

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MARCH 8, 2023**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Zainab Syed	Secretary
	Rosemarie Rivoli	Trustee
	Frank Weber	Trustee
	Sara Marino	Trustee
	Estee Spiegel	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Christopher Parton	Attorney
	Phil Israel	Interim Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Maria Nowak	Treasurer
Guests:	Several Library staff members and members of the public	

The President called the meeting to order at 7:01 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 Rosemarie Rivoli, seconded by Rocco Celentano, to approve the February 8, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed, Rosemarie Rivoli, Frank Weber, Sara Marino, Estee Spiegel and Rocco Celentano.

Executive Minutes

Motion: made by Joan George, seconded by Frank Weber, to approve the February 8, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed, Rosemarie Rivoli, Frank Weber, Sara Marino, Estee Spiegel and Rocco Celentano.

Finance

Bill Listing

Mr. Borsilli announced he spoke with the Treasurer Maria Nowak who reviewed all the bills and noted everything was in order.

Motion: made by Kevin Borsilli, seconded by Frank Weber to approve the bill listing in the amount of **\$1,726,796.96**. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed, Rosemarie Rivoli, Frank Weber, Sara Marino, Estee Spiegel and Rocco Celentano.

Old Business

Laurence Harbor

Mr. Borsilli announced a meeting is scheduled with Amboy Bank on Friday. It was suggested funds be put aside to start taking steps to prepare the building for library services. There was discussion on what will be needed to get the building prepared and stocked.

Motion: made Sara Marino, seconded by Zainab Syed to authorize the Interim Director to expend up to \$8,000 on the cleanup/startup costs at the new Laurence Harbor facility subject to an agreement with Amboy Bank and receipt of appropriate documentation of expenses. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed, Rosemarie Rivoli, Frank Weber, Sara Marino, Estee Spiegel and Rocco Celentano.

Revision of Meeting Room Policy

Mr. Israel announced the Meeting Room Policy has been implemented and reservations for meeting room rentals have resumed as of March 1, 2023.

P-Card

Mr. Israel announced they have now gone through an entire billing cycle with the P-card. Mr. Israel stated Bank of America was not willing to sign the Library's voucher and provided Mr. Israel with the DCA Local Finance Notice. Mr. Parton stated the documentation from the DCA waives the requirement of a claimant's certification when payment for the procurement of goods or services is to a third party that is not the vendor from whom the goods and services are purchased.

The DCA documentation will be attached to the voucher and covers the Library. Mr. Parton explained the DCA permits the Library to secure a P-card from a bank. Dr. George requested to see the agreement.

Recordings of Board Meetings

Mr. Borsilli announced recordings of Library Board Meetings will be posted to the Township YouTube page.

Friends of the Library / Volunteers

Mr. Borsilli announced that currently the Library does not have an active Friends group. There was a discussion regarding the Board making an announcement that they would like to assist in having a Friends group formed.

Ms. Spiegel asked how to go about bringing in adult volunteers and asked if it would be helpful to the staff. Dr. George stated you have to be careful in a union environment. It was discussed before an adult volunteer program is started, there would need some review to clarify what is or is not being done by an employee. Dr. George offered to work with Mrs. Spiegel on any ideas Mrs. Spiegel may have for a volunteer program. Dr. George stated she can help as she is conversant on what is and is not union.

Director's Report

Budget

Mr. Israel stated he spoke with the Auditor as there was a line in the audit report that listed \$301,000.00 as capital funds that does not show up in the monthly reports. The Auditor recommended the CD reserved for South Old Bridge be listed as a capital reserve. Mr. Israel stated there needs to be a list of capital items that corresponds with the capital reserve. Mr. Israel recommend the committee chairs discuss some capital items that would be needed.

Programs

Mr. Israel announced there was a program with a Therapy Miniature Horse. Mr. Israel said the program was very successful and exciting and will be returning later in the month.

Ms. Rivoli stated she has noticed the full and busy parking lot at the Library post covid.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

Mr. Weber gave an update on the site visit in South Old Bridge. Mr. Weber stated the committee was happy with the site and size of the property. Ms. Rivoli stated they should have an engineering report of the property by the next meeting.

Personnel and Negotiations

Dr. George stated she had requested to look at all of the Library's contracts. Mr. Parton stated Trustees have the right to see Library contracts under the open public records act. It was agreed there should be a file kept with all current contracts.

Policy

No report.

Technology

No report.

Director's Search

Mr. Borsilli announced the committee has received several applicants interested in the Director's position. The interview process has been ongoing with more interviews in the coming week.

Public Comments

A member of the public made comments regarding the Laurence Harbor Branch. President Borsilli thanked her for her comment.

A member of the public asked what are the Friends of the Library. President Borsilli explained and thanked the resident for her comment.

Executive Session

Motion: made by Rocco Celentano, seconded by Frank Weber to go into executive session at 8:08 pm. All in favor.

The Board came out of executive session at 8:20 p.m. No action was taken

Adjournment

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

Respectfully submitted,



Zainab Syed, Secretary
Library Board of Trustees
Date Approved: April 12, 2023
Transcribed from tape by Linda Reynolds
Reviewed by: Zainab Syed