

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
JULY 19, 2023**

<b>Present:</b>	Kevin Borsilli	President
	Joan George	Vice President
	Zainab Syed	Secretary
	Frank Weber	Trustee
	Rosemarie Rivoli	Trustee
	Estee Spiegel	Mayor's Alternate
	Christopher Parton	Attorney
	Dawn Jenkin	Library Director
	Irene Maag	Executive Assistant for Finance
<b>Absent:</b>	Maria Nowak	Treasurer
	Rocco Celentano	Supt. Of Schools' Alternate
	Sara Marino	Trustee

The President called the meeting to order at 7:09 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.

**Executive Session**

**Motion:** made by Rosemarie Rivoli, seconded by Estee Spiegel to go into executive session to discuss matters of personnel at 7:10 pm. All in favor.

The Board came out of executive session at 7:25 p.m. Action was taken on items under Personnel.

**Regular Minutes**

**Motion:** made by Rosemarie Rivoli, seconded by Estee Spiegel, to approve the June 14, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

**Executive Minutes**

**Motion:** made by Estee Spiegel, seconded by Rosemarie Rivoli, to approve the June 14, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Rosemarie Rivoli, Estee Spiegel and Frank Weber. Zainab Syed abstained

**Personnel**

**Motion:** made by Rosemarie Rivoli, seconded by Estee Spiegel, to approve the employment of Manager of Informational Technology Adam Pober at an annual salary of \$70,318.91 prorated for the balance of 2023. **Vote Yes:** Kevin Borsilli, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

**Motion:** made by Joan George, seconded by Rosemarie Rivoli, to approve an additional ten percent out-of-title pay rate for Trudell Dohler, Laurence Harbor Branch retroactive to May 3, 2022. **Vote Yes:** Kevin Borsilli, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

**Motion:** made by Joan George, seconded by Zainab Syed, to approve the Maintenance/Driver job description. **Vote Yes:** Kevin Borsilli, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

**Motion:** made by Joan George, seconded by Estee Spiegel, to approve the establishment of three new positions: Manager of Adult Services, Manager of Youth Services and Manager of Extended Patron Services. **Vote Yes:** Kevin Borsilli, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

## **Finance**

### **Bill Listing**

Mr. Borsilli stated he spoke with Mrs. Nowak who indicated she reviewed the bill listing and her questions were answered satisfactorily.

**Motion:** made by Estee Spiegel, seconded by Rosemarie Rivoli, to approve the bill listing in the amount of \$271,922.69. **Vote Yes:** Kevin Borsilli, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

**Vote No:** Joan George

**Abstained:** Zainab Syed

## **Old Business**

### **Laurence Harbor – Update**

Ms. Jenkin updated the Board on the progress of the Laurence Harbor Branch. Ms. Jenkin indicated operating hours need to be decided as well as when the hours will be extended. There was a discussion on reaching out to the community and attending PTA meetings. It was suggested the Library having a presence on Salt Water Day. There was a lengthy discussion on types of services and programs. Ms. Jenkin suggested promoting hot spots, device lending, printing and computers. Ms. Jenkin reported a survey shows people are interested in evening and weekend hours. It was agreed the Branch Manager will be a Librarian. Mr. Borsilli recommended a six-month trial of 40 hours per week at Laurence Harbor Branch with quarterly updates. There was a discussion regarding safety at Laurence Harbor and telephone coverage. Ms. Jenkin stated there is always two staff members on duty.

### **Staff Training**

Ms. Jenkin stated she'd like to look into having a staff training day in the fall.

## **South Old Bridge**

The Board agreed a survey needs to be completed for South Old Bridge. Mr. Weber stated he will have a committee meeting in the coming weeks. Ms. Jenkin stated she will reach out to other Directors that have library branches in their system for information and what resources they use.

## **Director's Report**

### **Exterior Automatic Library Doors**

Ms. Jenkin reported she has not received a clear answer as to whether the Library can use the Township's QPA. Ms. Jenkin stated a suggestion was made that it would be ideal to have a Shared Services Agreement with the Township. Ms. Jenkin explained if they don't get an answer whether the Library can use Township's QPA the Library will have to go out to bid. Mr. Borsilli stated he will call Mr. Shah and he will have Mr. Parton work with the Director on creating a Shared Services Agreement.

### **Budget**

Ms. Jenkin explained when there are funds left over at the end of the year, the Board should vote to put that into a capital fund. Ms. Jenkin explained in order to have a capital fund the library needs to have a capital plan which is State law. Ms. Jenkin indicated she's not in total agreement with the draft budget and would like to rework the numbers.

### **Roof Leaks**

Ms. Jenkin reported there were roof leaks during yesterday's storm. Ms. Jenkin stated DPW came over quickly and thanked them for their help.

### **Facility Diary / Google Drive**

Ms. Jenkin announced she started a Facility Diary which will be available to Trustees through the Google Drive. Ms. Jenkin explained once the drive is tested all Trustees will be asked to join.

### **Notary Policy**

Ms. Jenkin thanked Mr. Parton for drafting an update to the Notary Policy. Ms. Jenkin stated currently appointments are not required for notaries. Ms. Jenkin explained they would like to suggest strongly that patrons make appointments. If an appointment is not made they will still perform the notary, but there may be a wait.

### **Passport Scheduling**

Ms. Jenkin indicated it was previously stated there was better software for passport scheduling. Ms. Jenkin explained the scheduling software the Library is using is a free service instead of the fee-based product. Ms. Jenkin stated she will be evaluating scheduling software as well as the rest of the administrative software.

## **Technology Position**

Ms. Jenkin stated they are very excited about the Technology position hire. Ms. Jenkin explained there is an issue with the Executive Assistant for Personnel's computer, which is extremely important that backups that are being done for QuickBooks and Personnel information. Ms. Jenkin stated there is a question if everything is being backed up and if there is an off-site backup. Ms. Jenkin stated these critical issues will be taken care of right away.

## **Foot Traffic**

Ms. Jenkin stated the average foot traffic for the month of June was 550 people a day. Ms. Jenkin stated she will give more detailed numbers on a quarterly basis.

## **Board Comments**

Mr. Weber requested the total amount of passport pictures be included in future reports.

## **Committee Reports**

### **Buildings & Grounds**

No report.

### **Finance**

Mr. Borsilli announced Mrs. Nowak reported the Budget will be presented in August.

### **Outreach/Marketing**

No report.

### **Personnel**

Negotiations will start with the Supervisory Unit in the coming months.

### **Policy**

The updated Notary Policy will be on the August Agenda.

Ms. Jenkin stated the Collection Development Policy which is the overarching policy that impacts Banned Book Policy format is solid. Should anyone want to challenge library material the form has been updated.

### **Friends**

Ms. Jenkin explained the Library doesn't run the Friends group. Ms. Jenkin stated the Friends 501(c)(3) status has been revoked as financial statements were not reported. Ms. Jenkin stated there needs to be an informational organization meeting for the Friends and explained what would need to be discussed.

## **Technology**

No report.

## **Adjournment**

**Motion:** made by Rosemarie Rivoli, seconded by Frank Weber, to adjourn the meeting at 8:55 p.m. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Zainab Syed', written in a cursive style.

Zainab Syed, Secretary

Library Board of Trustees

Date Approved: August 9, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Zainab Syed