

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MAY 8, 2019**

Present:	Frank Weber	President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Rocco Celentano	Supt. of Schools' Alternate
	Zainab Syed	Mayor's Alternate
	Kevin Borsilli	Trustee
	Susan Kaplan	Library Interim Director
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary
Absent:	Annette Maxwell	Vice President
	Steven Goldman	Trustee
	Paul Lawrence	Trustee
Guest:	Adult Services Librarian, Dena Price	

The President called the meeting to order at 7:08 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

ESL Heritage Celebration

Adult Services Librarian and ESL Coordinator Dena Price distributed invitations to the Board for the Spring ESL Heritage Celebration with culinary delights. Mrs. Price shared some of the handwritten invitations and notes written by the ESL Students. The Board thanked Mrs. Price for all of her efforts.

Minutes

Dr. George asked for a follow-up on the passport resignations. Mrs. Nowak informed the Board that one passport agent has resigned. The Board recommended the Supervisor post the position.

Motion: made by Joan George, seconded by Barbara Cannon to approve the April 10, 2019 regular board minutes. **Vote yes:** Frank Weber, Joan George, Barbara Cannon and Kevin Borsilli. Rocco Celentano and Zainab Syed abstained.

Director's Report

Take Your Child to Work Day

Mrs. Kaplan announced the Library participated in Take Your Child to Work Day. Mrs. Kaplan indicated the Library took part in the municipality complex hosting a group of children. Mrs. Kaplan complimented the Youth Services Department on a wonderful job.

Statistics

Mr. Weber announced attendance has been down. Mr. Weber indicated the Central is down from April 2018 about nine percent. Mr. Weber stated program attendance is up thirteen percent. Physical circulation for Central was down approximately 12 percent. Laurence Harbor was up about fourteen percent. Mr. Weber stated E-media is up 1557. Mr. Weber asked why there aren't any numbers for Qello or Kanopy. Mrs. Kaplan stated it is the transition from person to person and noted she wasn't clear on which items Supervisor Jonathan Upton is collecting and which reports she does or doesn't receive. Mr. Weber stated he would like to see statistics for the entire previous year, as well as the numbers for the current month, and accumulative totals for each month going forward.

Mr. Weber announced the Township's Residents' median age is rising significantly. Mr. Weber pointed out since 2010 the average resident age has gone up four and a half years. This could mean some residents may have more time to come to the Library. Mr. Weber asked Mrs. Kaplan if she has any idea what percentage of card holders have valid e-mail addresses. Mrs. Kaplan indicated she would have to look into it and noted she can run a drive to enroll people in the e-mail newsletter. Mrs. Kaplan suggested when someone renews their library card they can be asked to update their e-mail for the monthly newsletter.

Qello

Mr. Weber requested finding out how the Library can work with Qello to help make the Library a better promoter of the service. Mr. Weber suggested having the Fire Marshall come in to update what the maximum capacity is for the large meeting room.

Old Bridge Community Options Adult Day Program

Mrs. Cannon asked what type of program is the Adult Day Program. Mrs. Kaplan indicated it is a program that the senior center holds and they visit the Library.

Mr. Weber suggested Mrs. Kaplan speak to the person in charge of the Senior program to see if there is any programming that the Library can set up that works within the structure of the Senior Center's hours.

Annual Report

Mrs. Cannon asked if the everyone on the Board received the annual report. Mrs. Nowak stated that the previous Director distributed the Annual Report at the December 2018 meeting. Mrs. Kaplan stated there are additional copies available.

School Cuts

There was a discussion regarding the school budget cuts and ways the Library could contribute any library needs students may have.

Mr. Weber suggested holding Library education programs when school is out of session. Mr. Weber stated school librarians are being cut and it may be good for the public library to step up and teach research skills. Mr. Borsilli stated he felt the School Board and Administration need to get together to figure out how they want to utilize the Public Library to fill that void. The Schools would then come to the Library Board to work together on planning. Dr. George suggested reaching out to the schools and letting them know we are ready to sit down to talk about how the Library can help. Dr. George suggested the Board President reach out to the Board of Education.

Mrs. Cannon indicated she would like to make sure the Board serves other population not just school aged residents. Mrs. Cannon stated the Board should not cut back on serving the remainder of the public.

Committee Reports

Buildings & Grounds

HVAC Units

Mrs. Kaplan announced the new units are currently being manufactured. Mrs. Kaplan stated they are expected for arrival in early June. Meanwhile, the contractor has asked to start to run electrical lines for the new units. Mrs. Kaplan explained they will start Monday, May 13, 2019 at 7:00 a.m.

Dr. George asked if there will be signage that the Library is going through renovations. Mrs. Kaplan indicated she did make signs. Mrs. Kaplan stated it is still expected that the Library will need to close for three days for the installation of the units.

Mrs. Kaplan announced there was a follow-up from the engineers that they approve of the 90 degree shift to fit the units in the current opening. Mr. Weber asked Mrs. Kaplan to verify that there is no additional cost.

Finance

Programming Budget

Mrs. Kaplan announced the Supervisors would like a programming budget put in place so they know how much money they have to plan programs. Mrs. Kaplan explained the way it was previously done was they would go to the Director and ask for permission to have a program - one program at a time. Mrs. Kaplan stated the Supervisors feel if they were given a budget figure at the beginning of the year that they could lineup several months at a time and know what their plans are for the year. Mrs. Kaplan indicated there would be a budget line item for programming. Mrs. Kaplan stated she has worked with the Supervisors to develop a budget. Dr. George confirmed with Mrs. Kaplan that a Librarian's request for a program still needs approval from the Supervisor and then the Director signs off on it. Mrs. Kaplan stated that procedure would continue.

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to approve the Programming Budget in the amount of \$19,700.00 within the Library's operation budget. All in favor

Mrs. Kaplan indicated there were some questions as to what line item the funds should be taken from. Dr. George asked Mrs. Kaplan to recommend where the money should be taken from. Mrs. Kaplan recommended taking the funds from payroll as payroll was over budgeted. Mrs. Nowak explained she would make a line item for Programming with sub accounts for Adult Programming with a budget of \$6,600 and Youth Services Programming with a budget of \$5,600. Second Saturday concerts would have a budget of \$7,500.

Motion: made by Barbara Cannon, seconded by Joan George to approve the transfer of funds in the amount of \$19,700 from the Payroll line item to Programming line item. All in favor

Museum Pass Program

Dr. George requested a report on the museum pass usage.

Inventory

Mr. Weber announced two independent groups stated that the Library's inventory is about 20-25 percent larger than it should be. Mr. Weber indicated it was suggested the Library undergo a project to weed the collection out and possibly take some rack spaces down. Mr. Weber suggested possibly installing more computers or chrome boxes. Mrs. Kaplan suggested holding off on a weeding project until a new Director is hired so that person can set a vision for the way they see fit. Dr. George asked if there are companies that do this kind of work. Mrs. Kaplan indicated reporting can be obtained through circulation and noted she feels there is no need to hire an outside company.

Outreach/Marketing

Mrs. Cannon announced a meeting will be held. Mrs. Cannon indicated she is looking into a books for laundromats project.

Personnel/Negotiations

No report.

Policy

The Board reviewed and discussed the meeting room policy.

Technology

No report.

Personnel

Motion: made by Barbara Cannon, seconded by Rocco Celentano to accept the resignation of Part-time Library Assistant/Passport Agent Greyly Lopez effective April 29, 2019. All in favor

Motion: made by Joan George, seconded by Zainab Syed to approve the appointment of Substitute Library Assistant/Passport Agent Greyly Lopez at an hourly rate of \$17.00 effective April 30, 2019. All in favor

Dr. George asked if the appointments for the Library Page positions are Old Bridge residents. Mrs. Kaplan stated the are both Old Bridge residents. Mrs. Kaplan indicated all of the addresses were verified to make sure they are all within Old Bridge Township. Dr. George stated going forward she would like the application included in the monthly packet of the person that is on the agenda to be hired.

Motion: made by Kevin Borsilli, seconded by Barbara Cannon to approve the appointment of Library Page Imani Charles at an hourly rate of \$8.85 effective May 9, 2019. All in favor

Motion: made by Kevin Borsilli, seconded by Barbara Cannon to approve the new appointment of Library Page Lucas Vu at an hourly rate of \$8.85 effective May 9, 2019. All in favor

Finance

Action on bills

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

Motion: made by Joan George, seconded by Rocco Celentano to approve the May 8, 2019 bill listing in the amount of \$204,064.00. All in favor

Director Search

Dr. George announced there is a schedule from Bradbury on how they are going about the Director Search. Dr. George indicated the schedule states the applications close June 2, 2019. The documents are to be sent to the Search Committee by June 4, 2019. Dr. George asked the if everyone on the Search Committee is going to be available on June 12. Mr. Weber indicated he will be on vacation but will be available via Skype. Mr. Weber announced there are currently eight candidates and noted the firm is reaching out for additional candidates and expects to reach the target number of 20 to 25 viable candidates. Dr. George stated the posting be forwarded locally. Mrs. Kaplan stated LMxAC has a website for their own employee searches. Mrs. Kaplan added she did see the position posted on Library Association Website. Mrs. Kaplan indicated she will check to see if the position was posted at Rutgers.

Adjournment

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to adjourn the meeting at 8:39 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: June 12, 2019
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Susan Kaplan and Barbara Cannon