MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
August 10, 2016
OLD BRIDGE, NEW JERSEY

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

Absent:   Barbara Cannon  Trustee
          Rocco Celentano Supt. of Schools’ Alternate

Guests:   Auditor Robert Butvilla and Library Staff Member 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.

Auditor

The Board President turned the meeting over to the Library’s Auditor Robert Butvilla to present the 2015 Library Audit Report. Mr. Butvilla reported the Audit went well and no issues were reported. Mr. Butvilla indicated the Executive Assistant does a great job with handling Library’s finances. The Board thanked Mr. Butvilla.

Motion:  made by Frank Weber, seconded by Steven Goldman to accept the 2015 Audit Report. All in favor

Personnel

Motion:  made by Steven Goldman, seconded by Annette Maxwell to accept the resignation of part-time Facilities Manager James Lenox, effective October 27, 2016. All in favor

Motion:  made by Carrie Shreder, seconded by Michael Nielsen to accept the resignation of part-time Library Page Annamarie Forcino, effective August 20, 2016. All in favor

Motion:  made by Steven Goldman, seconded by Joan George to approve the appointment of Substitute Facilities Manager James Lenox at an hourly rate of $25.00, effective October 28, 2016 as required. All in favor
Motion: made by Carrie Shreder, seconded by Michael Nielsen to approve the appointment of substitute Library Page, Annamarie Forcino at an hourly rate of $8.38 effective August 21, 2016. All in favor

Attorney Log

Dr. George asked the Director about the Attorney Log. Mrs. Cohen explained she is logging the time spent on all communication with the Library attorneys’.

Olympian Laurie Hernandez

Dr. George indicated the Library may want to do something to recognize Township Resident Laurie Hernandez on her success at the Olympic Games. Mrs. Cohen indicated she will be in touch with Township.

Minutes

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

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

Finance

Action on Bills

Dr. George announced she reviewed the bills and noted everything is in order. Dr. George reported the Library spent approximately $4,000.00 on H.G. Clarke for HVAC repairs. Dr. George indicated the money spent on the repairs needs to be kept track of. Mrs. Cohen indicated there were major repairs that needed to be completed.

Motion: made by Carrie Shreder, seconded by Michael Nielsen, to approve the bill listing in the amount of $252,635.23. All in favor

Old Business

Update on Building Maintenance Issues

Mrs. Cohen announced the infra-red scan was done on the roof and reported no moisture was found.
**Generator**

Mrs. Cohen announced the generator is now functional. Mrs. Cohen indicated the generator passed the load test last week. Mr. Goldman indicated the generator should be tested regularly by the Township. Mr. Goldman suggested a fence or landscaping be put around the generator for safety reasons.

**Lighting**

Mrs. Cohen announced the spotlights on the Library were replaced with LED lights. Mrs. Cohen indicated several motion sensors were installed in the Library.

**Director’s Report**

**New Furniture**

Mr. Goldman complimented the new furniture and indicated Public Works disposed of the old furniture.

**Banners**

Dr. George indicated two banners were ordered for $680.00. Dr. George asked Mrs. Cohen to describe the banners and what they will be used for. Mrs. Cohen explained the banners are retractable and will be used as backdrops for filming second Saturdays as well as other Library programs and events.

**Library Closures**

Mr. Weber announced the Library was closed for two days due to power outages during the installation phase of the generator. Mr. Weber indicated this is one the reasons statistics were down for the month of July. Mr. Weber indicated patrons were directed to the Laurence Harbor Branch during the closings, which helped their statistics.

**Supervisors**

Mrs. Cohen announced all of her Supervisors are in place. Mrs. Cohen explained she is very pleased with the work they are doing.

**Programs**

Mrs. Cohen announced a program regarding the Zika Virus is scheduled to be held next month. Mrs. Cohen indicated an Adult Services Librarian plans to bring in a speaker from the county government.

Mrs. Cohen indicated she will be speaking with the New Americans Director from the United Way in Middlesex County regarding a program on citizenship. Mrs. Cohen indicated a program has been
done on Diabetes Self Management (six sessions) and Chronic Disease Management (six sessions) through connections developed with United Way.

Mrs. Cohen indicated there will be a Literacy New Jersey Program on citizenship classes starting in early October. Mrs. Cohen indicated the details will be finalized next week.

Mrs. Cohen announced an addition to the Museum Pass Program. Mrs. Cohen indicated a $3.00 per person discount on admission to the Liberty Science Center is now offered to Old Bridge cardholders.

Mrs. Cohen stated some concerns regarding the security system of the Library. Mrs. Cohen indicated she is looking into a wireless motion activated security camera to be placed in the Administration area and other parts of the Library.

Mrs. Shreder asked some questions regarding the phone system and asked if there was an intercom system. Mrs. Cohen explained the Library’s phone system is off the main number of the Township and does not include an intercom system.

Dr. George stated some of her concerns regarding Library workshops. Dr. George indicated people sign up for workshops and don’t always show up. Dr. George pointed out there are times workshops are held for only one person. There was a lengthy discussion regarding workshops.

Committee Reports

Finance

No report.

Personnel

Dr. George announced a negotiation meeting for the Non-Supervisory Unit is scheduled for September 26, 2016 at 5:30 p.m.

Dr. George announced she would like to begin negotiations with the Supervisory Unit.

Policy

Mr. Goldman announced a meeting was held last month. Mr. Goldman indicated the committee unanimously agreed on the changes that were made.

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve the Revised Circulation Policy. All in favor

Buildings & Grounds

No report.
Outreach/Marketing

Mrs. Cohen presented a sample Little Free Library to the Board. There was a lengthy discussion regarding the Little Free Libraries.

Executive Session

Motion: made by Joan George, seconded by Michael Nielsen to go into executive session at 8:06 p.m. All in favor

The Board came out of executive session at 8:28 p.m. No action was taken.

Adjournment

Motion: made by Annette Maxwell, seconded by Michael Nielsen to adjourn the meeting at 8:29 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: September 14, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Annette Maxwell