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

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

Absent: Barbara Cannon Vice President
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.

Personnel

Dr. George announced Personnel needs to be discussed in executive session.

Minutes

Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the June 14, 2017 regular board minutes. All in favor

Finance

Action on Bills

Motion: made by Joan George, seconded by Steven Goldman, to approve the bill listing in the amount of $214,388.13. All in favor

Old Business

Laurence Harbor Branch

Mrs. Cohen announced the Air Conditioning Units have not been working in Laurence Harbor. Mrs. Cohen indicated she received proposals from H.G. Clarke and Edison Heating and Cooling. Mrs. Cohen indicated H.G. Clarke was about $1,000.00 less. Dr. George suggested the Township be informed that the Library is repairing the air conditioning.
Dr. George suggested the Board consider extending the hours of the Laurence Harbor Branch. There was a lengthy discussion about the Laurence Harbor Branch. Dr. George indicated services need to be extended to South Old Bridge. There was a lengthy discussion regarding outreach to South Old Bridge as well as other areas of the Township.

**Motion:** made by Frank Weber, second by Steven Goldman to accept the proposal from H.G. Clarke in the amount of $3,875.00. All in favor

**Roof Leaks**

Mrs. Cohen announced a water test took place with Tremco in conjunction with Public Works last week. Mrs. Cohen indicated it was confirmed the problem is the roof and not the windows. Mrs. Cohen indicated the roofer is scheduled to repair leaks tomorrow morning.

**HVAC**

Mrs. Cohen indicated that Township has not put out an RFP for HVAC Units to her knowledge.

**Operational Audit**

Mr. Weber indicated the scheduled meeting was cancelled. Mr. Weber indicated he will contact the Firm for alternative dates.

**Outside Walkway**

Mrs. Cohen indicated she spoke with the Mayor and explained what the Library would like to accomplish. Mrs. Cohen indicated the Mayor indicated he would speak to the Township Engineer in regards to pouring concrete. There was a discussion regarding the outside walkway.

**Trees**

Mrs. Cohen reported that she asked DPW to remove two dead trees from the Library entrance with the possibility of the Shade Tree Commission planting two new trees. Mrs. Cohen indicated Kyle Harris referred the matter to Lisa Valsera. There was a brief discussion. Mr. Weber indicated he would contact the Mayor tomorrow.

**Strategic Plan**

The Board went over what has been accomplished on the Strategic Plan. Mr. Goldman suggested updating the Strategic Plan. Mr. Weber indicated Board Members make suggestions in writing regarding what they would like to see in the Strategic Plan. Mr. Weber indicated an ad-hoc committee would be formed.
Director’s Report

Summer Reading Kickoff

Mrs. Cohen announced attendance was exceptionally high for the Summer Reading Kickoff program. Mrs. Cohen indicated the Program was a success and noted many local businesses contributed to the program.

Storytime

Mrs. Cohen announced Dr. George was an excellent guest reader for the Storytime session the night before. Dr. George added how she enjoyed reading to the children. Mrs. Cohen indicated the Mayor is scheduled to be a guest reader at a Storytime session next week.

Power Outlet Frames

Mrs. Cohen announced she has received samples of the covers and frames for the power outlets in the Library floor. Mrs. Cohen indicated the Facilities Manager tracked down the manufacturer. Mrs. Cohen indicated she is waiting on pricing.

Sound System

Mr. Goldman indicated he watched one of the concerts on Qello. Mr. Goldman indicated he noticed a slight delay from mouth to sound. Mr. Goldman indicated when the air conditioner went on it became difficult to hear. There was a brief discussion on the sound system.

Tutor.com

Mrs. Cohen reported the usage of Tutor.com is about the same. Mrs. Cohen indicated usage is typically low during the summer months but tends to pick up towards the end of August. Dr. George suggested holding workshops for the program. There was a brief discussion on promoting Tutor.com.

Passports

Dr. George reported the Passport Department processed 782 applications as of June 29, 2017. Dr. George also reported Circulation processed 25,387 items for the month of June. Dr. George pointed out negotiations are approaching for the Supervisory Unit. Dr. George indicated she would like to discuss this item in executive session.

Meetings

Dr. George asked that the wording on the Director’s Report be changed for the off-site meetings attended by staff members.
Committee Reports

Policy

Mrs. Cohen announced a Policy meeting needs to be held.

Finance

No report.

Buildings and Grounds

No report.

Outreach

No report.

Personnel and Negotiations

No report.

Executive Session

Motion: made by Joan George, seconded by Steven Goldman to go into Executive Session at 8:34 p.m. to discuss matters of possible litigation and negotiations. All in favor

Public Session

The Board came out of Executive Session at 9:00 p.m. motion made by Joan George, seconded by Steven Goldman. All in favor

The following action was taken:

Motion: made by Steven Goldman, seconded by Kevin Borsilli to ratify the termination of Library Assistant Kyle Carty effective June 20, 2017 consistent with Article V of the Local 3231 Contract and the Directors letter dated June 20, 2017. All in favor
Adjournment

Motion: made by Steven Goldman, seconded by Frank Weber, to adjourn the meeting at 9:02 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: August 9, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director, Nancy Cohen and Annette Maxwell