

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MARCH 14, 2018**

Present:	Steven Goldman	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Maria Nowak	Executive Assistant
	Nancy Cohen	Director
Absent:	Frank Weber	President
	Zainab Syed	Mayor's Alternate

The Vice President called the meeting to order at 7:30 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Personnel

Dr. George recommended preference in hiring will be given to residents of Old Bridge Township if all other qualifications are deemed equal. Dr. George indicated the best candidate should be hired for any job opening.

Passport Office

Mrs. Cohen updated the Board regarding the flood that took place in the Passport office. Mrs. Cohen announced she was informed by Kyle Harris and Kasey Lenning of Public Works that the sump pumps are now working off of two separate circuits.

Motion: made by Rocco Celentano, seconded by Annette Maxwell to approve the February 22, 2018 regular board minutes. All in favor

Finance

Dr. George announced she reviewed the bills and everything was in order.

Motion: made by Joan George, seconded by Steven Goldman to approve the bill listing in the amount of \$196,554.30. All in favor

Board Member

Mr. Goldman announced a new Board Member is to be appointed and sworn in.

Old Business

Laurence Harbor

Mrs. Cohen announced she received a complaint from a patron that the building needs to be painted. Mrs. Cohen indicated she invited the patron to attend a Board Meeting.

Roof Leaks/Repairs

Mrs. Cohen announced Tremco made roof repairs on March 6, 2018. Mrs. Cohen indicated there have not been leaks since the repair.

Operational Audit

Mrs. Cohen announced she has a meeting with the Auditors tomorrow. Mrs. Cohen indicated she provided the Auditors with more data this week.

Outside Walkways/Planting

No report.

Strategic Plan – South Old Bridge

Book Drop

Mrs. Cohen announced the van driver retrieved 13 books yesterday. Mrs. Cohen indicated on Tuesday the driver picked up 23 books. Mrs. Cohen announced she has a phone call in to Amboy Bank's Facility Manager to see if they would allow another book drop at their location in front of BJ's in Ward 3.

HVAC

Mr. Goldman asked if there was an update on the HVAC Units. Mrs. Cohen indicated there is no update. Mrs. Cannon suggested contacting Township.

Weekly Digital Showings

Mrs. Cohen announced the digital showings are scheduled every night there is not another program in the large room. Mrs. Cohen explained showings are also offered on weekend afternoons. There was a brief discussion on the usage of the large meeting room.

Director's Report

Virtual Tour

Mr. Goldman asked when the Virtual Tour will be aired. Mrs. Cohen indicated some editing needed to be done. Mrs. Cohen stated she will be reviewing the video before it is uploaded to the website.

Fees

Mr. Goldman announced he has concerns regarding credit cards and would like this item to be discussed at the next Finance Committee meeting. Mr. Goldman indicated he has concerns on the amount of fines that are owed to the Library. Mrs. Cohen explained when books are overdue a notice goes out to the patron. Mrs. Cohen indicated if circulation is unsuccessful the collection agency starts sending notices. Mrs. Cohen stated the Library started using the collection agency in the beginning of 2014. Mrs. Cohen explained the collection agency only started collections for that year and did not try to collect for prior years.

Surveillance Cameras

Mrs. Cohen announced the exterior surveillance cameras have been installed and are up and running. Mrs. Cohen indicated the cameras cover the front and side parking lots of the Library. Dr. George stated the cameras are good for insurance purposes.

Programs

Mr. Goldman indicated he has concerns with running programs with two or three people. Mrs. Cohen indicated the Twitter for Small Businesses Program had three registrants and only two showed up. Dr. George stated she thought it was agreed six registrants are needed to run a program. Dr. George indicated if you don't get six registrants, the program should be rescheduled for the following month. Mr. Goldman pointed out one person showed up for the Qello concert. Mrs. Cohen indicated the programs are advertised.

Foot Traffic

Mrs. Cannon noted the foot traffic was down from last year. Mrs. Cohen indicated the weather may have contributed to less foot traffic.

Committee Reports

Buildings and Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel/Negotiations

No report.

Policy

No report.

Technology

No report.

New Business

25th Anniversary Celebration

Mrs. Nowak thanked the Director for letting her take charge of the Celebration as she is one of the few original employees that moved into the building. Mrs. Nowak indicated she picked a great team. Mrs. Nowak explained the Library moved into the building in 1993 and the committee came up with a 90's theme for the Celebration. Mrs. Nowak indicated the kick off would start on Sunday, May 20, 2018 with events planned for the entire week. Mrs. Nowak indicated the "Celebration Day" would be held on Friday May 25, 2018. Mrs. Cannon suggested having the "Celebration Day" on a weekend as it would attract more people. Mrs. Nowak indicated she will speak with the Director and will have her reach out to the Board to let them know what they have decided.

Mrs. Nowak stated a staff member offered to put together a time capsule. Mrs. Nowak explained they will advertise to the public that the Library is collecting items for the time capsule. Mrs. Nowak indicated the time capsule would be buried in the Library garden and dug up in 2028.

Mrs. Nowak announced there will be daily programs throughout the week as well as movie showings. Mrs. Nowak indicated everything will be nineties themed.

Mrs. Nowak indicated coffee, tea and desserts will be available throughout the week. Mrs. Nowak stated she will be distributing letters in person to local businesses asking for donations.

There was a discussion on putting signs out to advertise.

Carbon Monoxide Detector Quote

Mrs. Cohen announced the Township fire code has been changed. Mrs. Cohen indicated township officials would prefer the Library use the same alarm company for the carbon monoxide detectors' as they want to be consistent. Mrs. Cohen explained they would hard wire the detectors into the security system. Mrs. Cohen indicated she did obtain competitive bids. Mrs. Cohen indicated one bid was half of the amount of CSS. Mrs. Cohen indicated CSS came back with a lower price.

Motion: made by Barbara Cannon, seconded by Annette Maxwell to approve the quote from Complete Security Systems, Inc. in the amount of \$8,840.00 for the installation of Carbon Monoxide Detectors'. All in favor

Library Learning Express Quote Learning Express

Mrs. Cohen explained Learning Express is offered through EBSCO and provides interactive tutorials and practice tests, e-books, flashcards and articles for academic skill-building, standardized test preparation, career development and more. Mr. Goldman asked how this will be advertised. Mrs. Cohen indicated she will do a press release, newsletter as well as fliers. Mrs. Cohen indicated that Learning Express also has all of the High School Equivalency Tests prep. Mrs. Cohen explained a link to the program would be on the Library Website for cardholders to use remotely.

Motion: made by Joan George, seconded by Barbara Cannon to approve the Learning Express Quote in the amount of \$4,468.00. All in favor

Library's Annual Report

Mrs. Cannon indicated she feels the Annual Report is a good idea. Mrs. Cohen indicated the annual report would be distributed to new cardholders. Mr. Goldman indicated an Annual Report would be good to get out to the Homeowner Associations'. Dr. George suggested the names of the Trustees' be included in the report. Mrs. Cannon suggested the Director and Department Heads be included in the report as well.

Executive Session

Motion: made by Steven Goldman, seconded by Joan George to go into executive session at 8:26 p.m. All in favor

The Board came out of executive session at 8:50 p.m. No action was taken.

Adjournment

Motion: made by Kevin Borsilli seconded by Rocco Celentano to adjourn the meeting at 8:51 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: April 11, 2018

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nancy Cohen and Barbara Cannon