MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
November 8, 2017
OLD BRIDGE, NEW JERSEY

Present:  Frank Weber            President
          Barbara Cannon          Vice President
          Joan George            Treasurer
          Annette Maxwell        Secretary
          Kevin Borsilli         Trustee
          Maria Nowak            Executive Assistant
          Linda Reynolds          Confidential Secretary
          Nancy Cohen             Director

Absent:  Rocco Celentano        Supt. of Schools’ Alternate
          Michael Nielsen       Trustee
          Steven Goldman        Trustee

Guests:  Library Patron Julie DeGillio

The President called the meeting to order at 7:30 p.m. and announced that the meeting has been advertised and would be conducted in accordance with the Sunshine Law.

Personnel

Dr. George requested when a new hire is on the Agenda she would like to see whom they are replacing.

Motion: made by Kevin Borsilli, seconded by Joan George to approve the appointment of part-time Library Page Dylan Villanueva at an hourly rate of $8.44 effective November 9, 2017. All in favor

Motion: made by Kevin Borsilli, seconded by Joan George to accept the resignation of Library Page Brandon Merola, effective November 9, 2017. All in favor

Motion: made by Kevin Borsilli, seconded by Joan George to approve the revised job description for Library Assistant/Outreach, Bookmobile Driver. All in favor

Dr. George indicated the Job Description for the Library Assistant/Outreach, Bookmobile Driver indicate that the position is not to exceed 20 hours per week.
Minutes

Dr. George announced she had a few follow-up questions regarding the regular board minutes. Dr. George asked what the target audience is for the Monday Morning Matinee that is held at 10:30 a.m. Mrs. Cohen indicated senior citizens and stay at home parents are typically attending the matinee.

Dr. George suggested writing up a policy on workshops. Mrs. Cohen indicated she would prefer not to have a policy as there are many different types of workshops. Dr. George suggested scheduling more programs in the evening. There was a lengthy discussion on programs.

Dr. George indicated progress regarding the strategic plan should be addressed every month. Mr. Weber indicated when action is taken the item should be put under Old Business.

Motion: made by Joan George, seconded by Barbara Cannon to approve the October 11, 2017 regular board minutes. All in favor

Motion: made by Barbara Cannon, seconded by Kevin Borsilli to approve the October 11, 2017 executive session 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 Annette Maxwell to approve the bill listing in the amount of $187,258.88. All in favor

2018 Budget

Dr. George suggested tabling the Budget until the December meeting. Dr. George indicated she feels mileage can be dropped or reduced. Dr. George asked why Equipment/Computers is not under Capital. Mrs. Cohen explained the Auditor indicated that it is acceptable to keep it in the operating budget even though it is a Capital expense. Mr. Weber indicated he disagrees and noted anything that qualifies for Capital should come out of the Capital Account. Dr. George agreed and noted if the purchases are anticipated to last more than five years it’s appropriate to put it under Capital. Dr. George indicated when the Library was low on funds the Board reduced operating hours of the Library. Dr. George indicated if there is more allocation this year the possibility of increasing the hours of operation at Central and Laurence Harbor should be looked at. Mr. Weber agreed and indicated it is the Board’s fiduciary responsibility to the residents to fund the expansion of hours. Dr. George indicated the evening programs are well attended and feels more adult evening programs should be added. Mr. Weber indicated upgrades were made to large room and it should be used more. Mrs. Cannon pointed out that Old Bridge offers a wide variety of programs compared to neighboring libraries. There was a lengthy discussion on the Budget.
**Motion:** made by Joan George, seconded by Annette Maxwell to table the 2018 Draft Budget until the December Board Meeting. All in favor

**Old Business**

**Laurence Harbor Branch**

Mrs. Cohen announced boiler repairs were made. Mrs. Cohen indicated DPW will be trimming branches near the building. Mrs. Cohen announced she will be requesting a part-time librarian weed the collection at the Laurence Harbor Branch.

**Roof Leaks/Repairs**

Mrs. Cohen announced there is one remaining leak in the interior of the lobby. Mrs. Cohen indicated Tremco has been notified. Mrs. Cohen indicated the ESIP Lighting Contractor replaced LED bulbs.

**Operational Audit**

Mr. Weber distributed a proposal from Jersey Professional Management. Mr. Weber indicated the draft contains six recommendations. Mr. Weber answered questions Board Members had. Mr. Weber indicated the efficiency of staff schedules may be looked into. Mr. Weber indicated the possibility of a survey of Township residents may be recommended. Mr. Weber indicated the determination of need for additional outreach may be looked into. The Board reviewed and discussed the draft.

**Motion:** made by Joan George, seconded by Annette Maxwell to authorize an expenditure up to $7,800.00 to Jersey Professional Management. All in favor

**Fencing**

Mrs. Cohen stated the head of Public Works informed her that the fencing around the generator has been put on hold. Mrs. Cohen explained the Township would like to incorporate the fencing and the landscaping as part of a larger municipal security project. Mrs. Cohen indicated that the start date of the project has not yet been determined.

**Outside Walkways/Planting**

Mr. Weber asked the Director for an update regarding the Outside Walkway. Mrs. Cohen announced she spoke with the Township Engineer and the Engineer indicated she is not working on the project. Mr. Weber indicated the Library may be willing to fund engineering study costs. He requested Mrs. Cohen have the Attorney send a letter informing the Township that the Library is proceeding with the project. There was a brief discussion.
Strategic Plan

Dr. George asked Mrs. Cohen what progress has been made on finding a location for service to South Old Bridge. Mrs. Cohen indicated she spoke to Steve Mamakas to see if he had any leads in renting a storefront. Mrs. Cohen expressed reservations about sharing space with another entity in a storefront, which was mentioned by Mr. Mamakas. Mr. Weber indicated he would reach out to a realtor. Dr. George suggested looking into a book drop in South Old Bridge. Dr. George suggested contacting the Goddard School regarding a book drop. There was a discussion regarding how the space or book drop would be utilized.

HVAC

Mrs. Cohen announced the heat in the Library has been turned on.

Committee Reports

Finance

No report.

Personnel and Negotiations

No report.

Policy

Mrs. Cohen indicated she will have a minor revision to the Circulation Policy next month to include the Digital Resources Only Card.

Mrs. Cohen explained the Digital Resources Only Card will give a person not eligible for an OBPL Library card access to the digital resources the Library exclusively funds for OBPL cardholders. Mrs. Cohen indicated there are patrons that have expressed an interest in using resources such as Lynda.com and Tutor.com. Mrs. Cannon suggested including an information sheet, explaining which databases are offered with the card. Mr. Weber indicated he would like a report every two months.

Motion: made by Barbara Cannon, seconded by Kevin Borsilli to give the Director the authorization to issue Digital Resources Cards with a report every two months.

Building and Grounds

No report.
Outreach/Marketing

No report.

Director’s Report

AARP Tax Volunteers

Mrs. Cohen announced the Senior Citizens Center no longer has space for the AARP Tax Volunteers to use at their facility. Mrs. Cohen indicated she has decided to give the Volunteers space at the Library as she feels it is an important community service. Mrs. Cohen indicated she informed the Tax Volunteers’ they could use the computer lab. The Board agreed this is an important service to the community.

Workshop for Business Owners

Mrs. Cohen indicated the Library will be holding workshops for Business Owners and their Employees’ directly. Mrs. Cohen indicated Steve Mamakas will help out with promoting the workshops. Mrs. Cohen added that Business Owners along with anyone who works in Old Bridge are entitled to have an Old Bridge Public Library Card. There was a brief discussion.

Reference Desk Coverage

Mrs. Cohen announced after observing statistics she has come to the realization that there is no need to staff two Librarians at the Information Services Desk between the hours of 10:00 a.m. – 12:00 p.m. Mrs. Cohen indicated starting next week there will be one person covering the Information Services Desk during that time and a second person in the Adult Services Office. Mrs. Cohen indicated the second person will be on call as needed. Mrs. Cohen indicated she anticipates this will be more productive in terms of material orders and programing efforts.

New Business

Dell Computer Quote

There was a brief discussion on the Dell Computers.

Motion: made by Frank Weber, seconded by Barbara Cannon to purchase the Dell Computers as outlined in the Quote. All in favor

Public Comments

Library patron Julie DeGillio made a few comments regarding the study rooms. Ms. DeGillio asked the Board to consider updating the Study Room Policy to extend the use of study rooms to non-library cardholders. The Board agreed to review the policy. The Board thanked Ms. DeGillio for coming.
Executive Session

Motion: made by Frank Weber, seconded by Joan George to go into executive session at 9:06 p.m. to discuss matters of personnel and negotiations. All in favor

Public Session

The Board came out of executive session at 9:22 p.m. No action was taken.

Adjournment

Motion: made by Joan George, seconded by Kevin Borsilli to adjourn the meeting at 9:22 p.m. All in favor

Respectfully submitted,

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