

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
NOVEMBER 15, 2023**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Sara Marino	Trustee
	Estee Spiegel	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Christopher Parton	Attorney
	Dawn Jenkin	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent:	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Rosemarie Rivoli	Trustee
	Frank Weber	Trustee

Guests: Several 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 Estee Spiegel, seconded by Sara Marino, to approve the October 11, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Estee Spiegel

Finance

Bill Listing

Mr. Borsilli announced he spoke with Mrs. Nowak who reviewed the bills. Mrs. Nowak informed Mr. Borsilli all questions were answered satisfactorily.

Motion: made by Estee Spiegel, seconded by Rocco Celentano, to approve the bill listing in the amount of \$226,043.34. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Estee Spiegel

2022 Audit Report

Motion: made by Estee Spiegel, seconded by Sara Marino, to accept the 2022 Audit Report.

Vote Yes: Kevin Borsilli, Rocco Celentano, Sara Marino and Estee Spiegel. Joan George abstained.

Old Business

Notary Policy

Ms. Jenkin gave an update on the amended notary policy. Mr. Borsilli asked if there is information on the Library's website to inform the public of what the Library does and does not notarize. Ms. Jenkin stated they are working on a website update.

There was a discussion regarding notary insurance.

Motion: made by Rocco Celentano, seconded by Estee Spiegel to approved the amended Notary Policy.
Vote Yes: Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Estee Spiegel

New Business

2024 Board Meeting Schedule

Motion: made by Estee Spiegel, seconded by Sara Marino to approve the 2024 Board Meeting Schedule
Vote Yes: Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Estee Spiegel

2024 Library Holiday/Closure

Motion: made by Estee Spiegel, seconded by Sara Marino to approve the 2024 Holiday/Closure Schedule
Vote Yes: Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Estee Spiegel

Director's Report

Teen Book Review Program

Ms. Jenkin reported teens are receiving volunteer credits for participating in the Teen Book Review Program. Ms. Jenkin stated it's a great program.

ESL Graduation

Ms. Jenkin announced she will be distributing invitations to Board Members for the ESL graduation.

Ms. Jenkin reported the ESL program is reaching capacity. Ms. Jenkin stated she reached out to the YMCA and the Recreation Department to see if they have space available to host more classes.

Programs

Ms. Jenkin announced the Library's upcoming programs and Library clubs. Ms. Jenkin stated the staff is doing an excellent job.

Rutgers Master Gardeners

Ms. Jenkin announced she met a with representative from Rutgers Master Gardeners to discuss the atrium. Ms. Jenkin stated volunteers have asked to help, but feels they need a comprehensive overview before renovating the garden. Ms. Jenkin stated she will be working with DPW on having some overgrown trees removed.

Early Voting

Ms. Jenkin announced she will be preparing a report on the Early Voting experience. Ms. Jenkin stated there were a number of challenges from the management of their staff which included complaints about the facility. Ms. Jenkin stated she will be sending a report to the Board President and Board Attorney.

Power Washing / Window Washing

Ms. Jenkin announced the power washing and window washing of the building has started and will be completed soon.

Office Chairs

Ms. Jenkin announced the Library staff chairs need replacement. Ms. Jenkin stated they are in the process of ordering.

Bathrooms

Ms. Jenkin reached out to Public Works regarding the bathroom renovation. Ms. Jenkin stated the bathroom renovation goes through the Township Engineer.

Energy Provider Auction

Ms. Jenkin announced the Energy Provider Auction is scheduled to be held on December 14th.

3D Printer / Makerspace

Ms. Jenkin announced the 3D Printer is outdated. Ms. Jenkin stated she is looking into purchasing two new 3D printers for the Makerspace. Ms. Jenkin explained the cost of 3D printers has come down.

Ms. Jenkin stated the Makerspace is picking up again with the sewing program. Ms. Jenkin discussed the craft programs she would like to see in the Makerspace area.

Laurence Harbor – Day Before Thanksgiving

Ms. Jenkin announced she reached out to the Board President regarding the Day Before Thanksgiving. It was agreed the Branch would be closed. Mr. Borsilli stated the announcement of the closing should be posted ahead of time for the public.

Staff Evaluations

Ms. Jenkin announced staff evaluations are in the process of being completed. Ms. Jenkin stated evaluations will be completed by December 31st.

Computers

Ms. Jenkin announced the Supervisor of DSS, Adam Pober has been working on the computer project. Mr. Pober is working with HP to get the Circulation Department updated with their computers. Ms. Jenkin stated he will be creating one staff computer that's capable of handling all of the technologies that we want to use for making training videos and promotions.

Hot Spots

Ms. Jenkin reported a solution was found for hot spots running out of data.

Databases

Ms. Jenkin reported on some of the databases the Library will be starting subscriptions to.

Professional Development Day

Ms. Jenkin announced she took a Professional Development Day to visit Jersey City and Hoboken. Ms. Jenkin stated the visit was extremely interesting and was particularly interested in how they integrated their library branches. Ms. Jenkin stated she visited 12 branches.

LMxAC Meeting

Ms. Jenkin reported she attended the LMxAC meeting. Ms. Jenkin was informed there will be a new catalog coming within the year.

Staff Training

Mrs. Spiegel asked about the staff training on December 15th. Ms. Jenkin stated she sent out a draft Agenda last month. Ms. Jenkin stated the Friends of the Library are going to provide the refreshments.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Spiegel commented on the funds from the South Old Bridge Branch in a CD at Amboy Bank. Mrs. Spiegel suggested possibly looking in to another financial institution with a higher interest rate. Mr. Borsilli stated Amboy Bank does a lot for the Library, but it can certainly be discussed with the Finance Committee.

Outreach/Marketing

Ms. Jenkin stated the comment cards the public fill out do have some requests regarding programs they would like to see at the Library. Dr. George suggested having the comment cards posted on the Library's website so commenting is not limited to persons who visit the building. Mr. Borsilli suggested the comment cards also be available at the Laurence Harbor Branch.

Personnel

Mr. Parton reported he has heard back from the Supervisory Unit's representative regarding negotiations. Mr. Parton will be emailing an update to the committee members. Dr. George stated the executive assistants' contracts will need to be discussed.

Policy

No report.

Technology

No report.

Public Comments

A resident stated they were wondering if there was going to be a grand reopening of the Laurence Harbor Branch and commented they would like to see more afternoon hours. The Board President thanked the resident for their feedback.

Adjournment

Motion: made by Estee Spiegel, seconded by Rocco Celentano, to adjourn the meeting at 7:42 p.m. All in favor.

Respectfully submitted,



Zainab Syed, Secretary
Library Board of Trustees

Date Approved: December 14, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George

