighting

Mrs. Cohen indicated the lighting design was rejected by Pennoni Engineering for missing calculations by the contractor. Mrs. Cohen indicated the design is being re-drawn and will be resubmitted.

Exterior Building Wash

Mr. Weber indicated the exterior of the Library needs to be professionally cleaned. Mrs. Cohen indicated she received a quote in March for $7,500.00. Mr. Goldman indicated the cleaning needs to be done after the roof is completed. Mrs. Shreder indicated the Director needs to obtain another quote before moving forward.

Update on Generator

Mrs. Cohen announced she spoke to Karen Longo last week. There was a discussion on the generator being moved and the plans being redone. Approval of the generator location change is still pending from government funding sources.
Holiday Schedule

**Motion:** made by Joan George, seconded by Barbara Cannon to approve the following 2016 Holiday Schedule.

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Friday, January 1 – Holiday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Monday, January 18 – Holiday</td>
<td>OPEN</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Monday, February 15 – Holiday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Good Friday</td>
<td>Friday, March 25 – Holiday</td>
<td>OPEN</td>
</tr>
<tr>
<td></td>
<td>(Holiday for Supervisor’s only)</td>
<td></td>
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<tr>
<td></td>
<td>Sunday, March 27 – Easter</td>
<td>Not a Holiday – Closed</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 30 – Holiday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Monday, July 4 – HOLIDAY</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 5 – Holiday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday, November 8 – Holiday</td>
<td>OPEN</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>Friday, November 11 – Holiday</td>
<td>OPEN</td>
</tr>
<tr>
<td>Day before Thanksgiving</td>
<td>Wednesday, November 23 – Close at 5:00 pm</td>
<td></td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 24 – Holiday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 25 – Holiday</td>
<td>OPEN</td>
</tr>
<tr>
<td></td>
<td>(Holiday for non-supervisory unit only)</td>
<td></td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Saturday, December 24 – Close at 2:00 p.m.</td>
<td></td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>Sunday, December 25 – Holiday</td>
<td>CLOSED</td>
</tr>
<tr>
<td>All in favor</td>
<td>Sunday, January 1, 2017 – Holiday</td>
<td>CLOSED</td>
</tr>
</tbody>
</table>

Director’s Report

**Workshops**

Dr. George asked if the Internet Basics and E-mail Workshops classes could be combined rather than holding a class for one or two attendees. Mrs. Cohen indicated the problem is that more people register for the classes and don’t always show up. Mrs. Cohen indicated the people that attend these workshops tend to have little experience and need the full hour. Therefore, combining the classes would not work out as there is not an abbreviated version of the classes.
Passports

Mr. Goldman commended the Passport Department. Mr. Goldman indicated he received two more compliments regarding services. Dr. George added the Supervisor has done a wonderful job with the Department.

Foot Traffic

Mr. Weber indicated having the Passport Service also contributes to the increase of foot traffic. Mrs. Cohen indicated the foot traffic was record breaking this month and noted there was a lot of activities and programs going on. Mr. Goldman indicated he attended the last concert and noted it was great and indicated he sat through the entire concert. Mr. Goldman indicated space was running out and people were standing outside listening.

Tutor.com

Mr. Celentano asked about the statistics for Tutor.com. Mrs. Cohen indicated the numbers are much higher this year over last year. Mrs. Cohen indicated she would like to see them even higher. Mr. Celentano indicated he may need to work with the Supervisors for Guidance to push the program. Mr. Borsilli suggested having the PTAs post the program on their Facebook Pages. There was a lengthy discussion on promoting Tutor.com.

Statistics

Mr. Weber announced as expected, the Library continues to see a decline in physical media. Mr. Weber indicated based on the consortium report Old Bridge is declining at a considerably lesser pace than other libraries in the county.

There was a lengthy discussion on Laurence Harbor statistics.

Computer Purchase

Mrs. Cohen indicated two public computers needed to be replaced. Mrs. Cohen indicated two Dell Computers were purchased to replace those computers. Mrs. Cohen indicated the computers that are being replaced will be put into inventory as emergency backups.

Chronic Disease Series

Mrs. Cohen announced the Library will be conducting a six-part Chronic Disease Series starting up in June. Mrs. Cohen indicated the program stemmed from the meeting she attended of the Coalition of Health Care of Central Jersey in March.
Enterprise

Mrs. Cohen indicated Enterprise is the new catalog the Library will be utilizing. Mrs. Cohen announced the Library will be rolling Enterprise out over the next few weeks. Mrs. Cohen indicated Enterprise has more enhanced features than the catalog the Library has been offering.

Committee Reports

Finance

No report.

Personnel

No report.

Policy

No report.

Building & Grounds

No report.

Outreach/Marketing

Report from Ad Hoc Committee Meeting

Mrs. Cannon announced a meeting was held. Mrs. Cannon indicated the committee went over various vehicles for a bookmobile. Mrs. Cannon indicated the committee agreed that purchasing a smaller vehicle would be the way to go. Mrs. Cannon noted there is always the possibility of upgrading or adding more vehicles. Mr. Weber indicated he will call the Mayor tomorrow to inquire about putting out a Request for Proposal through the Township. Mr. Goldman indicated the committee felt having a bookmobile will help cover Library services throughout the Township. There was a lengthy discussion on the bookmobile.

Motion: made by Carrie Shreder, seconded by Barbara Cannon to authorize the Director to seek proposals not to exceed $25,000.00 for the purchase of a van pending coordination with Township. All in favor

Walmart

Mr. Weber indicated he spoke with the store manager regarding putting a drop box in the foyer. There was a lengthy discussion of ideas on incorporating Library services into Walmart. Mrs. Cohen indicated she set up a meeting with Walmart for April 21, 2016. Mrs. Cohen indicated they will discuss such items as a drop box and community grant funds.
New Business

Task Chair Proposal

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to authorize the Director to move forward with the Task Chair Proposal from Sauder Education in the amount of $13,349.00. All in favor

Upholstered Chair Proposal

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to authorize the Director to move forward with the Upholstered Chair Proposal from Sauder Education in the amount of $43,964.52. All in favor

Hand Dryer Replacement Proposal

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the Hand Dryer Replacement Proposal in the amount of $7,895.00. All in favor

PatronLink

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the subscription purchase of PatronLink through LMxAC in the amount of $2999.00 for one year.

*Vote Yes:* Barbara Cannon, Joan George, Kevin Borsilli, Frank Weber and Steven Goldman

*Vote No:* Rocco Celentano, Carrie Shreder

Discussion of Volunteer Policy

Dr. George indicated there needs to be a thorough background check on volunteers including fingerprinting. Mr. Borsilli suggested the policy be reviewed on what volunteers can and cannot do. There was a lengthy discussion on Library volunteers and background checks.

Executive Session

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to go into executive session at 8:48 p.m. All in favor

The Board came out of executive session at 9:12 p.m. and the following motion was made.

**Motion:** made by Frank Weber, seconded by Steven Goldman to appoint Attorney Scott Smith to handle the current PERC negotiations with the Union until its conclusion; also to appoint Christopher Parton to handle all other legal functions through December 31, 2016. The Board will go out to bid for Attorney services at the appropriate time for 2017. **Vote Yes:** Barbara Cannon, Joan George, Frank Weber, Steven Goldman and Carrie Shreder
Adjournment

**Motion:** made by Carrie Shreder, seconded by Steven Goldman to adjourn the meeting at 9:25 p.m.
All in favor

Respectfully submitted,

Carrie Shreder, Trustee
Library Board of Trustees
Date Approved: May 11, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Carrie Shreder