

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
APRIL 14, 2021**

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

Minutes

Motion: made by Kevin Borsilli, seconded by Joan George to approve the March 10, 2021 Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Motion: made by Joan George, seconded by Kevin Borsilli, to approve the March 10, 2021 Executive Session Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Motion: made by Joan George, seconded by Kevin Borsilli, to approve the February 25, 2021 Special Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo and Frank Weber. **Abstain:** Annette Kwiecinski and Maria Nowak

Personnel

Motion: made by Frank Weber, seconded by Kevin Borsilli, to approve the resignation of Library Outreach Van Driver Jeffrey Nemeth effective March 16, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Motion: made by Frank Weber, seconded by Kevin Borsilli, to approve the resignation of Library Assistant (Circulation) Robin Hurst effective March 22, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Motion: made by Joan George, seconded by Frank Weber, to approve the retirement of Library Assistant (Adult/Youth Services) Marilyn Lubin effective May 1, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber. The Board thanked Mrs. Lubin for her years of service.

Finance

Motion: made by Frank Weber, seconded by Joan George, to approve the April 14, 2021 bill listing in the amount of \$184,937.85. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Old Business

Virtual Programming Update

Ms. McEachern reported she does not have any updates. Ms. McEachern stated she will meet with Librarians Dena Price and Jackie Kulesa regarding programs being scheduled.

Removing Furniture and Fixtures from Laurence Harbor

Ms. McEachern stated there are no updates at this time.

Technology Consultant for Library Needs

Mr. Borsilli announced the Technology Committee met and narrowed it down to two vendors. Mr. Borsilli stated that he is working with both firms on some pricing clarification in the estimates. Mr. Borsilli indicated the Technology Committee would have its recommendation within two weeks and feels that the Board should be ready to take action at the next meeting.

New Business

Hanna's Mechanical Proposal for Preventative Maintenance

The Board discussed the proposal from Hanna's Mechanical with an estimate of \$13,800.00.

Mr. Weber requested that other proposals be considered before making a decision. Mrs. Cannon stated that the quote was handled by Mrs. Cohen. Mrs. Nowak requested that a copy of the quote be emailed to all of the Board members.

Motion: made by Frank Weber, seconded by Maria Nowak to the table the proposal form Hanna's Mechanical. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Director Search

Mrs. Cannon reported Mrs. Nowak and Mr. Borsilli volunteered to be on the Director's Search committee.

Directors Report

Calendaring Products

Ms. McEachern informed the Board she is looking into a calendaring product for Passports called Setmore. Ms. McEachern stated this would help simplify the passport appointment process.

HVAC Training

Ms. McEachern stated she is making arrangements for a training session with Automatic Temperature Control Services for herself and Custodian Robert Urbanski. Ms. McEachern stated the training will cover basic knowledge of the HVAC system and the building automation software used to manage it.

ESL Program

Ms. McEachern announced Adult Services Librarian Dena Price informed her that the ESL Program will be offering summer sessions. Ms. McEachern stated they are waiting to hear back on how many sessions will be offered and for how long.

Phone Tree

Ms. McEachern stated she is working with Tom Sommers at Township to simplify the routing of incoming calls as well as updating the main outgoing message for the Library. Ms. McEachern said any issues should be resolved next week.

Boiler Repairs

Ms. McEachern announced that boiler #2 needed repairs, which were completed prior to Mrs. Cohen's departure. Ms. McEachern stated all necessary documentation was filed.

Browsing and Computer Appointments

Ms. McEachern announced browsing and computer appointments are going very well and that patrons expressed how excited they were to be back in the Library.

Mr. Borsilli asked for more feedback on the browsing appointments. Ms. McEachern said most browsing appointments consisted of families and they were selecting more items through browsing than online. Mr. Weber asked if some of these included items borrowed through the Library consortium. Ms. McEachern stated that she would contact LMxAC in order to separate the borrowing counts for future statistics. Ms. McEachern stated that patrons are currently being accommodated the times and days they request for appointments. She said patrons are expressing

their desire to be able to browse without appointment times and are asking if the Library has any scheduled in-house programs for children. Mrs. Cannon mentioned that some libraries have opened up to browsing without appointments and there are no issues with overcrowding.

Committee Reports

Buildings & Grounds

No report.

Finance

Mr. Weber mentioned that the previous Director submitted a draft of the 2021 Budget on December 22, 2020 and that it had not been reviewed item by item. Mr. Weber recommended the Board approve this budget as presented, with the understanding that it can be modified. He feels that this budget is more of having a plan in place for the public and Township. Mrs. Nowak explained that they made a spreadsheet which included the Approved Budget for 2020 and the final expenditures for 2020, combined with the draft budget that the previous Director completed for a little over 3 million dollars. Mrs. Nowak stated that she can email this budget to the Board for review. Mr. Weber advised that this budget would not be a spending authorization and expenditures will need to be approved. Mrs. Cannon suggested the budget be emailed to all members for voting at the next meeting.

Outreach/Marketing

No report.

Policy

No report.

Technology

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

Personnel

No report.

Reopening

Mr. Rizzo commented that he was happy to see some of the programs back. He would like to see if there was any more discussion on having more programs and perhaps offering two sessions of story-time in the meeting rooms or moving these programs outside. Mrs. Cannon explained that they would like to increase the programs being offered and would like to see some programs held outside.

Executive Session

Motion: made by Joan George, seconded by Frank Weber, to go into Executive Session at 7:35 p.m. to discuss matters of personnel. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

The Board came out of executive session at 8:21 p.m. The following action was taken:

Motion: made by Kevin Borsilli, seconded by Joan George to approve the recall of Library Assistants Diane Gunia and Christopher Fales effective April 20, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber

Board Comments

Dr. George stated that during the Council Meeting last night, the Council discussed their reasons for not opening their meetings to the public in person. Mr. Parton stated that if public meetings are open to members, they must also be open to the public subject to fire code, room capacity limits and social distancing or it would possibly exclude members of the public. Mr. Weber suggested that the large meeting room would be more practical to accommodate the requirements. Mr. Borsilli raised the concern that the Board meetings start at 7:00 p.m. and the Library closes at 7:00 p.m. Mr. Weber suggested starting the meetings at 5:00 p.m. or holding them on Saturdays.

Roll call was taken to determine those in favor of moving the Board meetings to in-person, starting May 12, 2021 if logistically possible. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Annette Kwiecinski and Sam Rizzo. **Vote No:** Joan George, Maria Nowak and Mr. Weber

Mrs. Cannon stated she will look into the logistics involved in anticipation of in-person Board meetings.

Public Comments

Youth Services Librarian, Fani Stein stated that having patrons in the Library to browse is a great first step. Mrs. Stein asked the Board consider bringing back more staff who can provide more services and programs.

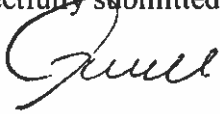
Youth Services Librarian Jackie Kulesa stated that the idea of starting other programs and services is great, but feels that bringing back more librarians is necessary.

Library Assistant, Christopher Fales thanked the Board members for bringing him back. He stated Library patrons tell him they are looking forward to coming back to the Library.

Adjournment

Motion: made by Frank Weber, seconded by Kevin Borsilli to adjourn the meeting at 8:21 p.m. All in favor

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Annette".

Annette Kwiecinski, Trustee

Library Board of Trustees

Date Approved: May 12, 2021

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Felisha McEachern and Annette Kwiecinski