

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
DECEMBER 13, 2023**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Zainab Syed	Secretary
	Rosemarie Rivoli	Trustee
	Frank Weber	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
	Sara Marino	Trustee

Guests: Several staff members and members of the public

The President called the meeting to order at 7:06 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 at 7:08 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of Executive Session. No action was taken.

Regular Minutes

Motion: made by Estee Spiegel, seconded by Rocco Celentano, to approve the November 15, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Estee Spiegel and Frank Weber. Rosemarie Rivoli and Zainab Syed abstained.

Personnel

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the 2024 Individual Employment Agreement for Linda Reynolds, Executive Assistant for Personnel. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the 2024 Individual Employment Agreement for Irene Maag, Executive Assistant for Finance. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to ratify the Memorandum of Agreement with AFSCME Local 3231-001, Supervisory Unit, for the January 1, 2024 – December 31, 2026 Collective Bargaining Agreement. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made Estee Spiegel, seconded by Rosemarie Rivoli to remove the 10% out-of-title work stipend for Trudell Doehler for building opening and closing duties, Laurence Harbor Branch, effective December 31, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel to approve the 10% out-of-title work stipend for Lauren Parnagian to assume additional building opening and closing duties, Laurence Harbor Branch, effective January 2, 2024. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Finance

Bill Listing

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

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli, to approve the bill listing in the amount of \$226,781.51. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber. Joan George abstained.

Transfer of Funds

Ms. Jenkin explained when the 2023 budget was approved, it was specified that the underspending would be moved into Capital.

Motion: made by Rocco Celentano, seconded by Estee Spiegel to approve the transfer of \$557,080 to the Capital Fund as specified on the 2023 budget. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber. Joan George abstained.

Old Business

Laurence Harbor Update

Mr. Borsilli announced there was an official grand opening at the Laurence Harbor Branch prior to tonight's meeting, which was well attended. Mr. Borsilli announced that starting January 2, 2024 the Laurence Harbor Branch will have extended operating hours. Ms. Jenkin announced the Branch will be operating Tuesday 10 a.m. – 6 p.m., Wednesday 12 p.m. – 8 p.m., Thursday 10 a.m. – 6 p.m. and Saturday 10 a.m. – 5 p.m.

New Business

Mr. Borsilli announced he is suggesting to table many of the items under New Business. Some of the items are technology related and a Technology Committee meeting needs to be held. Mr. Borsilli stated there has been prior discussion on the technology tower and internet access. Mr. Borsilli asked for a background of some of the items listed on the Agenda. Ms. Jenkin explained a few meetings ago she submitted a Special Report on Technology which included all of the items listed on the Agenda. Mr. Borsilli stated his concern is there is a policy and practice in place that items as such go to the appropriate committee and then in turn the committee brings the recommendation to the full Board. Mr. Celentano agrees to table the items until the January meeting. Dr. George requested the Manager of Information Technology, Adam Pober attend a meeting to answer any technology questions members may have.

Motion: made by Frank Weber, seconded by Rosemarie Rivoli to table Agenda items B, C and D until the January 10, 2024 meeting.

Vote Yes: Kevin Borsilli, Rocco Celentano, Rosemarie Rivoli and Frank Weber

Vote No: Estee Spiegel and Zainab Syed

Abstained: Joan George

Creative Stitch Studio

Ms. Jenkin explained the \$7,600 is the total of a monthly payment schedule. Mr. Parton stated because it is a recurring program it is best to have Board approval. There was a discussion on programs in the Idea Farm. Staff Librarian Lauren Barone explained she has been handling the sewing program. Mrs. Barone gave a background on the sewing instructor.

Motion: made by Estee Spiegel, seconded by Rocco Celentano to approve the program agreement with Creative Stitch Studio in the amount of \$7,600. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Director's Report

State Library

Ms. Jenkin reported she attended the Directors Workshop through the State Library. Ms. Jenkin explained the State Library has given us reprieve from the Transfer Calculation Form for this year because there has been so much transition. Ms. Jenkin stated the State Library pointed out that a current Strategic Plan is needed and the State will be looking for it around this time next year with the Transfer Calculation Form.

AARP

Ms. Jenkin announced the AARP Tax Aides will be returning to the Library beginning February 1, 2024 which will be by appointment only.

North Star Digital Literacy

Ms. Jenkin announced there is a program through the State which gives assessments for digital literacy for a wide variety of abilities from seniors to younger patrons. Ms. Jenkin stated she will give more information as she receives it.

Renovations

Ms. Jenkin stated she has started talking about renovations in the Director's Report. Ms. Jenkin brought a map of the Library for members to review and gave some explanations. Ms. Jenkin stated she would like to complete renovations in stages.

Committee Reports

Buildings & Grounds

Mr. Celentano stated he will be holding a Buildings and Grounds committee meeting and asked if anyone is interested to contact him. Mrs. Syed stated she would participate.

Finance

No report.

Outreach/Marketing

Mr. Weber gave an update on possible South Old Bridge locations for a potential Library Branch.

Personnel

No report.

Policy

No report.

Technology

A meeting will be held before the January 10th meeting.

Board Comments

Mrs. Spiegel commented that the new doors in the main lobby are very nice. Mrs. Spiegel stated she attended the ESL graduation and said it was very nice and participants were very happy with the program.

Ms. Rivoli stated the outside cleaning of the Library looks great and complimented the vendor on a great job.

Mrs. Syed stated that January has been designated as Muslim Heritage Month by the Governor. Mrs. Syed explained there is a group of people from Old Bridge that would like to have a movie night at the Library as well as an art show and food tasting event. Ms. Jenkin asked Mrs. Syed to reach out to her to go over the specifics.

Adjournment

Motion: made by Estee Spiegel, seconded by Frank Weber, to adjourn the meeting at 8:02 p.m. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Zainab Syed', written over the text 'Respectfully submitted,'.

Zainab Syed, Secretary

Library Board of Trustees

Date Approved: January 10, 2024

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George

