

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
AUGUST 10, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Frank Weber	Trustee
	Zainab Syed	Trustee
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Annette Kwiecinski	Secretary
	Sara Marino	Trustee
Guests:	Library Attorney Christopher Parton Library Staff Members Irene Maag, Diane Gunia, Trudi Doehler, Lauren Rossi, Pham Condello and two members of the public	

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 is publicly accessible in accordance with law.

Regular Minutes

Motion: made by Joan George, seconded by Maria Nowak, to approve the amended June 8, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Rocco Celentano, seconded by Joan George, to approve the July 13, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, and Frank Weber. Maria Nowak, Sam Rizzo and Zainab Syed abstained.

Motion: made by Rocco Celentano, seconded by Joan George, to approve the July 27, 2022 Special Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Personnel

Library Assistant - Coordinator of Programming

Dr. George stated the Director recommended an applicant to hire for the Library Assistant – Coordinator of Programming and noted Mrs. Condello was also involved with the interviews. Mr. Kornblau stated he feels this is a good candidate and is looking forward to working with him.

Motion: made by Joan George, seconded by Frank Weber to approve the New Appointment of Library Assistant – Coordinator of Programming (Part-time) Alastar Dimitrie at an hourly rate of \$18.13 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Substitute Librarian

Mrs. Nowak recommended tabling the Substitute Librarian as it was discussed the Personnel Committee would meet with Mrs. Condello and the Director to get a better idea of the Department's staffing needs.

Motion: made by Maria Nowak seconded by Joan George to table the New Appointment of Substitute Librarian Monica Teixeria. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Supervisor of Information Technology Services

Dr. George stated Mrs. Marino assisted in revising the job description for Supervisor of Information Technology Services. Dr. George stated that the Draft has been sent all Trustees and to the Tech committee for comments. It is anticipated the job description will be completed and on the September Agenda for discussion and approval.

Finance

Bill Listing

Mrs. Nowak announced she reviewed the bills and had two questions that the Director answered satisfactorily.

Motion: made by Maria Nowak, seconded by Rocco Celentano to approve the bill listing in the amount of \$202,036.06. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Old Business

Museum Passes

Mr. Kornblau stated the library currently offers seven museum passes. Mr. Kornblau stated thirteen reservations were made in July and there are currently eight more reservations for upcoming dates in August. Mr. Kornblau stated eight more museums will be added to the program. Mr. Borsilli stated the program needs to be promoted well as not many people in town are aware of the program. Mr. Borsilli stated a report was asked for to detail what museums were offered in the past versus what museums are currently offered by the Library. There was a discussion regarding different types of museums.

Passports

Mr. Kornblau announced there was \$26,699.00 in passport revenue for the month of July. Mr. Kornblau stated a job posting for an additional passport agent has been posted on the Library's website. Mr. Kornblau stated the year to date revenue is \$206,439.00. There were 54 walk-ins and 101 photos. Dr. George stated they would like to see staff scheduling for the Passport Department before voting on a new hire. Mr. Weber suggested doing some research on when the walk-ins come in, when appointments get canceled and how long the wait is to get an appointment. Mr. Weber stated this information will give a better look as to how the operation works. Dr. George clarified Mr. Weber would like a report from the consumer side and she would like a report on staffing. Dr. George requested the reports be given before the next meeting.

MALiA

Dr. George stated the picture that was presented was that the Library would receive a discount on purchases up to \$6,000 if it joins MALiA. Dr. George reviewed the website and stated joining MALiA would be joining an alliance. Dr. George questioned that MALiA has been in existence for 32 years and yet no states north of Virginia have joined. Dr. George stated she had asked the Director if they could have something in writing that states the Library will receive an ongoing discount. Since that documentation has not been provided Dr. George suggested not getting involved with MALiA at this time. Dr. George stated the Director's former Library of Delray Beach was a member of MALiA, but is not any longer. Dr. George stated the Director told her MALiA is spread by word of mouth and his feeling is that if they got in New Jersey word of mouth would spread MALiA northward. Dr. George stated she's not sure if Old Bridge should be the Library to start that as she feels they don't have enough information. Mr. Weber asked how Mr. Kornblau came up with figure of \$6,000 in savings. Mr. Kornblau stated he took the Library's current spending with Baker & Taylor and Ingram and projected the 3% added discount. Mr. Kornblau stated what some of the benefits would include. Mr. Kornblau stated the contracts are on their website. Mr. Celentano asked the Director how his experience was working with MALiA while he was working in Florida. Mr. Kornblau responded once you join you really don't deal with the alliance as their job is just negotiating contracts. Dr. George asked Mr. Kornblau when he became aware of MALiA. Mr. Kornblau responded when they first started 32 years ago. Mr. Celentano urged other members to research MALiA and possibly make a motion in the future.

Update on Outreach Survey

Mr. Kornblau stated all board members should have the proposal from Library Strategies. Mr. Borsilli stated when they met with Library Strategies they had suggested starting the survey right after Labor Day. Dr. George asked how the survey is going to be distributed. Mr. Kornblau stated the survey would be done online and the Library would cover the costs of a mailing. Mr. Weber stated he believes you can purchase email addresses for everyone in town. Mr. Weber suggested finding out if Library Strategies has that information. Mr. Borsilli stated one of the items recommended was working with partners in towns such as the schools and the senior center. Mr. Borsilli stated purchasing emails may be a good idea but may end up going to spam. Mr. Kornblau stated Library Strategies will provide a draft of the survey that will be submitted to the Board for feedback and edits.

Motion: made by Joan George, seconded by Kevin Borsilli to accept the proposal from Library Strategies in the amount of \$4,500. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Online Tutor Programs

Dr. George reported usage has been down for Tutor.com. Dr. George asked about another tutoring service the Old Bridge Library provides is BrainFuse, which has been free through the State Library. Mr. Kornblau stated BrainFuse is no longer free, therefore LMxAC has negotiated reduced prices with BrainFuse which is over \$2,000 less than Tutor.com.

Mr. Kornblau stated they would like to evaluate both programs over the next year to see which has more activity. Dr. George suggests that the evaluation should take months not a year. Mr. Kornblau stated these programs will need to be promoted. Mr. Kornblau went over both programs and what they offer. Dr. George stated it is information like this that would be expected in the Director's Report. Mr. Celentano stated the best way to get the word out of the tutor programs is going to the PTA's as well as the District's Guidance Departments. Mr. Celentano stated he could help get a campaign started in September. Mr. Weber suggested handing out promotional materials on BrainFuse and the Survey at Old Bridge Day.

Dr. George asked the Director if the State Library provides other services that the Board wouldn't have knowledge of. Mr. Kornblau stated the Library receives free databases from the State as well as eBooks and other items. Mr. Kornblau stated there are links on the website. Dr. George asked the Director to highlight these services once a month in his Director's Report.

Director's Report

School Supply Drive

Mr. Kornblau announced the Library is participating in the School Supply Drive that is taking place throughout the Township. A list of the items needed are listed on the Library's website. Dr. George suggested Mr. Kornblau contact a store such as Staples and ask them to contribute and to update the Board on the progress.

Adult Programs

Mr. Kornblau announced there are a lot of programs in August for Adults such as the Friday Film series, Second Saturday Concert and Salt Water Day.

Laurence Harbor

Mr. Kornblau reported Library Services in Laurence Harbor will go back to the original schedule next week which is Tuesday, Wednesday and Thursday 1:00 pm to 5:00 pm.

Roof Leaks

Mr. Kornblau announced there are some new significant roof leaks and notified the Director of Public Works Kasey Lenning.

Fire Suppression Pipe

Mr. Kornblau announce the pipe was fixed for the fire suppression system. There will be a fire sprinkler test soon.

Summer Reading

Mr. Kornblau stated the Summer Reading Program will still be ongoing for another two weeks.

Clubs

Mr. Kornblau stated the Chess and Mahjong are meeting this evening.

P-Card

Mrs. Nowak asked the Director why the Library needs the P-Card and who would be authorized to use it. Mr. Kornblau responded having a P-Card would allow the Library to make purchases through vendors that only accept credit cards. Mr. Kornblau reported he has been in touch with Bank of America and is working on getting the Library a P-Card with about a \$2,500 limit. Mrs. Nowak asked who would be authorized to use the P-Card. The Director stated it would be only himself.

Meeting Room Rentals

Mrs. Nowak stated in the past there were Meeting Room Statistics in the Director's Report. Mrs. Nowak asked if and when the meeting rooms are rented by outside organizations. Mr. Kornblau stated they have not re-instated meeting room rentals yet. Mr. Kornblau stated when the Coordinator of Programming starts they will get that program back up and running.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak reported she and Mr. Weber were not able to meet and hopes to meet before the next meeting. Mr. Weber stated when the original Budget was proposed there was a quarter of a million dollars as a contingency line item. Mr. Weber stated the contingency was then reduced to \$192,000. The Director moved the \$58,000 difference into other accounts. Mr. Weber asked for a summary of those accounts which he has not seen yet. Mr. Weber and Mrs. Nowak agreed the \$192,000 should go into the surplus. Mr. Kornblau stated he will make the change and forward it to Mrs. Nowak and Mr. Weber.

Outreach/Marketing

Mr. Rizzo announced the Township has a Cultural Arts Program taking place at the Shoppes of Old Bridge and feels the committee should discuss whether or not they want to present something at that location. Mr. Borsilli stated the Director is working with Township on presenting something at this event.

Mr. Rizzo stated back in May the committee met with the Mayor who was going to have the Township planner look into possible Library sites in South Old Bridge. Mr. Rizzo asked the Director to inquire with the Mayor as to whether or not the Planner has come up with anything.

Personnel

Dr. George announced the Personnel Committee had a meeting with the Attorney to go over items of concern. Dr. George stated they discussed working with the Director and his Action Plan as it moves along. We also requested the Director signs in and out for lunch so there are accurate time clock records. Dr. George stated the chain of command was discussed and how communication between staff, our attorney and the Trustees are affected. Dr. George stated MALiA was also discussed. Dr. George stated there was a discussion on the current use of substitute staff. It was emphasized that a sub can be used only when a regular staff member is absent from their position. Dr. George stated the use of substitutes will need to be focused on at the next Board meeting. Dr. George explained the Director has developed a form that indicates when a substitute is called and what employee the sub is called in to cover. Another item that came up is if there is a line item for substitutes. Mrs. Nowak suggested it's easier to keep a spreadsheet on the use of substitutes.

Mr. Parton stated the Supervisory Unit's Contract expires the end of 2023. Mr. Parton stated the final year of their contract was left as an open salary year. Mr. Parton will reach out to the Personnel Committee.

Policy

No report.

Technology

Mr. Weber stated it was discussed having PC Visions come in and do a field review. Mr. Parton stated if PC Visions has a contract with the Library there is no need to make a motion.

Adjournment

Motion: made by Frank Weber, seconded by Sam Rizzo to adjourn the meeting at 8:33 p.m. All in favor.

Respectfully submitted,

Joan George, Vice President
Library Board of Trustees
Date Approved: September 14, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Joan George