MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
September 14, 2016
OLD BRIDGE, NEW JERSEY

Present:  Frank Weber  President
          Joan George  Treasurer
          Annette Maxwell  Secretary
          Barbara Cannon  Trustee
          Rocco Celentano  Supt. of Schools’ Alternate
          Steven Goldman  Trustee
          Kevin Borsilli  Mayor’s Alternate
          Nancy Cohen  Director
          Maria Nowak  Executive Assistant

Absent:  Carrie Shreder  Vice-President
          Michael Nielsen  Trustee

Guests:  Library Staff Member Dena Price and New Facilities Manager Jeffrey Walker

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.

Introduction

Mrs. Cohen introduced new Facilities Manager Jeffrey Walker to the Board. The Board welcomed Mr. Walker and wished him well.

Personnel

Motion:  made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of part-time Passport Agent Melissa Harris at an hourly rate of $15.67, effective September 15, 2016. All in favor

Motion:  made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of part-time Library Page Alia Yeszhanova, effective September 16, 2016. All in favor

Motion:  made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of part-time Page Sarah Czochanski at an hourly rate of $8.38, effective September 17, 2016. All in favor

Motion:  made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of part-time Facilities Manager, Jeffrey Walker at an hourly rate of $25.00 pending background check. All in favor
Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of part-time Library Assistant, Outreach/Bookmobile Driver Heather Quackenbush at an hourly rate of $17.25 pending background check. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to accept the retirement of part-time Periodicals Library Assistant Rosalie Belcastro, effective September 1, 2016. All in favor

Motion: made by Rocco Celentano, seconded by Frank Weber to accept the resignation of part-time Circulation Library Assistant Melissa Brennan, effective September 8, 2016. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the Job Description for part-time Library Assistant, Collections Acquisitions and Management Department as amended. All in favor

Minutes

Motion: made by Steven Goldman, seconded by Joan George to approve the regular board minutes from the August 10, 2016 board meeting.


Motion: made by Steven Goldman, seconded by Frank Weber to approve the executive session board minutes from the August 10, 2016 board meeting.


Finance

Action on Bills

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

Motion: made by Joan George, seconded by Annette Maxwell, to approve the bill listing in the amount of $181,029.04. All in favor

Transfer of Funds

Mrs. Nowak explained a transfer is made every six months to cover the monthly FSA Fee.

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 in the amount of $814.35 to cover the monthly FSA fee from July 2016 – December 2016 ($802.69 and $11.66 to cover the increase in the Annual Renewal fee). All in favor
Old Business

Update on Building Maintenance Issues

Mrs. Cohen announced Tremco still hasn’t signed off on the warranty. Mrs. Cohen indicated there is an outstanding balance owed to the roofer which will not be paid until the roof is fully completed.

Windows

Mrs. Cohen announced South River Glass evaluated the Library’s windows and indicated some windows need caulking. Mrs. Cohen indicated she will have them start with a few windows to be sure it is the correct remedy.

Mrs. Cohen announced there are two broken windows in the Library. Mrs. Cohen indicated DPW covered up the cracked windows. Mr. Goldman indicated the damage may be covered under the Township’s insurance policy. Mrs. Cohen indicated she received an estimate from South River Glass in the amount of $1,665.00.

Bathrooms

Mrs. Cohen announced the Library is in the process of having the bathroom tiles cleaned and grout resealed. Mrs. Cohen indicated this is the last item regarding the bathroom refresh project.

Security Cameras

Mrs. Cohen announced she has received four quotes for security cameras. There was a brief discussion on different types of security cameras.

Director’s Report

Plaques

Mrs. Cohen announced she delivered plaques to some of the major summer reading sponsors including Walmart, Friendly’s and Giusseppe’s.

County Recycling Inspection

Mrs. Cohen announced the Library had an unexpected County Recycling Inspection last week and indicated the Library passed inspection.

Rubix Cube Club

Mrs. Cohen indicated the Library will be starting up a Rubix Cube Club. Mrs. Cohen indicated she is waiting for more information and a background check on the volunteer.
Lighting Project

Mrs. Cohen indicated the Lighting Project has been delayed. Mrs. Cohen indicated the project was scheduled to begin in October but may run a few weeks behind.

Circulation

Mrs. Cohen indicated the Library is going in the right direction as far a physical media goes. Mrs. Cohen indicated if the circulation numbers continue to move in this direction, the Library may see a modest increase in circulation for the first time in seven years. Mr. Weber indicated part of the increase may have to do with more patrons coming into the building for other programs. Mr. Weber pointed out the foot traffic was up five percent.

Finch Robot

Mrs. Cohen announced the Library has been approved for the loan of 12 Finch Robots for the Summer of 2017. There was a brief discussion regarding the robots.

Hot Spots

There was a lengthy discussion of the Library serving Township families who do not have access to the Internet. Mrs. Cohen announced the Library has applied to be a pilot site for MobileBeacon to donate free mobile hotspots, laptops and data plans. Mrs. Cohen explained if the Library is selected, eligible families will be loaned equipment for home internet access.

Friends

Mrs. Cannon asked how the Friends program was going. Mrs. Cohen announced the Library has stopped taking donations for an extended period of time. Mrs. Cohen announced there may be a change in leadership of the Friends at the beginning of the New Year.

ThriftBooks

Mrs. Cohen indicated the Library started using ThriftBooks to take the Friends’ discarded donations which may offset the cost of recycling. Mrs. Cohen noted ThriftBooks covers all shipping costs.

Mini Libraries

Mrs. Cohen indicated the Girl Scouts are interested in decorating the Mini-Library that was created. Mrs. Cohen announced The Home Depot offered to pre-cut wood for two Mini-Libraries. Mr. Goldman suggested approaching Lowes on Route Nine as well. Mrs. Cohen indicated she is considering putting the Mini-Libraries in commuter lots as well as places such as Walmart. Mr. Borsilli suggested looking into public school property. Mrs. Cannon suggested looking into the Food Bank. Mr. Borsilli indicated the boy scouts are also interested.
Library Van

There was a brief discussion of the use of a laptop for the Library Van. The laptop would be used to check out books as well as issuing new library cards. Mrs. Cohen indicated she will feature the van on Old Bridge Day.

Committee Reports

Finance

Mr. Weber announced he looked at the budget to see where the Library is through August. Mr. Weber indicated the Library should have a solid end of year finish.

Personnel & Negotiations

Dr. George announced a mediation meeting is scheduled for September 26, 2016 at 5:30 p.m.

Policy

No report

Buildings & Grounds

No report

Outreach/Marketing

Mrs. Cannon announced the new Outreach Van was purchased and the Mini-Libraries are in the process of being created.

Air Conditioning Units

Mr. Goldman asked Mrs. Cohen if she has an updated regarding the new HVAC units. Mrs. Cohen indicated the new HVAC units were originally going to be part of the ESIP program, but explained Township will not have the funds for the units. Mrs. Cohen indicated if Township replaces the HVAC units they may have to do it through a capital budget or go out to bond for it.

Bollard Lights

Mr. Goldman asked Mrs. Cohen for an update on the repair of the parking lot lights. Mrs. Cohen explained the parking lot will have to be broken up to get to the wiring to fix the bollard lights.
New Business

October Board Meeting

Motion: made by Steven Goldman, seconded by Barbara Cannon to move the October Board Meeting to Monday, October 10, 2016 at 7:00 p.m. All in favor

Shared Services Agreement for Fuel and Maintenance for the Library Van between the Township of Old Bridge and the Old Bridge Public Library.

There was a brief discussion on the Shared Services Agreement between the Township and the Library. Mr. Weber suggested the Director ask Township to average out the mechanic rate. The Board tabled the vote until the October meeting.

Proposal for New Chairs

Mrs. Cohen announced she received several quotes for new chairs. Mrs. Cohen is recommending Library Interiors as they have the correct size chair. Mrs. Cohen described the chairs to the Board and went over the design of the chairs.

Motion: made by Steven Goldman, seconded by Barbara Cannon to accept the proposal from Library Interiors for new chairs. All in favor

Executive Session

Motion: made by Steven Goldman, seconded by Joan George to go into executive session at 8:00 p.m. All in favor

The Board came out of executive session at 8:13 p.m. No action was taken.

Adjournment

Motion: made by Annette Maxwell, seconded by Michael Nielsen to adjourn the meeting at 8:14 p.m. All in favor

Respectfully submitted,

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