MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
September 13, 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
          Maria Nowak  Executive Assistant
          Linda Reynolds  Confidential Secretary
          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 appointment of Part-time Passport Acceptance Agent Kathleen Meade at an hourly rate of $16.30 effective September 25, 2017. All in favor

Motion: made by Rocco Celentano, seconded by Steven Goldman to accept the retraction of the job offer to Eileen Whitener for the part-time Acquisitions Library Assistant position effective September 7, 2017. All in favor.

Motion: made by Rocco Celentano, seconded by Steven Goldman to accept the retraction of the job offer to Rohan Parikh for the part-time Page position effective September 7, 2017. All in favor

Minutes

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the August 9, 2017 regular board minutes. All in favor

Finance

Action on Bills

Dr. George announced she reviewed the bills and noted everything was in order.
Motion: made by Joan George, seconded by Kevin Borsilli, to approve the bill listing in the amount of $207,042.38. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the Transfer of Funds from the Medical Insurance budget line item to the Flexible Spending Account for $807.24 to cover the FSA monthly fee of $134.54 from July 2017 – December 2017. All in favor

Audit Report

The President introduced Library Auditor Robert Butvilla. Mr. Butvilla went over the 2016 Audit with the Board of Trustees. Mr. Butvilla indicated the Executive Assistant, Maria Nowak does an excellent job keeping the books in order as well as answering questions during the audit. The Board thanked Mr. Butvilla for attending the meeting as well as Mrs. Nowak for a job well done.

Motion: made by Steven Goldman, seconded Barbara Cannon to accept the 2016 Audit Report. All in favor

Old Business

Laurence Harbor

Mrs. Cohen announced the Facilities Manager conducted maintenance to the building such as replacing ceiling tiles, light bulbs and cleaning up the yard.

Mr. Borsilli indicated he would like a Board Meeting to be held at the Laurence Harbor Branch as he has never visited the facility. The Board agreed to hold the October meeting at the Laurence Harbor Branch. Mr. Weber suggested new board members arrive fifteen minutes early for a tour of the Branch.

Roof

Mrs. Cohen announced Tremco is scheduled to repair the remaining leak Friday morning.

Operational Audit

Mr. Weber announced a meeting will be held on Thursday, September 21, 2017 with a firm who may potentially conduct the Operational Audit.

Landscaping

Mrs. Cohen announced she met with the Director of Public Works, Kyle Harris along with Kasey Lenning regarding the landscape around the generator. Mrs. Cohen indicated DPW is proposing to install a black residential-style fence that would surround the generator and plant shrubs around it. Mrs. Cohen indicated DPW stocks shrubs but will need to order the fence. She stated
that DPW also indicated that metal posts would be installed at key points around generator equipment to protect the equipment. Mrs. Cohen indicated DPW will be keeping her posted. There was a brief discussion.

Outside Walkways

Mrs. Cohen indicated she has not heard from the Township Engineer regarding the Outside Walkways.

Strategic Plan

Dr. George announced Outreach to all communities in Old Bridge is in progress. Dr. George indicated the areas of the Strategic Plan regarding Technology are up to date. Mrs. Cohen indicated van deliveries to the elementary schools’ Before and After Care program will begin next week. There was a lengthy discussion regarding the apartment complexes and setting up services to them.

HVAC

Mrs. Cohen announced she asked Himanshu Shah the status of the installation of HVAC for the Library. Mrs. Cohen indicated Mr. Shah informed her that all of the ESIP Projects need to be completed before they start new projects. Mrs. Cohen indicated she followed up with an e-mail to Mr. Shah and is waiting to hear back. Mrs. Cohen indicated the Mayor told her in April that the HVAC Units were a priority for Township. Mr. Goldman indicated the Township designated the Library as a place of refuge in the event of an emergency. Mr. Goldman indicated that is the main reason why the Township received the FEMA Grant for Library. Mr. Weber indicated the agreement for the $246,000.00 was to include the new HVAC Units. There was a lengthy discussion on the HVAC System.

Director’s Report

Community Center at Nieuw Amsterdam

Mrs. Cohen announced the construction of the community center has been completed. Mrs. Cohen indicated the community center is scheduled to open in October. Mrs. Cohen indicated she was told the Library should be able to send the Outreach Van. Mrs. Cannon indicated it’s a good start. There was a lengthy discussion on the surrounding apartment complexes and if they offer community rooms for their residents the van could possibly service.

Families Against Addiction

Mrs. Cohen announced the Families Against Addiction group will no longer be using the Library’s Meeting Room. Mrs. Cohen indicated the meeting room was no longer available for the night the group meets. Mrs. Cohen indicated she offered the group alternative nights and weekends. Mrs. Cohen indicated the group will be utilizing a conference room at the Township Building. Barbara Cannon stated that the room at Township is much larger. Dr. George
indicated she feels this is an important group of people. Dr. George indicated the group should be made aware that they are more than welcome to return to the Library. There was a discussion on the usage of the meeting room.

**Book Processing and Standing Orders**

Dr. George asked what the impact would be on staffing if the Library pays B&T to put barcodes on the books and tape the books together. Mrs. Cohen indicated the impact would be to free up staff from doing extremely manual time-intensive tasks. Mrs. Goldman asked what would staff do if their time is freed up. Mrs. Cohen indicated taking this task away would free staff up to do more cataloging work and books would get to circulation at a faster pace. Mr. Weber asked what the cost would be. Mrs. Cohen indicated that she calculated the cost and noted that the Library would be saving money by not having to order the bar codes separately. Mr. Weber asked how much time the Library staff spends on this task during the course of a year. Mrs. Cohen indicated it takes approximately 5-6 minutes per book. Mr. Weber indicated if the Library saves 1,000 man-hours, the question is does the Library need those 1,000 hours on the payroll since the work is being accomplished without the man-hours. Mr. Weber asked if the staff is getting their work done without overtime. Mrs. Cohen indicated the staff does complete their work without overtime. Mr. Weber indicated he wants to make sure the 1,000 hours the Library should be gaining doesn’t just disappear. Mrs. Cohen indicated there are many different projects that can be done. Dr. George indicated some of the tasks mentioned are items the library pages can accomplish. The Board agreed to do a three-month trial.

**Study Room Policy**

Dr. George asked why a group of home-schooled students from Sayreville doesn’t go to the Sayreville Library. Mrs. Cohen indicated Sayreville Library does not offer quiet study rooms. Mrs. Cannon indicated they should be reserved for Old Bridge residents. The Board agreed.

**Committee Reports**

**Policy**

Mr. Goldman announced the board members should have received the Draft of the revised Mobile Hot Spot Policy.

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the revised Mobile Hot Spot Policy. All in favor

Dr. George indicated she would like to see a report on the usage.

**Finance**

Dr. George indicated a Finance Committee meeting will be scheduled to discuss the 2018 Budget.
Buildings and Grounds

Mr. Goldman asked if the glass is being replaced in the broken window. Mrs. Cohen indicated the glass has been ordered.

Outreach

Mrs. Cannon indicated an Outreach meeting needs to be scheduled.

Personnel and Negotiations

Dr. George announced negotiations will be starting with the Supervisory Unit. Dr. George asked the Board Members to submit any suggestions they may have to the committee. Dr. George indicated the Attorney discovered the Library was overpaying for gas mileage. Dr. George indicated gas mileage was reduced from fifty-three cents to thirty-one cents per mile.

New Business

Legal Services

Motion: made by Steven Goldman, seconded by Rocco Celentano to accept the Agreement to Provide Legal Services between the Library Board of Trustees and Kenny, Gross, Kovats & Parton as an external, independent contractor professional entity. All in favor

Executive Session

Motion: made by Joan George, seconded by Steven Goldman to go into executive session at 8:55 p.m. All in favor

The Board came out of executive session at 9:15 p.m. No action was taken.

Adjournment

Motion: made by Kevin Borsilli, seconded by Joan George, to adjourn the meeting at 9:16 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: September 13, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director, Nancy Cohen and