MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
December 13, 2017
OLD BRIDGE, NEW JERSEY

Present: Frank Weber  President
Joan George  Treasurer
Annette Maxwell  Secretary
Steven Goldman  Trustee
Owen Henry  Mayor
Rocco Celentano  Supt. of Schools’ Alternate
Linda Reynolds  Confidential Secretary
Nancy Cohen  Director

Absent: Barbara Cannon  Vice President
Kevin Borsilli  Trustee
Michael Nielsen  Trustee

Guests: Library Staff Member Dena Price

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.

Mr. Weber introduced Adult Services Librarian Dena Price. Mrs. Price distributed invitations for the ESL Graduation to be held on Tuesday, December 19, 2017. Mrs. Price also distributed hand written letters from the ESL students. The Board thanked Mrs. Price.

Personnel

Motion: made by Steven Goldman, seconded by Rocco Celentano to accept the resignation of Part-time Substitute Library Page Rebecca Novo effective December 14, 2017. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of Part-time Substitute Librarian Scott Kushner effective December 14, 2017 at an hourly rate of $28.31. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of Part-time Outreach Van Driver Jeffrey Nemeth at an hourly rate of $17.95 pending background check. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of Part-time Passport Agent Rebecca Novo at an hourly rate of $16.30 effective December 15, 2017. All in favor

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the appointment of Part-time Library Page Nisha Patel at an hourly rate of $8.44 effective December 15, 2017. All in favor
Minutes

Dr. George announced she came across an ad in the newspaper regarding a workshop the Library was holding. Dr. George pointed out the ad states registration is not required. There was a brief discussion regarding patron registration of Library programs.

Motion: made by Frank Weber, seconded by Joan George to approve the November 8, 2017 regular board minutes as amended. Vote Yes: Frank Weber, Joan George and Annette Maxwell. Steven Goldman, Owen Henry and Rocco Celentano abstained.

Motion: made by Annette Maxwell, seconded by Frank Weber to approve the November 8, 2017 executive session board minutes. Vote Yes: Frank Weber, Joan George and Annette Maxwell. Steven Goldman, Owen Henry and Rocco Celentano abstained.

Finance

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

Motion: made by Joan George, seconded by Steven Goldman to approve the bill listing in the amount of $191,304.49. All in favor

2018 Budget

Dr. George announced the Director made changes to the Budget that were recommended. There was a brief discussion.

Motion: made by Annette Maxwell, seconded by Joan George to approve the 2018 Draft Budget. All in favor

Old Business

Laurence Harbor

Mr. Goldman suggested increasing the operation hours of the Laurence Harbor Branch. Dr. George suggested offering homework help and keeping the branch open longer. Mrs. Cohen recommended closing later Thursday night. Mr. Weber suggested opening earlier on Saturday. Mr. Goldman asked the new hours be put in to effect for January. Mrs. Cohen indicated she will start working on scheduling. Mrs. Maxwell recommended advertising the extended hours. There was a lengthy discussion regarding the operating hours of the Laurence Harbor Branch.

Roof Leaks/Repairs

Mrs. Cohen announced a repair was made to the leak that was in the main lobby. Mrs. Cohn indicated there are currently no leaks. Mrs. Cohen pointed out there has not been a heavy rainfall since the repair. Mr. Goldman indicated to the Mayor that Kasey Lenning has been wonderful with responding to the Library.
Operational Audit

Mr. Weber announced a meeting was held, but noted it was shortened due to an unexpected conflict. Mr. Weber indicated another meeting is to be scheduled.

Outside Walkway

Mrs. Cohen announced she has a meeting with Parks and Recreation Director Matt Mecurio regarding shoveling a path through the snow on the grass in the front of the Library. Dr. George indicated she has concerns if a path is shoveled you are acknowledging it is a walkway. Dr. George indicated it may become a liability. Mrs. Cohen indicated the Library’s Attorney contacted the Township Engineer last week asking if there was an update. Mrs. Cohen indicated she spoke to Mr. Shah and noted he would prefer the Attorneys’ deal with each other. The Mayor indicated when the time comes to re-do the parking lot the walkway will be discussed. There was a lengthy discussion on the parking lot and the walkway.

Strategic Plan – South Old Bridge

Mrs. Cohen announced Amboy Bank has given the Library permission to install a Book Return Drop Box at their Texas Road location. Mrs. Cohen indicated the Drop Box will be near the edge of landscaping. Mrs. Cohen indicated the Drop Box will be shipped with a pre-made concrete pad. Mrs. Cohen indicated a second concrete pad will need to be installed for the book truck to get in and out, as it needs a level surface. Mr. Weber asked the Director if the Library would be able purchase media shipping containers at a small cost to the patron to send their media back through mail. Mrs. Cohen indicated there currently is a charge to rent media with only a 7-day period to send it back. Dr. George suggested contacting the Ward’s council member to get the word of the Drop Box out to residents. Mrs. Cohen indicated she will look into it. There was a lengthy discussion regarding the Drop Box.

Motion: made by Joan George, seconded by Rocco Celentano to authorize the Director to purchase a Drop Box which is to be aggressively promoted among South Old Bridge and that it be given a three-month trial run before purchasing an additional Drop Box. All in favor

HVAC

Mr. Goldman indicated to Mayor Henry that the HVAC Units need to be replaced. Mayor Henry indicated he will look into what the status is on the units and noted that it is a priority.

Weekly Digital Showings

Dr. George indicated she would like to see more showings. Mrs. Cohen indicated there is a showing at least one a week. Mr. Goldman indicated the large room is used every night for other programs as well. There was a brief discussion regarding the digital showings.
Director’s Report

New Delivery Service

Mrs. Cohen announced the new delivery service will be starting on January 2, 2017. Mrs. Cohen indicated this new service gives you the ability to track a package in the system.

Foot Traffic Laurence Harbor

Mr. Goldman indicated there is a significant increase to the foot traffic in Laurence Harbor. Mrs. Cohen indicated the number may not be accurate. Mr. Weber indicated the circulation number is lower for 2017. There was a brief discussion.

Acquisitions

Dr. George asked Mrs. Cohen to explain the processing of books for the After Care program. Mrs. Cohen explained the program is the Township’s Before and After Care program, which is held at the Township’s elementary schools. Mrs. Cohen indicated the books going out to the schools are donations. Mr. Weber asked if the Library is delivering to all elementary schools. Mrs. Cohen confirmed they are delivering to all elementary schools and indicated the books are rotated.

Cleaning Products

Mrs. Cohen announced the Library switched over to fragrance and dye free cleaning products that are EPA approved.

Bathrooms

Mrs. Cohen announced two bathrooms are out of use. Mrs. Cohen indicated she is working with DPW on having them repaired.

Display Cases

Mrs. Cohen announced she is relocating the display cases that are down in the Living Room to sit up against the slat wall in front of the book donation area.

Evaluations

Mrs. Cohen indicated staff evaluations are being worked on. Mrs. Cohen indicated she anticipates the evaluations will be completed by the end of next week.
Digital Resources Card

Mrs. Cohen presented the new Digital Resources Card to the Board. Mrs. Cohen explained how the card would work and will have a report every three months. Mr. Weber asked if the rates go up for services if the cost of the Digital Resources Card increases. Mrs. Cohen indicated all services allow unlimited use or have usage caps. Mr. Weber asked if there is legal language in place to tell patrons there’s a possibility of a potential increase. Mrs. Cohen indicated she does not foresee a problem.

Mayor Thank You

Mayor Henry thanked everyone for their hard work during 2017 and is looking forward to a great 2018. Mayor Henry indicated the Library is in the best shape it has been in for a long time and to keep moving forward.

Committee Reports

Finance

No report.

Personnel and Negotiations

No report.

Policy

Motion: made by Rocco Celentano, seconded by Steven Goldman to approve the Revised Circulation Policy. All in favor

Building and Grounds

No report.

Outreach/Marketing

No report.

Executive Session

Motion: made by Rocco Celentano, seconded by Joan Goerge to go into executive session at 8:40 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of executive session at 8:46 p.m. No action was taken.
New Business

2018 Holiday Schedule

The Board reviewed and discussed the 2018 Holiday/Closure Schedule.

### 2018 HOLIDAY/CLOSURE SCHEDULE

<table>
<thead>
<tr>
<th>Holiday</th>
<th>Date</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>New Year’s Day</td>
<td>Monday, January 1</td>
<td>Holiday – CLOSED</td>
</tr>
<tr>
<td>Martin Luther King Day</td>
<td>Monday, January 15</td>
<td>Holiday – OPEN</td>
</tr>
<tr>
<td>President’s Day</td>
<td>Monday, February 19</td>
<td>Holiday – CLOSED</td>
</tr>
<tr>
<td>Easter</td>
<td>Sunday, April 1</td>
<td>Not a Holiday - CLOSED</td>
</tr>
<tr>
<td>Memorial Day</td>
<td>Monday, May 28</td>
<td>Holiday - CLOSED</td>
</tr>
<tr>
<td>Independence Day</td>
<td>Wednesday, July 4</td>
<td>Holiday – CLOSED</td>
</tr>
<tr>
<td>Labor Day</td>
<td>Monday, September 3</td>
<td>Holiday - CLOSED</td>
</tr>
<tr>
<td>Election Day</td>
<td>Tuesday, November 6</td>
<td>Holiday - OPEN</td>
</tr>
<tr>
<td>Veteran’s Day</td>
<td>Sunday, November 11</td>
<td>Holiday – OPEN</td>
</tr>
<tr>
<td>Day before Thanksgiving</td>
<td>Wednesday, November 21</td>
<td>Close at 5:00 p.m.</td>
</tr>
<tr>
<td>Thanksgiving Day</td>
<td>Thursday, November 22</td>
<td>Holiday - CLOSED</td>
</tr>
<tr>
<td>Day after Thanksgiving</td>
<td>Friday, November 23</td>
<td>Holiday – OPEN  (Holiday for non-supervisory unit only)</td>
</tr>
<tr>
<td>Christmas Eve</td>
<td>Monday, December 24</td>
<td>Close 2:00 p.m.</td>
</tr>
<tr>
<td>Christmas Day</td>
<td>Tuesday, December 25</td>
<td>Holiday – CLOSED</td>
</tr>
<tr>
<td>New Year’s Eve</td>
<td>Monday, December 31</td>
<td>Close 2:00 p.m.</td>
</tr>
<tr>
<td>New Year’s Day</td>
<td>Tuesday, January 1, 2019</td>
<td>Holiday – CLOSED</td>
</tr>
</tbody>
</table>

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the 2018 Holiday Schedule. All in favor

### 2018 Library Board Meeting Schedule

**Motion:** made by Joan George, seconded by Rocco Celentano to approve the 2018 Library Board Meeting Schedule as presented. All in favor
Adjournment

**Motion:** made by Joan George, seconded by Rocco Celentano to adjourn the meeting at 8:49 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: January 10, 2018
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Nancy Cohen and Annette Maxwell