

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JANUARY 13, 2021**

Present:	Barbara Cannon	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Rocco Celentano	Supt. of Schools' Alternate
	Sam Rizzo	Mayor's Alternate
	Frank Weber	Trustee
	Kevin Borsilli	Trustee
	Annette Kwiecinski	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Guests: Library Attorney Christopher Parton
Joe Korman of PC Visions
Several Library Staff Members via Zoom

The President called the meeting to order at 7:00 p.m. and announced the meeting has been advertised in accordance with the Open Public Meetings Act, and is publicly accessible in accordance with the Open Public Meetings Act and the Department of Community Affairs Local Finance Notice 2020-21."

Passing of Long Time Employee Marcy Kagan

Rocco Celentano requested that the Board have a moment of silence for Marcy Kagan. Mr. Weber asked the Director if he would like to speak about Marcy. Mr. Bobish announced the loss of Marcy hit the staff very hard. Marcy had been employed with the Library since 1995 and her contributions to the Library and community was very much appreciated. Mr. Bobish would like the Board to work with her family to hold a memorial in her honor. Mrs. Cannon also spoke of her time working with Marcy early in her career and how she was valued by the Library staff and the Old Bridge community. Mr. Weber expressed his thanks to Marcy and her family for her 25 years of service to the Library.

Reorganization

Mr. Weber turned the meeting over to Executive Assistant Linda Reynolds to conduct the election of Board President.

Nominations for Office of President

Annette Kwiecinski nominated Barbara Cannon for President. Kevin Borsilli nominated Frank Weber for President. Mr. Weber withdrew his nomination.

Vote Yes: Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Mrs. Cannon thanked the Board and thanked Mr. Weber for doing an extraordinary job under the most difficult of times and noted how his efforts got us through COVID-19.

Nominations for Office of Vice President

Maria Nowak nominated Joan George for Vice President. There were no other nominations.

Vote Yes: Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Nominations for Office of Treasurer

Joan George nominated Maria Nowak. There were no other nominations.

Vote Yes: Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Nominations for Office of Secretary

Joan George nominated Zainab Syed. There were no other nominations.

Vote Yes: Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Minutes

Motion: made by Frank Weber, seconded by Rocco Celentano to approve the November 27, 2020 Special Board Meeting Minutes. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber. **Abstain:** Kevin Borsilli and Annette Kwiecinski.

Motion: made by Kevin Borsilli, seconded by Joan George to approve the December 9, 2020 Regular Board Minutes and the Executive Session Board Minutes: **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

The President commented that Dr. George had written a memo regarding making changes to the Agenda, which can be done for the next meeting, to move Personnel and Finance in front of Old Business.

Old Business

Virtual Programming Update

Mr. Bobish announced the Library's first virtual program, which is being co-sponsored with the East Brunswick Library, and various local libraries, kicks off tonight. It's part of the "Option Green" series, a documentary discussion called "Decoding the Weather Machine". It runs from 7:30 to 8:30 pm. Mr. Bobish stated that he is working with Librarians Jackie Kulesa and Dena Price on different options for adult and children's programs. He stated that story times can be a little more complicated because of some rights to books and being able to publicly broadcast varies from publisher to publisher. Some require registering in advance, others simply ask for notification after the fact. Mr. Bobish explained that the consensus among most publishers allows for live broadcasting but not the archiving of any public broadcasts. He said he is looking into Facebook Live which allows streaming without archiving. Mr. Bobish commented that Jackie Kulesa would like to do a weekly story-time in the future and that Dena Price is investigating doing her own food programs and is looking into paid performers who can do other types of adult programs. Mr. Bobish concluded these are underway and that there will be more of a presence in February.

Removing Furniture and Fixtures from Laurence Harbor

Mr. Bobish informed the Board that ServPro visited the Laurence Harbor branch last Friday, 1/8/2021, to examine the remaining Library items, furniture, and fixtures and hopes to receive an estimate from them within the next day or two for removing and cleaning the rest of the building's contents. He also reached out to AdvantaClean and ERS of the Tri-State for additional quotes. Mr. Bobish stated that he reached out to the Parks and Rec's Director in the hopes of storing the Laurence Harbor items in their Recreation Building, if there is still vacant space there.

Technology Consultant for Library Needs

Mr. Borsilli asked Mr. Bobish if he had spoken with any IT companies about hiring a consultant. Mr. Bobish explained that he spoke to NetConnect of Staten Island and they have done some very good work for us in the past. NetConnect seems very interested in working with the Library. He stated that he has spoken to VCS IT Solutions and PC Visions. Both vendors are interested. Mr. Weber reiterated the need for a consistent RFP to be sent to the IT vendors. He spoke of a local vendor he knows who is willing to recommend an Old Bridge IT consultant to evaluate the technical needs of the Library. Mr. Borsilli agreed that he would like the vendors the Director spoke of to bid on the RFP once a consultant defines the specific needs. He would not want them involved in identifying the needs for the RFP. Mr. Weber stated that the amount of up to \$5,000 was approved at the last meeting for the hiring of an IT consultant. Dr. George asked the board if this would be done by the next meeting. Mr. Borsilli feels the Technology Committee can meet and hire a consultant within the next few weeks and that the RFP could be complete by the next Board meeting. Mrs. Cannon and Dr. George suggested that the Technology Committee move forward with hiring a consultant without the Boards' input, since they have the expertise.

Custodian Hiring Update

Mr. Bobish stated the he received (25) applications and has scheduled seven interviews this week for the custodian position. It will consist of a three-person interview committee of Mr. Bobish, Felisha McEachern and Amy Trombetta. Dr. George suggested that Interim Director should make the final hiring decision. Mr. Bobish agreed and suggested they could whittle it down to three candidates for the Interim Director.

Mrs. Cannon spoke about Nancy Cohen coming in as the Interim Director and thanked Dr. George for reaching out to Mrs. Cohen. She thanked Mr. Bobish for all of his work and wished him the best in his new position and said how she appreciated all that he has done during this difficult time.

Mrs. Cannon proposed that the Board start their search for a new Director as soon as possible. She suggested they start evaluating and contacting search firms to come up with recommendations. Mrs. Cannon suggested that a special meeting be held to move the process along instead of waiting until the next Board meeting. She feels that the more the Executive Board is involved in the hiring process, the better result in their search for a Director.

New Business

Dr. George would like to designate Frank Weber as the official delegate to LMxAC. She feels that Mr. Weber has a wealth of information about the operations and ideas for LMxAC that they can use. Mr. Weber agreed and feels that LMxAC was formed as for software initiatives but thinks they may be involving themselves in other Library matters, that many libraries may not be aware of. Mr. Weber plans on attending LMxAC's next meeting on January 28th. Mrs. Cannon agrees that it would be a great idea.

Motion: made by Joan George, seconded by Maria Nowak to approve the appointment of Frank Weber as the Old Bridge Public Library's Official Delegate to LMxAC. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Director's Report

Mr. Bobish announced the Library was closed for a second time due to an employee testing positive for COVID-19. The building was deep cleaned on Monday, December 14, 2020. All staff members were required to submit two negative tests before returning back to work.

Mr. Bobish stated that the Library was reimbursed \$23,681.97 of COVID-related funding in the second round of applications for Middlesex County. He informed the board that the Library has already submitted a reimbursement request for \$7,660.78 for the third round of applications.

Mr. Bobish advised that AARP would not be available to help with tax services this year due to COVID-19; unfortunately, most of their volunteers are in the at-risk group. They have applied for permits in case something changes.

Committee Reports

Mrs. Cannon stated that she would like to activate certain committees again and if there are any suggestions for new committees to let her know. Mr. Borsilli asked if there is an active Re-opening Committee. He stated that the committee should be actively working on establishing reopening plans that can be ready to go into action the moment things change. The re-opening plans should be in stages of opening that can be easily implemented to move forward or step back as needed. He feels the committee should go from an ad-hoc committee to a permanent committee for 2021.

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George stated she should have a date soon to go over the Supervisory Unit's proposals. Dr. George stated the Non-Supervisory Unit contracts will be up in December.

Policy

No report.

Technology

Mr. Borsilli gave the technology updates earlier in the meeting.

Personnel

Motion: made by Maria Nowak, seconded by Joan George to accept the resignation of Managing Librarian Nicole DeMatteo, effective December 26, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Kevin Borsilli, seconded by Sam Rizzo to approve the separation agreement of Jeffrey Walker, effective January 1, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Finance

Action on bills

Motion: made by Maria Nowak, seconded by Zainab Syed to approve the January 13, 2021 bill listing in the amount of \$137,133.49. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Board Comments

Mrs. Cannon thanked the Board Members for their support and hopes that they will be able to serve the public moving forward in the New Year.

Public Comments

Library Employee, Amy Trombetta thanked Mr. Bobish for his hard work and stated the Library has been busy.

Member of the public, Robert Meyer spoke of concerns he had.

Library Employee, Diane Meyer made a public statement regarding concerns she had.

Library Employee, Christopher Fales thanked Nicole DeMatteo for her contributions to the Library.

Adjournment

Motion: made by Maria Nowak, seconded by Kevin Borsilli to adjourn the meeting at 7:50 pm. All in favor

Respectfully submitted.

Zainab Syed, Secretary
Library Board of Trustees
Date Approved: February 10, 2021
Transcribed from tape by Irene Maag and Linda Reynolds
Reviewed by: Michael Bobish and Zainab Syed