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

Present:  Carrie Shreder  Vice-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:  Frank Weber  President
Rocco Celentano  Supt. of Schools’ Alternate

The Vice-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 Joan George to accept the resignation of part-time Adult Services Librarian Dennis Kuhn, effective June 23, 2016. All in favor

Motion:  made by Steven Goldman, seconded by Joan George to accept the resignation of part-time Youth Services Librarian Lauren Parnagian, effective July 16, 2016. All in favor

Motion:  made by Joan George, seconded by Steven Goldman to approve the appointment of Substitute Librarian Dennis Kuhn at an hourly rate of $28.31 effective June 24, 2016. All in favor

Motion:  made by Joan George, seconded by Steven Goldman to approve the appointment of part-time DSS Library Assistant I, George Eppinger, at an hourly rate of $15.67 pending background check. All in favor

Motion:  made by Joan George, seconded by Barbara Cannon to approve the appointment of full-time Youth Services Librarian Lauren Parnagian, effective July 17, 2016 at an annual salary of $52,299.22. All in favor

Motion:  made by Steven Goldman, seconded by Joan George to approve the appointment of part-time Adult Services Librarian, Jen Fitzgerald at an hourly rate of $28.73 pending background check. All in favor
Minutes

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the regular board minutes from the June 8, 2016 board meeting.

Vote Yes: Joan George, Steven Goldman, Barbara Cannon, Annette Maxwell, Michael Nielsen and Carrie Shreder. Kevin Borsilli abstained.

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the executive session board minutes from the June 8, 2016 board meeting.

Vote Yes: Joan George, Steven Goldman, Barbara Cannon, Annette Maxwell, Michael Nielsen and Carrie Shreder. Kevin Borsilli abstained.

Finance

Action on Bills

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

Motion: made by Steven Goldman, seconded by Michael Nielsen, to approve the bill listing in the amount of $202,567.01. All in favor

Mrs. Shreder indicated it is being requested the attorney’s invoices be more detailed and itemized. Mrs. Shreder suggested the Director use an attorney call log to keep track of calls to the Attorney.

Old Business

Update on Building Maintenance Issues

Mrs. Cohen announced the roof is technically not signed off on for the official warranty by the materials manufacturer as there are still a few outstanding issues. Mrs. Cohen indicated there has not been another inspection to date.

Generator

Mrs. Cohen announced the Library needs to close two days next week while the emergency generator project is completed. It will require the Library to be powered by a temporary generator before the permanent one is readied for connection. Mrs. Cohen indicated some librarians will be working at the Laurence Harbor Branch.

Bathrooms

Mrs. Cohen announced the contractor will be removing the wall-mounted metal dispensing boxes in the restrooms. The restrooms will then be patched and repainted.
Telephone System

Mrs. Cohen announced the Township will be installing a new fiber-optic phone system in early August. Mrs. Cohen indicated all of the Ice Arena’s cables run through the Library. Mrs. Cohen explained all of the Ice Arena’s and the Library cables will be pulled. Mrs. Cohen indicated some of the carpet tiles may need to be pulled up to access conduits.

Director’s Report

Lego Club

Mrs. Cohen announced she was approached by a person that would like to organize a Lego Club. Mrs. Cohen explained this person is an engineer that is affiliated with a national Lego organization. Mrs. Cohen indicated the club officially meets and sponsors events all over the country. Mrs. Cohen indicated she plans on booking the club on Friday nights.

Committee Reports

Finance

No report.

Personnel

No report.

Policy

Mr. Goldman announced a meeting was held and the circulation policy was discussed. Mr. Goldman indicated there have been some changes that were reviewed by the Attorney. Mr. Goldman would like the Board to review the policy and vote on it at the August meeting.

Building & Grounds

No report.

Outreach/Marketing

Mrs. Cannon announced a Little Free Library has been constructed. Mrs. Cannon indicated things just need to be formalized over the summer.

Mr. Borsilli indicated he will confirm with the scouts on constructing the mini-libraries. Dr. George indicated book donations will be used for them.
Friends

There was a lengthy discussion on the Friends Organization. Mrs. Shreder suggested a meeting be held with the Friends.

New Business

Proposal for Outreach Vehicle

Mrs. Cohen indicated the Dealership will register the vehicle with municipal plates. Mrs. Cohen indicated she checked with the insurance vendor for Township and indicated the cost is $230.00 semi-annually. There was a brief discussion on the wrapping of the vehicle after it is purchased.

Motion: made by Kevin Borsilli, seconded by Michael Nielsen to accept the proposal from Winner Ford for a 2016 Ford Transit Connect XL Van in the amount of $23,992.00. All in favor

Adult and Youth Services Job Description

Mrs. Cohen explained the need to redefine the job descriptions for the Adult and Youth Services Assistants. Mrs. Cohen indicated three people will be affected by the redefined job description that will benefit and provide more back up for both departments.

Motion: made by Joan George, seconded by Michael Nielsen to approve the Adult and Youth Services Assistant Job Description. All in favor

MURAL Reciprocal Borrowing Agreement

Mrs. Cohen explained having this agreement would allow Library Card Holders to use their cards in Union County and will allow Union County to use our collection through LMxAC. Mrs. Cohen indicated it would be another resource for people to have. Mrs. Cohen indicated patrons would go to the Library and retrieve their items- there would be no delivery to Union County libraries.

Motion: made by Steven Goldman, seconded by Carrie Shreder to approve the MURAL Reciprocal Borrowing Agreement. All in favor

Olympics

Mr. Goldman indicated Township Resident Laurie Hernandez made the United States Olympic Women’s Gymnastics Team. Mr. Goldman suggested the Library do something to recognize her as she is an avid reader.
Executive Session

Motion: made by Steven Goldman, seconded by Joan George to go into executive session at 8:02 p.m. All in favor

The Board came out of executive session at 8:18 p.m. No action was taken.

Adjournment

Motion: made by Annette Maxwell, seconded by Michael Nielsen to adjourn the meeting at 8:19 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: August 10, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Annette Maxwell