

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
AUGUST 9, 2023**

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

The President called the meeting to order at 7:02 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 Estee Spiegel, seconded by Rosemarie Rivoli to go into executive session to discuss matters of personnel at 7:04 pm. All in favor.

The Board came out of executive session at 7:17 p.m. No action was taken.

Regular Minutes

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli, to approve the July 19, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber. Maria Nowak abstained.

Executive Minutes

Motion: made by Estee Spiegel, seconded by Sara Marino, to approve the July 19, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber. Maria Nowak abstained.

Personnel

Motion: made by Rosemarie Rivoli, seconded by Sara Marino to accept the resignation of Library Page Isabelle Vu effective August 12, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Sara Marino, seconded by Estee Spiegel to approve the appointment of Custodian/Cleaner Garrett Bodnar at an hourly rate of \$20.91 pending drivers abstract. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Finance

Bill Listing

Mrs. Nowak announced she reviewed the bills and noted everything is in order.

Ms. Jenkin stated the Library is still paying the water bill in the old Laurence Harbor building. Ms. Jenkin explained until that is capped the Library will still be billed the minimum not an actual usage.

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel, to approve the bill listing in the amount of **\$171,028.60**. **Vote Yes:** Kevin Borsilli, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber. **Vote No:** Joan George

Old Business

Laurence Harbor – Update

Ms. Jenkin updated the Board on the progress of the Laurence Harbor Branch. Ms. Jenkin stated the next step with Laurence Harbor rests with the Personnel Committee to review suggestions that have been made with staffing. Mr. Borsilli stated Laurence Harbor can be removed from next months agenda. Future updates for Laurence Harbor will be in the Director's Report.

Director's Report

Salt Water Day

Ms. Jenkin announced the Library will be participating in Salt Water Day on Saturday, August 12th from 2-6 pm. Ms. Jenkin the Library will have a variety of activities.

Laurence Harbor Signage

Ms. Jenkin stated the Library's sign for the Laurence Harbor Branch is still being worked on.

Fire Inspection

Ms. Jenkin stated the generator inspection should be handled by the Department of Public Works. Ms. Jenkin announced the Library is due to have an evacuation drill. Ms. Jenkin stated she will also be working with the Fire Department on updating the Evacuation Plan.

Employee Manual Checklist

Ms. Jenkin stated in the past the Library gave out employee binders with an Employee Manual Checklist. Ms. Jenkin indicated they will be returning to that practice. Ms. Jenkin stated all policies and guidance staff needs will be in the binders. Staff will also have online access to all information.

Manager of Information Technology

Ms. Jenkin stated Adam Pober's start date is August 16th. Ms. Jenkin explained the Library Assistant who has been stepping up to fill in will be returning back to her role. Ms. Jenkin stated a memo has been filed.

Programs

Ms. Jenkin explained programs libraries host. They are Literacy, ESL and Citizenship Courses. Ms. Jenkin stated these are programs that have been done in the past. The only active of the three is the ESL program which is expanding. Ms. Jenkin stated these programs can also be ran through the Friends of the Library.

Friend of the Library Reorganizational Meeting

Ms. Jenkin announced there will be a Friends reorganizational meeting on August 17th. Ms. Jenkin stated there has been a lot of interest.

Facility Survey

Ms. Jenkin stated she sent out a facility survey to all of the Directors in LMxAC. Ms. Jenkin asked the group which libraries have a shared services agreement with their Townships. Ms. Jenkin stated she will be compiling the data and have a report for next month.

Study Rooms

Ms. Jenkin stated she understands the study rooms are exclusively for Old Bridge Library cardholders. Ms. Jenkin asked if she can make an exception to the policy. Mr. Parton explained to Ms. Jenkin as the Director it's at her discretion.

Library Creative Concepts

Ms. Jenkin announced she met with a representative from Library Creative Concepts to evaluate renovations. There was a discussion regarding items in the Library that can use some updating. Ms. Jenkin stated she would like to create a proposal for the Board with what they might renovate. Mr. Borsilli asked the Director submit a report before moving forward. Ms. Jenkin stated this company put a proposal together

for Old Bridge 5-6 years ago. Mr. Weber asked Ms. Jenkin if she could send the quote that was given. Ms. Jenkin stated she will ask the representative.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak stated she will be reaching out the committee tomorrow by email. Mrs. Nowak stated the Budget should be accepted next month.

Mrs. Nowak asked Ms. Jenkin if the 2022 Audit has been completed. Ms. Jenkin stated she will follow up.

Outreach/Marketing

Mr. Weber stated he's been reviewing the state laws and the way the set up is between municipal libraries and the state. There was a discussion on whether the library can buy their own building as well as other options. Ms. Jenkin mentioned the state says that a town can allow a library to use a facility but they cannot charge rent to that library for using the facility. Ms. Jenkin stated only one out of all of the LMxAC libraries has a formal usage agreement with their town. All of them function with doing capital improvements with the building that the towns allowing them to use without a formal usage agreement. There was a discussion regarding the benefits of the library having a capital plan.

Personnel

Mr. Parton stated the Personnel Committee will begin negotiations with the Supervisory Unit after the September meeting.

Policy

No report.

Ms. Jenkin explained her practice of setting up a schedule of all the policies and when they are reviewed.

Technology

No report.

Adjournment

Motion: made by Frank Weber, seconded by Estee Spiegel, to adjourn the meeting at 7:56 p.m. All in favor.

Respectfully submitted,

Zainab Syed, Secretary

Library Board of Trustees

Date Approved: September 13, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Zainab Syed