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

Present:  Frank Weber   President
Carrie Shreder      Vice-President
Joan George         Treasurer
Barbara Cannon      Trustee
Michael Nielsen     Trustee
Rocco Celentano    Supt. of Schools’ Alternate
Steven Goldman      Trustee
Kevin Borsilli     Mayor’s Alternate
Nancy Cohen         Director
Maria Nowak         Executive Assistant

Absent:     Annette Maxwell  Secretary

Guests:  Library Staff Member Jennifer Fitzgerald

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.

Personnel

Letter to Retiree Rosalie Belcastro

Mrs. Cohen announced a letter was mailed to Retiree Rosalie Belcastro recognizing her twenty years of dedicated service.

Discussion of Job Description for Administrative Position

Mrs. Cohen distributed the Job Description for the upgraded Administrative Position backing up the Executive Assistant.  Mrs. Cannon asked if this position would be exempt from overtime.  Mrs. Cohen indicated the position is exempt from overtime and comp time.  Mr. Nielsen indicated there is a minimum salary to classify an employee as exempt.  Mrs. Cohen indicated she will contact the attorney regarding the labor laws.

Motion:  made by Joan George, seconded by Steven Goldman to approve the upgraded Job Description for the Administrative Position with a salary of $45,500.00; or $47,500.00 if prescribed by law, effective immediately subject to resolution of legal salary requirement clarification.  All in favor
Minutes

Motion: made by Steven Goldman, seconded by Joan George to approve the regular board minutes from the September 14, 2016 board meeting.


Motion: made by Rocco Celentano, seconded by Joan George to approve the executive session board minutes from the September 14, 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 Frank Weber, to approve the bill listing in the amount of $282,357.77. All in favor

Old Business

Update on Building Maintenance Issues

Mrs. Cohen announced another cracked window has been identified near the garden. Mrs. Cohen indicated two windows were recently repaired.

Mr. Cohen announced an outside thermostat on one of the boilers will be replaced.

Roof

Mrs. Cohen announced that Tremco, the manufacturer of the roofing materials, has warranted its product. Mrs. Cohen indicated the ESIP Manager is not accepting the warranty as he is not happy with the standing water and parapet installation issues. The roofer will be making the necessary adjustments with materials provided free of charge by Tremco.

Canopy

Mrs. Cohen announced the ESIP Manager is paying for the cost of the canopy roof over the Library’s front door as it was left out of the initial specifications.
Parking Lot Lights

Mrs. Cohen indicated she is hoping the new lights are approved at the November 3, 2016 Township Meeting with the ESIP Management Company. Mr. Goldman asked about the bollard lights. Mrs. Cohen indicated that the matter will not be taken care of at this time. There was a brief discussion on the parking lot lights.

HVAC

Mrs. Cohen indicated she is still waiting to hear from Township as to whether they are going to bond with the new HVAC Units or if they are going to work it into their capital plan.

Caulking of Library Windows

Mr. Goldman indicated there have been some leaks in a few areas of the Library. Mr. Goldman indicated it has been determined the leaks are not from the roof but from seals on the windows. Mr. Goldman suggested having the vendor repair the seals. Dr. George suggested sending a letter to Township making them aware the Library is taking care of the repairs.

Director’s Report

Surveillance System Proposal

Mrs. Cohen announced she received proposals for a surveillance system. Mrs. Cohen indicated the process would start with the most important cameras needed. Mrs. Cohen explained it would be the Board’s decision to install additional cameras over the next couple of years. Dr. George asked if the cameras would be monitored. Mrs. Cohen indicated the cameras would be a reference to go back to if there was an incident in the Library. Mrs. Shreder suggested having all cameras installed at once rather than in stages as it would be more cost effective. There was a lengthy discussion on surveillance systems.

Library Databases

Mrs. Cannon asked the Director about the Lumos and MUZZY online databases and questioned how useful they will be to students. There was a brief discussion on the databases. Mrs. Cannon suggested getting the word out to the schools to be sure parents and students are aware the Library is providing these services.

Little Free Libraries

Mrs. Cohen indicated the Boy Scout Troop received the pre-cut wood for the construction of a second Little Free Library. Mrs. Cohen indicated once two are built, she will look to place them in the community for use.
LMxAC

Mrs. Cohen indicated there is an inter-local agreement between LMxAC and the Township of Old Bridge that was signed back in 2007, which allowed the Library to be part of the Consortium. Mrs. Cohen explained the agreement is ending at the end of the calendar year. Mrs. Cohen indicated a copy of the new agreement was forwarded to her which she will put in the next Board packet for approval. Mrs. Cohen indicated the new agreement would run for ten years and has an clause for leaving the consortium. Mrs. Cohen indicated the agreement needs to be signed in order for the Library to continue to be involved in the Consortium.

Professional Services

Mrs. Shreder asked when the last RFP for professional services was issued. Mrs. Cohen indicated last year a RFP was put out for auditing services. There was a lengthy discussion on RFP’s for legal and auditing services.

Committee Reports

Finance

Dr. George indicated a meeting has not been held.

Policy

Mr. Goldman indicated a meeting was held. Mr. Goldman indicated the Library Staff is recommending changes be made in the meeting room policy. Mr. Goldman indicated the changes were reviewed by the attorney and suggestions have been made. Mr. Goldman indicated the recommended change of policy will be sent out to the Board next month.

Buildings & Grounds

No report.

Outreach/Marketing

Mrs. Cannon announced the first issue of the new publication All Around Old Bridge went out last week and indicated the Library was featured.

New Business

Proposal for Lynda.com (Linkedin products)

Motion: made by Steven Goldman, seconded by Joan George to accept the proposal for Lynda.com. All in favor
Proposal for Large Meeting Chairs

Motion: made by Steven Goldman, seconded by Joan George to accept the proposal from Nickerson NJ, Inc. for Large Meeting Chairs in the amount of $22,755.56. All in favor

Proposal for Laptop Computers

There was a brief discussion on the Laptops and hot spot devices. Mrs. Cohen indicated she would like to use the old laptops in the mobile hotspot loan program or for loaning to patrons in the Library.

Motion: made by Barbara Cannon, seconded by Carrie Shreder to approve the Proposal for Laptop Computers from DELL in the amount of $6,000.00. All in favor

Executive Session

Motion: made by Steven Goldman, seconded by Rocco Celentano to go into executive session at 8:04 p.m. All in favor

The Board came out of executive session at 8:54 p.m. No action was taken.

Adjournment

Motion: made by Carrie Shreder, seconded by Michael Nielsen to adjourn the meeting at 8:55 p.m. All in favor

Respectfully submitted,

Carrie Shreder, Vice President
Library Board of Trustees
Date Approved: November 9, 2016
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Carrie Shreder