MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
June 14, 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
Rocco Celentano  Supt. of Schools’ Alternate
Shamima Abid  Mayor’s Alternate
Maria Nowak  Executive Assistant
Nancy Cohen  Director

Absent:  Michael Nielsen  Trustee

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.

Personnel

Motion:  made by Steven Goldman, seconded by Barbara Cannon to approve the unpaid maternity leave of absence for Library Assistant, Outreach/Bookmobile Driver Heather Quakenbush effective June 16, 2017 with an expected return date of October 6, 2017. All in favor

Mr. Goldman asked if there would be back up while the Driver is on leave. Mrs. Cohen indicated there are two back up drivers and noted the Facilities Manager can provide back up when needed. Dr. George asked the Director if she has notified the Union. Mrs. Cohen explained two of the backup drivers would be paid an out of title rate for the hours that the van is driven. Mrs. Cohen noted the job descriptions state that they may serve as back up driver. Dr. George asked if the Facilities Manger Job Description states as back up driver. Mrs. Cohen indicated the Facilities Manger does not. Mrs. Cohen indicated the backup drivers would not be paid out of title pay for their regular jobs.

Minutes

Motion:  made by Rocco Celentano, seconded by Kevin Borsilli to approve the May 10, 2017 regular board minutes. All in favor

Vote Yes:  Frank Weber, Joan George, Barbara Cannon, Steven Goldman, Kevin Borsilli, Rocco Celentano and Shamima Abid. Annette Maxwell abstained.
**Motion:** made by Rocco Celentano, seconded by Kevin Borsilli to approve the May 10, 2017 executive board minutes. All in favor

**Vote Yes:** Frank Weber, Joan George, Barbara Cannon, Steven Goldman, Kevin Borsilli, Rocco Celentano and Shamima Abid. Annette Maxwell abstained.

**Finance**

**Action on Bills**

Dr. George announced she reviewed the bill listing and recommends the Library look into a purchasing card for the Library. Dr. George indicated it is not good practice for a Library employee to use their personal credit card. There was a lengthy discussion on purchases and minimizing the use of employees using personal credit cards.

**Motion:** made by Joan George, seconded by Steven Goldman, to approve the amended bill listing for $289,278.76. All in favor

**Old Business**

**Laurence Harbor Branch**

Dr. George indicated the Mayor and the Council should be kept updated on what it costs to check a book out at the Laurence Harbor Branch. Mr. Goldman suggested the President or the Director attend the next Council Meeting. Mr. Goldman requested Laurence Harbor be kept on the monthly Agenda.

Mrs. Cohen announced an AC Unit needs repair at the Laurence Harbor Branch. Mrs. Cohen indicated the AC Unit needs a part and noted she is waiting for an estimate.

**Roof Leaks**

Mrs. Cohen indicated there have not been too many roof issues as there has not been strong rain storms. Mrs. Cohen indicated when it does rain Kasey Lenning and his colleagues come to the Library faithfully and inspect for additional leaks. Mrs. Cohen indicated some work has been done on the roof and noted one drain that was causing a leak in the staff kitchen was cleared.

Mrs. Cohen indicated Tremco has indicated if RMI who is the roof installer does not come out promptly to take care of roof issues they will get another company to come out. Mrs. Cohen indicated only Tremco can send another roofer to come in as they are the ones who are warranting the material. Mrs. Cohen explained if Township hires another roofer come out it would void out the warranty. Mr. Goldman asked if the leaks have been identified and if they are going to repair them. Mrs. Cohen indicated a couple locations have been identified where the membrane is coming apart, but noted they want to be able to go up there when it’s raining hard to be able to observe the material. Mr. Goldman indicated there were weeks of rain and the roof could have already been looked at. There was a lengthy discussion on the roof.
HVAC

Mrs. Cohen indicated another contractor came that was sent by ESIP to measure curbing and to take measurements of the existing units to plan for replacement units. Mrs. Cannon asked if new units could be installed if the roof is having problems. Mrs. Cohen indicated curbing adjustments may be necessary to install new units. There was lengthy discussion on the HVAC replacements.

Operational Audit

Mr. Weber announced he sent four web links to everyone. Mr. Goldman expressed some concerns about conducting an audit. Dr. George indicated she felt an operational audit would benefit the Library. Mr. Weber indicated a preliminary meeting will be held on Monday, June 19 for a free consultation with one of three companies. There was lengthy discussion on the Operational Audit.

Outside Walkway

Mrs. Cohen indicated she met with one Landscaper but would like meet with a few others. There was a brief discussion on the outside walkway.

Director’s Report

Summer Reading Game Board

Mrs. Cohen indicated there has been a decline in summer reading with children over the past few years, but noted Teen reading has been increasing. Mrs. Cohen indicated Supervisor Pham Condello created a game board with tasks to complete. Mrs. Cohen explained the game fits in with the Build a Better World summer reading theme. Mrs. Cohen indicated at the end of the summer the kids will be entered into a drawing for some prizes. Mrs. Cohen indicated there will be fewer but better prizes to incent kids to follow the game board.

Compliments

Mrs. Cohen indicated a few compliment cards were filled out. Mrs. Cohen indicated one of the cards complimented Amy Trombetta regarding the Inter-Library Loan Program.

Janitorial Service Contract

Mrs. Cohen announced the Janitorial Service Contract has been awarded. Mrs. Cohen indicated the contract is $12,000.00 a year less than the previous year.

Power Washing

Mrs. Cohen indicated the concrete Library sign on Cottrell Road is scheduled to be cleaned next week.
Sound System

Mrs. Cohen announced the installation of the Sound System has been completed and indicated training will be held tomorrow.

Book Sale

Mrs. Cohen announced the Book Sale made between $4,800.00 - $4,900.00.

 Laurence Harbor Surveillance Camera

Mrs. Cohen indicated a single surveillance camera is scheduled to be installed at the Laurence Harbor Branch on June 27, 2017.

Robotics Camps

Mrs. Cohen indicated the Library will be holding Robotics Camps this summer for both younger and older kids. Mrs. Cohen indicated the Township Schools cancelled the Robotics Camps for the summer and the Library will be a good alternative.

Trees and Shrubs

Mrs. Cohen announced Parks and Recreation trimmed the Library’s bushes. Mrs. Cohen indicated she has been in talks with Lisa Valsera regarding some tree trimming. Mrs. Cohen indicated they plan to walk around the building to inspect what trees need trimming.

Surveillance Camera Policy

Mrs. Cohen announced she intends to have a Surveillance Camera Policy for the next meeting.

Museum Passes

Mr. Weber announced he received a compliment from a patron about the Museum Pass Program. Mrs. Cohen indicated she is looking into purchasing additional passes for the most popular passes.

Statistics

Mr. Weber indicated Laurence Harbor had 734 people for May foot traffic. Mr. Weber indicated physical media for Laurence Harbor was 1,032.
**Workshops**

Dr. George indicated she noticed there were workshops held for three people and noted she was happy to see they were different workshops. Mr. Weber indicated East Brunswick has a very comprehensive class policy. Mrs. Cohen indicated she did review their policy. Mrs. Cohen indicated East Brunswick conducts more classes than Old Bridge. There was a lengthy discussion on Workshops.

**Computer Loan Policy**

Mr. Weber indicated a Policy meeting was held. Mr. Weber indicated this a Policy for a program that has not yet been put in place. Mr. Weber indicated the full Board should have a discussion on the pros and cons of the program. Mr. Weber explained this policy has been written prior to approving or not approving the policy. Mrs. Cohen indicated she is proposing the policy as people come in and they have different needs for computer uses such as taking tests. Mrs. Cohen indicated sometimes it is not always conducive to a person’s ability to take a test in the public computer area. Mrs. Cohen indicated this is one of the reasons for this particular loan policy. Mrs. Cohen indicated there would not be a fee for this program. Mrs. Cohen indicated the loaned computers would be used in the Library. There was a lengthy discussion on the Computer Loan Policy.

**Passports**

Mr. Weber announced the Old Bridge Public Library is one of only two in the county that provides a Passport Service. Mr. Weber asked if any there has been any push for advertising in Monmouth County. Mrs. Cohen indicated Passports is consistently advertised in Monmouth County.

**Chairs**

Mrs. Cohen announced there are 56 chairs she would like to have re-upholstered and indicated she received a quote for under $7,000.00. Mrs. Cohen indicated other quotes received were much higher.

**Motion:** made by Steven Goldman, seconded by Frank Weber to accept the proposal from J&H Dinettes & Upholstery, Inc. in the amount of $6,792.95. All in favor

**Strategic Plan**

Mr. Weber went over the Strategic Plan that was put together for 2014 through 2018. Mr. Weber indicated it was designed as a five-year plan. Mr. Weber indicated many items in the plan have been accomplished. Dr. George indicated she would like the Strategic Plan put on the July Agenda for the Board to discuss.
ESL Graduation

Mr. Goldman announced he attended the ESL Graduation with another member. Mr. Goldman suggested other Board Members attend the next graduation. Mr. Goldman indicated it was a very nice event.

Adjournment

Motion: made by Steven Goldman, seconded by Joan George, to adjourn the meeting at 8:54 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: July 12, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director, Nancy Cohen and Annette Maxwell