MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
May 11, 2016
OLD BRIDGE, NEW JERSEY

Present: Frank Weber  President
Joan George  Treasurer
Annette Maxwell  Secretary
Michael Nielsen  Trustee
Steven Goldman  Trustee
Barbara Cannon  Trustee
Kevin Borsilli  Mayor’s Alternate
Nancy Cohen  Director
Maria Nowak  Executive Assistant

Absent: Carrie Shreder  Vice-President
Rocco Celentano  Supt. of Schools’ Alternate

Guests: Library Staff Members Dena Price and Linda Reynolds

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.

Introduction of Guest Staff Member Dena Price

Mrs. Cohen introduced Library Staff Member and ESL Coordinator Dena Price. Mrs. Price distributed invitations for the ESL Graduation. Mrs. Price indicated ESL Students’ hand wrote each invitation.

Personnel

Motion: made by Joan George, seconded by Steven Goldman to accept the resignation of part-time Adult Services Librarian Adam Volpe, effective May 9, 2016. All in favor

Motion: made by Joan George, seconded by Steven Goldman to accept the resignation of Library Page Raphaella Ranjo, effective April 30, 2016. All in favor

Motion: made by Joan George, seconded by Steven Goldman to accept the resignation of Library Assistant I Nicole Perez, effective May 14, 2016. All in favor

Motion: made by Joan George, seconded by Steven Goldman to approve the appointment of Substitute Library Page Raphaella Ranjo effective May 1, 2016 at an hourly rate $8.38. All in favor

Motion: made by Joan George, seconded by Steven Goldman to approve the appointment of Library Intern Nicole Perez effective May 15, 2016 at an hourly rate of $18.91. All in favor
Motion: made by Joan George, seconded by Steven Goldman to approve the appointment of Substitute Librarian Rebecca Jager at an hourly rate of $28.31 pending background check. All in favor

Motion: made by Joan George, seconded by Steven Goldman to approve the appointment of Substitute Librarian Adam Volpe effective May 12, 2016 at an hourly rate $28.31. All in favor

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the Job Description for Library Assistant Outreach/Bookmobile Driver as amended. All in favor

Minutes

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

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the executive session board minutes from the April 13, 2016 board meeting.
Vote Yes: Joan George, Steven Goldman, Frank Weber, Kevin Borsilli and Barbara Cannon. Annette Maxwell and Michael Nielsen abstained

Finance

Action on Bills

Dr. George announced she reviewed the bills and noted Mrs. Nowak answered questions she had.

Dr. George announced the Library has been utilizing services from the collection agency Unique Management for a monthly fee of $50.00. Dr. George indicated to date the Library recovered $1,243.49 in fines. The Library also recovered $4,699.96 in materials that have been returned.

Motion: made by Joan George, seconded by Annette Maxwell, to approve the bill listing in the amount of $228,227.46. All in favor

Old Business

Discussion of Roof and Lighting Projects

Mr. Weber indicated there were some changes and recommendations regarding the lighting project. Mrs. Cohen explained the numbers of lights over the stacks were miscounted. Mrs. Cohen indicated flood lights are included. Mrs. Cohen indicated the 2x2 fluorescents will be replaced with LED lights.
Roof

Mrs. Cohen indicated the overhang in front of the building still needs to be completed as well as the area over the mechanical room. There was a discussion the HVAC replacement.

Discussion on Generator Project

Mr. Goldman announced the generator project has started up again.

Director’s Report

Programs with JFK Medical Center

Mrs. Cohen announced the Library will be collaborating with JFK Medical Center for two programs this year. Mrs. Cohen indicated the programs will be related to the summer reading theme of wellness, fitness and sports. July’s program will focus on basic metabolic complex screens. October’s program will fit in with Breast Cancer Awareness Month. Mr. Weber suggested marketing the program with the Old Bridge Seniors. Mrs. Cohen indicated the programs will be marketed appropriately.

Mrs. Cohen indicated an e-mail promoting three health programs will be sent out next week using the new Patron Link Database. Mrs. Cohen explained the database has the ability to identify patrons by interest and age group. Mrs. Cohen indicated the database will be used for various Library programs.

Committee Reports

Finance

No report.

Personnel

No report.

Policy

Adult Volunteer Policy

Mr. Goldman announced the Policy Committee met and made minor changes to the draft of the Adult Volunteer Policy. Mrs. Cohen indicated background checks will be required for Adult Volunteers. There was a brief discussion on the Volunteer Policy.

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the Volunteer Policy. All in favor
Building & Grounds

Mr. Goldman announced materials for the new chairs were selected and the order has been placed. Mrs. Cohen indicated the delivery window is July 8 through July 12. Mr. Goldman indicated a charity may be interested in the old upholstered chairs. Mrs. Cohen indicated she was informed DPW will come and take any remaining chairs for disposal. Mrs. Cohen indicated she will put a resolution together for the disposal.

Outreach/Marketing

Mrs. Cannon announced a meeting was held with Walmart regarding the implementation of Library Services in their store on Route 18. Mrs. Cannon indicated Walmart was very receptive to working with the Library. Mrs. Cannon indicated a grant for a book drop has been applied for. Mr. Goldman suggested once the book drop is in place, the Library may want to pursue the Walmart on Route 9.

Mrs. Cohen indicated the Library will have a summer reading table set up at Walmart on Route 18 on June 26, 2016. There was a lengthy discussion on incorporating Library services at Walmart.

Books by Mail

Mrs. Cannon asked for an update on the Books by Mail program. Mrs. Cohen indicated the program has steady use. Mrs. Cohen indicated the people that are using the service are very happy.

Mini Library

Mrs. Cannon suggested looking into a mini library. Mrs. Cannon indicated the idea is for people to be able to take a book and replace it with another book. Mrs. Cannon indicated book donations can be used for a mini library, as the books would not be tracked. Mrs. Cannon indicated this would be another form of advertisement for the Library.

Purchase of Van

Mrs. Cohen announced the cost sharing agreement with Township did not work out. Mrs. Cohen indicated she would like to pursue the Board of Education. Mr. Weber indicated he will contact the Business Administrator at the Board of Education. Mr. Weber indicated the alternative is to go with the state contract which could take 12 weeks. Mr. Weber indicated the Library could do an RFP.

New Business

Proposal for Central Library Exterior Power Washing

Mr. Goldman indicated the Director received three bids on the exterior washing of the Library. Mrs. Cohen recommended Thompson Roof Cleaning and Power Washing LLC.
Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the Proposal from Thompson Roof Cleaning and Power Washing, LLC in the amount of $7,250.00 for the Central Library Exterior Power Washing. All in favor

Executive Session

Motion: made by Steven Goldman, seconded by Michael Nielsen to go into executive session at 7:53 p.m. All in favor

The Board came out of executive session at 8:12 p.m. No action was taken

Adjournment

Motion: made by Kevin Borsilli, seconded by Michael Nielsen to adjourn the meeting at 8:13 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: June 8, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Annette Maxwell