MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
October 11, 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
          Maria Nowak              Executive Assistant
          Linda Reynolds           Confidential Secretary
          Nancy Cohen              Director

Absent:   Rocco Celentano        Supt. of Schools’ Alternate
          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 Annette Maxwell to approve the appointment of Part-time Library Assistant Allison Champer at an hourly rate of $16.30 effective October 16, 2017. All in favor

Motion: made by Steven Goldman, seconded by Joan George to accept the retraction of the job offer to Kathleen Meade effective September 25, 2017. All in favor

Motion: made by Steven Goldman, seconded by Joan George to approve the job description for Supervisor of Passport and Circulation Services. All in favor

Minutes

Motion: made by Joan George, seconded by Steven Goldman to approve the September 13, 2017 regular board minutes. All in favor

Motion: made by Steven Goldman, seconded by Joan George to approve the September 13, 2017 executive session board minutes. All in favor
Finance

Action on Bills

Dr. George announced she reviewed the bills and had one question the Director explained. Mrs. Cohen indicated the Library will subscribe to a program called Library Insight, which will allow patrons to reserve and print out their museum passes themselves. There was a brief discussion.

Motion: made by Joan George, seconded by Annette Maxwell to approve the bill listing in the amount of $274,341.39. All in favor

New Business

Motion: made by Frank Weber, seconded by Joan George to approve the Board Resolution for Purchase of Electricity Supply Services for Public Use on an Online Auction Website. All in favor

Executive Session

Motion: made by Joan George, seconded by Steven Goldman to go into executive session at 7:47 p.m. All in favor

The Board came out of executive session at 8:05 p.m. The following action was taken.

Motion: made by Joan George, seconded by Kevin Borsilli to establish the annual salary of $59,000.00 for the Supervisor of Passport and Circulation Services, effective October 12, 2017. Vote Yes: Kevin Borsilli, Barbara Cannon, Steven Goldman, Frank Weber, Joan George and Annette Maxwell.

Motion: made by Steven Goldman, seconded by Frank Weber to terminate Library Van Driver Heather Quackenbush based on abandonment of her position effective immediately. All in favor

Director’s Report

Fencing

Mrs. Cohen announced she spoke with the Director of Public Works. Mrs. Cohen indicated fencing around the Library generator is scheduled to be installed in November. Mrs. Cohen indicated shrubs would be planted around the fence in the spring.

State Aid

Mrs. Cohen announced the Library received 2017 State Aid. There was a brief discussion.
Monday Morning Matinee

Mrs. Cohen announced the Library started a Monday Morning Matinee program. Mrs. Cohen indicated two sessions have been held. Mrs. Cohen indicated there were more attendees’ during the second session and is hopeful attendance will grow.

Coding Webinars

Mrs. Cohen announced two staff members would be attending webinars on coding as an initial Library effort to bolster digital literacy. There was brief discussion.

3D Printing

Dr. George asked Mrs. Cohen how much the Library pays for the filament used for the 3D Printer. Mrs. Cohen indicated the Library is paying $25.00 a spool. Mrs. Cohen indicated the manufacturer of the printer charges $75.00 a spool. Mrs. Cohen indicated caution needs to be taken when purchasing the filament as not all filaments are compatible with our printer.

Foot Traffic

Mr. Weber announced the foot traffic and media circulation seems to be consistently balanced from last year to this year. Mr. Weber indicated the Laurence Harbor statistics are not the same. Mr. Weber indicated the Laurence Harbor foot traffic has dropped by 266 from September 2016’s number. Mr. Weber indicated the physical circulation decreased by less than 100.

Computer Classes

Dr. George suggested eliminating the Microsoft Excel course as the attendance is very low. Dr. George indicated there are many other technology courses the Library could be offering. Mrs. Cannon suggested looking into travel classes. Mrs. Cannon indicated people might be interested in booking their travel plans online. There was a discussion on offering new technology courses.

Old Business

Roof Leaks

Mrs. Cohen announced no roof leaks occurred the last time it rained. Mrs. Cohen indicated she is waiting to see how the roof holds up during the next heavy rainstorm.

Outside Walkway

Mrs. Cohen announced she has no report on the Outside Walkway.
HVAC

Mrs. Cohen announced H.G. Clarke performed their annual inspection. Mrs. Cohen indicated two heating repairs need to be done at the Central Library. Mrs. Cohen indicated heating components need to be replaced on HVAC Unit 6. Mr. Goldman asked if there is an update on Township replacing the HVAC Units. Mrs. Cohen indicated she was told the HVAC Units will not be replaced until all the ESIP projects are successfully completed.

Operational Audit

Mr. Weber announced the Committee met with the firm regarding the Operational Audit. Mr. Weber indicated it was positive discussion. Mr. Weber indicated a draft would be sent out to the committee from the Firm. Mr. Weber indicated when he receives the Draft he will report to the Board.

Strategic Plan

Dr. George announced the only item that stands out is increasing services to all citizens of Old Bridge. Mr. Weber indicated funds from the sale of the South Old Bridge Library are still there to use for South Old Bridge. Dr. George indicated a space to drop off and pick up books would be ideal. There was a lengthy discussion regarding the expansion of services to South Old Bridge.

Committee Reports

Policy

No report.

Finance

No report.

Buildings and Grounds

No report.

Outreach

No report.

Personnel and Negotiations

Dr. George announced union negotiations with the Supervisors needs to be scheduled with the Supervisory Unit.
Adjournment

**Motion:** made by Annette Maxwell, seconded by Frank Weber, to adjourn the meeting at 9:04 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: November 8, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Director, Nancy Cohen and Annette Maxwell