MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
June 8, 2016
OLD BRIDGE, NEW JERSEY

Present:  Frank Weber  President
          Joan George  Treasurer
          Carrie Shreder  Vice-President
          Annette Maxwell  Secretary
          Michael Nielsen  Trustee
          Steven Goldman  Trustee
          Barbara Cannon  Trustee
          Rocco Celentano  Supt. of Schools’ Alternate
          Nancy Cohen  Director
          Maria Nowak  Executive Assistant

Absent:  Kevin Borsilli  Mayor’s Alternate

Guests:  Nicole DeMatteo

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.

Recognition

Mr. Weber announced Councilman Reggie Butler of Ward 3 passed away yesterday after a serious illness. The Board spoke of how Mr. Butler will be missed.

Introduction

Mrs. Cohen introduced the newly appointed Managing Librarian, Adult Services Nicole DeMatteo. The Board welcomed Ms. DeMatteo.

Personnel

Motion:  made by Steven Goldman, seconded by Carrie Shreder to accept the resignation of Circulation Substitute Librarian Assistant I Melissa Brennan, effective June 11, 2016. All in favor

Motion:  made by Joan George, seconded by Michael Nielsen to approve the appointment of Managing Librarian – Adult Services Nicole DeMatteo, at an annual rate $60,180.00 pending background check. All in favor

Motion:  made by Barbara Cannon, seconded by Michael Nielsen to approve the appointment of part-time Circulation Assistant I Melissa Brennan, at an hourly rate of $15.67 effective June 12, 2016. All in favor
Minutes

**Motion:** made by Steven Goldman, seconded by Michael Nielsen to approve the regular board minutes from the May 11, 2016 board meeting.

**Vote Yes:** Joan George, Steven Goldman, Frank Weber, Barbara Cannon, Annette Maxwell and Michael Nielsen. Rocco Celentano and Carrie Shreder abstained.

**Motion:** made by Steven Goldman, seconded by Michael Nielsen to approve the executive session board minutes from the May 11, 2016 board meeting.

**Vote Yes:** Joan George, Steven Goldman, Frank Weber, Barbara Cannon, Annette Maxwell and Michael Nielsen. Rocco Celentano and Carrie Shreder abstained.

**Finance**

**Action on Bills**

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

**Motion:** made by Joan George, seconded by Rocco Celentano, to approve the bill listing in the amount of $166,712.05. All in favor

**Old Business**

**Update on the Lighting Project and Bollard Lights**

Mrs. Cohen announced the lighting project is scheduled to start in October. Mrs. Cohen indicated the metal halide “up” lights are not included.

Mrs. Cohen indicated the bollard lights are part of the lighting project. Mrs. Cohen indicated the conduit from the building out to the parking lot appears to be crushed underneath the ground. Mrs. Cohen indicated the parking lot will need to be dug up in order to fix the bollard lights. Mrs. Cohen indicated the lighting project will include the replacement of all of the parking lot lights, as well as the bollard walkway lights, with LED bulbs. Mrs. Cohen indicated work on the parking lot is scheduled to start in October. Mr. Weber indicated he will set up a meeting with Township to get a more definitive position as to where they are on the HVAC.

**Roof Update**

Mr. Nielsen asked if the roof project is completed. Mrs. Cohen indicated there was an official walk-through last week. Mrs. Cohen indicated the roofer is taking care of everything that was put on the punch list. Mrs. Cohen indicated final payment is being held until everything on the punch list is completed.
Power Washing

Mr. Goldman announced the power washing of the Library has started. Mrs. Cohen announced the front of the Library will be completed on Sunday while the Library is closed.

Update on Generator Project

Mrs. Cohen indicated the landscaping and electrical work is being completed. Mr. Goldman suggested planting some arborvitaes to hide the generator.

Director’s Report

OBTV

Mrs. Cohen announced a real estate model will be used to create a virtual tour of the Library. Mrs. Cohen indicated the tour will be filmed after the Library’s new furniture arrives. Mrs. Cohen indicated the virtual tour will be posted on the Library’s website. Mr. Weber suggested asking a realtor in town to lend some tech support for the project.

Mrs. Cannon asked if OBTV has shown further interest in doing more programming with the Library. Mrs. Cohen indicated they are working on it. Mr. Weber suggested having high school students record some of the Library programs to post on the Library’s YouTube channel. There was a brief discussion on the recording of library programs.

WalMart

Mr. Goldman suggested contacting the WalMart on Route 9 regarding a possible grant.

HVAC

Mrs. Cohen indicated she and the facilities manager went out to three other HVAC Maintenance companies to try and get a better maintenance contract. Mrs. Cohen indicated she decided to stay with H.G. Clarke as they had the lowest labor and parts discount rates.

Old Bridge Publication

Mrs. Cohen indicated she heard from David Hernandez of the Old Bridge Funeral Home. Mrs. Cohen indicated Mr. Hernandez is working with Steve Mamakas on starting a high-gloss colored monthly publication for Old Bridge Residents. Mrs. Cohen indicated the publication would be distributed through the mail and the Library has been recruited to contribute a regular column.

Foot Traffic

Mr. Weber announced the foot traffic for the month of May was up 8.8%. Mr. Weber indicated e-media is up 4.6%. Mr. Weber indicated physical media continues to decline. Mr. Weber pointed out Old Bridge is declining at a much slower rate than other libraries in Middlesex County.
Mr. Weber noted the Sunday numbers are the second highest hourly rate of the week. Mr. Weber indicated the extended Sunday hours are making a difference. Mrs. Cohen indicated passports are a major draw on Sundays.

Committee Reports

Finance
No report.

Personnel
No report.

Policy
Mrs. Cohen indicated the Circulation Policy is being reviewed and updated.

Building & Grounds
No report.

Outreach/Marketing
Mrs. Cannon announced the bid went out for the vehicle. Mrs. Cannon indicated the next step will be the wrapping of the vehicle.

Mrs. Cannon indicated the Girl Scouts or Boy Scouts may be able to help out with creating Little Free Libraries. There was a brief discussion on these libraries.

Book Donations
Mrs. Cohen announced book donations had to be temporarily suspended. Mrs. Cohen indicated there is an overflow of donations that have yet to be sorted through. Mrs. Cohen explained space is limited. There was a lengthy discussion on book donations and the Friends of the Library.

New Business

Update on Outreach Vehicle
Mrs. Cohen announced the bid was printed in The Home News Tribune on June 1, 2016. Mrs. Cohen announced the closing date is June 20, 2016. Mrs. Cohen indicated she hand delivered the bid document to three Ford Dealerships.
Board Resolution for Chair Disposal

Motion: made by Michael Nielsen, seconded by Annette Maxwell to approve the Resolution for Chair Disposal. All in favor

Executive Session

Motion: made by Joan George, seconded by Michael Nielsen to go into executive session at 7:47 p.m. All in favor

The Board came out of executive session at 7:56 p.m. No action was taken.

Adjournment

Motion: made by Annette Maxwell, seconded by Michael Nielsen to adjourn the meeting at 7:57 p.m. All in favor

Respectfully submitted,

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