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

Present:  Frank Weber  President
Carrie Shreder  Vice-President
Joan George  Treasurer
Annette Maxwell  Secretary
Barbara Cannon  Trustee
Michael Nielsen  Trustee
Rocco Celentano  Supt. of Schools’ Alternate
Nancy Cohen  Director
Maria Nowak  Executive Assistant

Absent:  Steven Goldman  Trustee
Kevin Borsilli  Mayor’s Alternate

Guests:  Library Staff Member Linda Reynolds

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

Motion:  made by Carrie Shreder, seconded by Barbara Cannon to accept the Resignation of Part-time Intern Nicole Perez effective December 9, 2016. All in favor

Motion:  made by Carrie Shreder, seconded by Barbara Cannon to accept the Resignation of Part-time Acquisitions Library Assistant Lisa Webb effective December 1, 2016. All in favor

Motion:  made by Carrie Shreder, seconded by Barbara Cannon to approve the appointment of Part-time Circulation Library Assistant Virginia Keating at an hourly rate of $15.67 pending background check. All in favor

Motion:  made by Carrie Shreder, seconded by Barbara Cannon to approve the appointment of Part-time Adult Services Librarian Lori Nattrass at an hourly rate of $28.73 pending background check. All in favor

Motion:  made by Carrie Shreder, seconded by Barbara Cannon to approve the appointment of Substitute Library Assistant Nicole Perez at an hourly rate of $15.67 effective December 15, 2016. All in favor
Minutes

Motion: made by Joan George, seconded by Annette Maxwell to approve the regular board minutes from the November 9, 2016 Board Meeting. Vote Yes: Frank Weber, Annette Maxwell, Barbara Cannon and Joan George. Carrie Shreder, Michael Nielsen and Rocco Celentano abstained.

Motion: made by Joan George, seconded by Annette Maxwell to approve the executive session board minutes from the November 9, 2016 board meeting. Vote Yes: Frank Weber, Annette Maxwell, Barbara Cannon and Joan George. Carrie Shreder, Michael Nielsen and Rocco Celentano abstained.

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 Michael Nielsen, to approve the bill listing in the amount of $253,048.12. All in favor

2017 Draft Budget and Three-Year Capital Plan

Dr. George announced the Finance Committee reviewed the Draft Budget. Dr. George indicated all questions were answered by the Director. Dr. George indicated she recommends the Board pass the 2017 Budget and Three-Year Capital Plan.

Motion: made by Joan George, seconded by Rocco Celentano to approve the 2017 Draft Budget. All in favor

Motion: made by Joan George, seconded by Rocco Celentano to approve the Three-Year Capital Plan. All in favor

Old Business

Update on Building Maintenance Issues

Ceiling Tiles

Mrs. Cohen announced ceiling tiles were replaced in the bathrooms and conference room of the Library.
Roof Caulking

Mrs. Cohen announced Kasey Lenning of DPW caulked leaks on the roof. Mrs. Cohen indicated there was a heavy rainfall after the repair and noted only one leak was found. Mrs. Cohen indicated that the leak was caulked afterwards.

Re-grouting Project

Mrs. Cohen announced the bathroom re-grouting project is completed.

ESL Graduation

Mrs. Cohen announced the ESL Graduation took place this week. Mrs. Cohen indicated she received a compliment from a woman at the ESL Graduation. Mrs. Cohen indicated the woman was extremely pleased on the cleanliness of the Library.

Outside Lights

Mr. Weber announced the pathway lights to the Library have been repaired by Township.

Director’s Report

Workshops

Mrs. Cohen announced she increased the number of participants to hold a workshop from five to ten. Dr. George indicated six is adequate. Mr. Weber suggested conducting more off-site workshops. There was a lengthy discussion on workshops and participation.

Office 2016 Upgrade

Mrs. Cohen announced there will be an upgrade to Office 2016 next quarter. Mrs. Cohen indicated the Library is still using Office 2007. Mrs. Cohen indicated the licenses are $29.00 each through TechSoup. This saves the Library almost $10,000.00. Mrs. Cohen indicated the upgrade will be conducted in stages.

Meeting Room Fee

Mrs. Cohen indicated a representative from Farrington Estates would like the Meeting Room Fee reduced. Mrs. Cohen indicated she declined the fee reduction as she doesn’t want to establish a precedent for other similar organizations.

Donation Discards

Mrs. Cohen indicated the Library is sending a decent amount of donation discards to Thrift Books. Mrs. Cohen indicated she would also like to include Library discards Thrift Books. Mrs. Cohen indicated she would rather make money on the discards then disposing of them.
Mrs. Cohen indicated the Library determines what the books are worth and ships them directly to Thrift Books. Dr. George asked if this would eliminate DPW disposing the books to recycling. Mrs. Cohen indicated that is her goal as the Library pays almost $3,000.00 a year to Township for recycling the books. Mr. Weber asked if money received from Thrift Books can be used for the purchase of new books. Mrs. Cohen indicated the funds received are currently going into the Gifts and Grants account. Mrs. Cohen indicated the Gifts and Grants funds are spent on Library programming and program supplies. Dr. George asked Mrs. Cohen to keep track of the program and report back to the Board.

Committee Reports

Finance

Mr. Weber announced budgetary increases were discussed at the committee meeting over the past three years. Mr. Weber indicated foot traffic and circulation has been increasing at Old Bridge Public Library. Mr. Weber pointed out that most Libraries in the county continue to lose foot traffic and circulation. Mr. Weber indicated Old Bridge Library has been making tremendous improvements. Mr. Weber indicated under the current Administration and Board of Trustees’ Old Bridge is moving in the right direction.

Policy

No report.

Buildings & Grounds

No report.

Outreach/Marketing

Mrs. Cannon announced two Little Free Libraries have been put in place. Mrs. Cannon indicated the goal is to continue with the program in the spring. Mrs. Cohen indicated she is looking into having more Little Free Libraries built.

New Business

2017 Library Board Meeting Schedule

Motion: made by Rocco Celentano, second by Michael Nielsen to approve the Library Board of Trustees 2017 Meeting Schedule. All in favor
2017 Holiday Schedule

Mrs. Cohen announced Christmas Eve and New Years Eve fall on a Sunday. Mrs. Cohen explained in the past the Library closes at 2 p.m. Mrs. Cohen suggested closing the Library as the Library doesn’t open until 12 p.m. on Sunday. Mr. Weber indicated if the Library closes it will not be considered a Holiday. Mr. Weber indicated both Christmas and New Year’s Eve would be non-working days.

New Year’s Day Sunday, January 1 – Holiday - CLOSED
Martin Luther King Day Monday, January 16 – Holiday – OPEN
President’s Day Monday, February 20 – Holiday – CLOSED
Good Friday Friday, April 14 - Not a Holiday – OPEN
Memorial Day Monday, May 29 – Holiday - CLOSED
Independence Day Tuesday, July 4 – Holiday – CLOSED
Labor Day Monday, September 4 – Holiday - CLOSED
Election Day Tuesday, November 7 – Holiday - OPEN
Veteran’s Day Saturday, November 11 – Holiday – OPEN
Day before Thanksgiving Wednesday, November 22 – Close at 5:00 p.m
Thanksgiving Day Thursday, November 23– Holiday - CLOSED
Day after Thanksgiving Friday, November 24 – Holiday – OPEN
(Holiday for non-supervisory unit)
Christmas’s Eve Sunday, December 24 – CLOSED – Not a Holiday
Christmas Day Monday, December 25 – Holiday - CLOSED
New Year’s Eve Sunday, December 31 – CLOSED – Not a Holiday
New Year’s Day Monday, January 1, 2018 – Holiday – CLOSED

Motion: made by Carrie Shreder, seconded by Michael Nielsen to approve the modified Library 2017 Holiday Schedule. All in favor

Executive Session

Motion: made by Rocco Celentano, seconded by Michael Nielsen to go into executive session at 7:39 p.m. All in favor

The Board came out of executive session at 8:00 p.m. The following action was taken.
Motion: made by Rocco Celentano, seconded by Barbara Cannon to ratify the agreement between Old Bridge Township Public Library and AFSCME Council 73 Local 3231 representing the Non-Supervisory Unit. All in favor

Motion: made by Rocco Celentano, seconded by Joan George to ratify the Agreement between Old Bridge Township Public Library and AFSCME Council 73 Local 3231-001 representing the Supervisory Unit. All in favor

Motion: made by Joan George, seconded by Rocco Celentano to approve the employment contract of Library Director, Nancy Cohen with a 3% increase effective January 1, 2017 through December 31, 2017. All in favor

Mrs. Cohen asked the Board to rescind the above motion as she would like to negotiate her salary. Dr. George announced a Personnel Meeting will be held and the Motion will be tabled for the January meeting.

Motion: made by Joan George, seconded by Annette Maxwell to rescind the previous Motion and to table the Director’s Employment Contract until the January 2017 Board Meeting. All in favor

Motion: made by Annette Maxwell, seconded by Barbara Cannon to approve the employment contract of Executive Assistant, Maria Nowak with a 3% increase effective January 1, 2017 through December 31, 2017. All in favor

Leave of Absence

Motion: made by Barbara Cannon, seconded by Frank Weber to approve a 90 Day Leave of Absence for Library Page Jeffrey Sherman, effective December 5, 2016. All in favor

Comments

Mrs. Cannon thanked Dr. George, Mrs. Shredder and Mr. Weber for all their efforts with negotiations. Mrs. Cannon announced she felt negotiations turned out well and was satisfied with the outcome.
Adjournment

Motion: made by Michael Nielsen, seconded by Carrie Shreder to adjourn the meeting at 8:09 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary
Library Board of Trustees
Date Approved: January 11, 2017
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by: Nancy Cohen and Annette Maxwell