

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
NOVEMBER 16, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Annette Kwiecinski	Secretary
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Frank Weber	Trustee
	Sara Marino	Trustee
	Zainab Syed	Trustee
Guests:	Library Attorney Christopher Parton, several Library staff members and 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 Maria Nowak, seconded by Joan George, to approve the October 12, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak and Sam Rizzo. Annette Kwiecinski abstained.

Executive Minutes

Motion: made by Maria Nowak seconded by Joan George, to approve the October 12, 2022 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak and Sam Rizzo. Annette Kwiecinski abstained.

Executive Session

Motion: made by Joan George, seconded by Annette Kwiecinski to go into executive session to discuss items of negotiations and personnel at 7:06 pm. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

The Board came out of executive session at 7:56 p.m. The following action was taken:

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the Old Bridge Public Library Organization Chart. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Personnel

Motion: made by Joan George, seconded by Annette Kwiecinski to accept the resignation of Library Director Alan Kornblau effective December 29, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Dr. George wished Mr. Kornblau well.

Motion: made by Joan George, seconded by Maria Nowak to table Agenda Item B under Personnel until the December meeting as more information has been requested. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo. **Vote No:** Rocco Celentano

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Staff Librarian (Part-Time) Cheryl Litwinczuk at an hourly rate of \$33.25, effective November 17, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Motion: made by Joan George, seconded by Annette Kwiecinski to accept the resignation of Substitute Library Assistant Frank Limaldi effective November 16, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Library Assistant Frank Limaldi at an hourly rate of \$18.13 effective November 17, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Library Page Leah Barnickel at an hourly rate of \$13.00 effective November 17, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Finance

Bill Listing

Motion: made by Maria Nowak, seconded by Rocco Celentano to approve the bill listing in the amount of \$220,111.99. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

2022 Budget

Mrs. Nowak stated it was brought to her attention by the Director that the Audit report states the Library is not required to have a budget. Mrs. Nowak stated more discussion is needed. Mr. Borsilli requested the Budget be put on the December Agenda.

Old Business

Program Update

Mr. Kornblau stated Museum Passes were mentioned in the Outreach Survey and noted it is a popular service that patrons would like to see expanded. Dr. George asked for a report of what each museum pass costs the Library.

Passports

Mr. Kornblau announced two new staff members have been added to the Passport Department and are in the process of becoming certified passport agents.

Mr. Borsilli stated several requests have been made for a report on a breakdown of how many passports are being processed in the course of a month along with how many agents are on staff. Mr. Kornblau stated he will put a report together. Dr. George noted a report has been requested in the past including how many people are served in a day, as well as how many people are being turned away. Dr. George stated if its determined more staff is needed they will hire more agents.

Outreach Survey

Mr. Borsilli announced Library Strategies submitted a report and he will forward it to all Board Members. Mr. Borsilli stated the response rate was good. Mr. Borsilli stated programs need to be promoted more. Mr. Borsilli stated a committee will need to be formed.

Trustee Email Addresses

Dr. George commented she had requested a Library email address. She announced her email is now listed under her name on the Library website. Mr. Borsilli requested his email address be added to the website as well.

New Business

2023 Board Meeting Schedule

Motion: made by Joan George, seconded by Rocco Celentano to adopt the 2023 Library Board Meeting Schedule. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, and Maria Nowak. Sam Rizzo abstained.

2023 Library Holiday/Closure Schedule

There was a brief discussion that both Christmas Eve and New Year's Eve fall on a Sunday. The Board agreed to close the Library both days.

Motion: made by Rocco Celentano, seconded by Maria Nowak to adopt the 2023 Holiday/Closure Schedule. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Director's Report

Mr. Kornblau announced interviews are being held for the Supervisor for IT and Digital Marketing position. Mr. Kornblau anticipates a recommendation on the December Agenda.

P-Card

Mr. Kornblau stated progress is being made on obtaining a P-Card. Mr. Kornblau raised concerns regarding Amazon as they are doing away with the line of credit at the end of the year. If they do not get approved for a business account line of credit the P-Card will need to be used.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

No report.

Policy

No report.

Technology

No report.

Public Comments

Member of the public, David Merwin stated rumors are surfacing that the Laurence Harbor Library is going to be closed. Mr. Borsilli stated there are no plans to close the branch. There was a discussion regarding the Branch hours. Mr. Merwin stated communication between the Library and public need to be improved. Mr. Merwin stated he does not feel most people are aware Library services are in the building.

Ms. Matragrano stated her safety concerns at the Laurence Harbor Branch. Ms. Matragrano stated she would like to see safety procedures. Mr. Borsilli thanked Ms. Matragrano for her comments.

Ms. Doehler stated she is the other Library Assistant working at the Laurence Harbor Branch and wanted to mention she does not fully agree with Ms. Matragrano and feels it's a safe family community. Mr. Borsilli thanked Ms. Doehler for her comments.

A member of the public stated she has been using the Library in Laurence Harbor and has been pleased with staff servicing the Branch. It was also mentioned most residents are not aware there are Library services available. Mr. Borsilli thanked the patron for her comments.

Another member of the public stated those that do use the Library at Laurence Harbor would not be happy if they suspended services. Mr. Borsilli thanked the patron for her comment.

A member of the public stated a friend of hers who is 84 uses the Laurence Harbor Library when its open and loves going there. Mr. Borsilli thanked the patron for her comment.

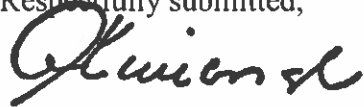
Board Comments

Dr. George asked if the mold situation in Laurence Harbor been thoroughly taken care of and if it has been inspected. Mr. Borsilli stated they have been informed by Township that the building is clear of mold. Township has requested the Parks and Recreation Department to do a daily walk-thru.

Adjournment

Motion: made by Rocco Celentano, seconded by Joan George to adjourn the meeting at 8:46 p.m. All in favor.

Respectfully submitted,



Annette Kwiecinski, Secretary

Library Board of Trustees

Date Approved: December 14, 2022

Transcribed from tape by Linda Reynolds

Reviewed by: Annette Kwiecinski

De la Roche