

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
JUNE 12, 2019**

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

The Vice President called the meeting to order at 7:00 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

### **Minutes**

Dr. George asked Mrs. Kaplan if she spoke with the person in charge at the Senior Center regarding programming the library can work with them on. Mrs. Kaplan indicated its on her list of things to do.

Dr. George indicated she was told the page that was hired last month was an Old Bridge resident. Dr. George stated the page is actually a Sayreville resident. Dr. George requested a list going forward so she can research who is an Old Bridge Resident.

**Motion:** made by Kevin Borsilli, seconded by Joan George to approve the May 8, 2019 regular board minutes as amended. **Vote yes:** Joan George, Barbara Cannon, Kevin Borsilli and Zainab Syed. Annette Maxwell, Steven Goldman and Paul Lawrence abstained.

### **Old Business**

### **DCRP**

Dr. George announced a discussion needs to be held on how to handle Library Page's going into DCRP. Mr. Goldman requested a list of the Pages and what their earnings are so far this year to have for the discussion.

## **New Business**

### **Patron Incident**

Mrs. Kaplan indicated there was an incident that occurred two weeks ago with a patron who came into the Library to use the public computers. Mrs. Kaplan explained the patron approached the computer help desk and indicated he had trouble logging on to a computer. The staff member suggested to the patron to try logging on another computer. The patron did not like the response and became very upset. Mrs. Kaplan indicated the patron was using very abusive language towards the employee and the employee felt threatened. Mrs. Kaplan indicated the Supervisor came over talk to the patron and got him to leave. Mrs. Kaplan indicated this incident was witnessed by other staff members as well as the public. Mrs. Kaplan stated she pulled together all the documentation on file from previous incidents with this patron and determined this is a continuing problem. Mrs. Kaplan explained this patron had been suspended for two weeks in November 2017 due to a similar incident. Mrs. Kaplan explained the previous Director lifted the suspension after one week after the patron met with her.

Mrs. Kaplan announced she mailed a letter of suspension for two weeks. Mrs. Kaplan said the letters were never delivered and returned. Mrs. Kaplan indicated the patron was observed in the Library last night. Mrs. Kaplan stated she spoke with the patron to let him know he is suspended. Mrs. Kaplan indicated the patron lost his temper with her and he refused the suspension and refused to leave. Mrs. Kaplan indicated the police were called. Mrs. Kaplan indicated the patron was shouting at her for about ten minutes until the police came. The police came and they took him out to the lobby where he continued shouting at them. Mrs. Kaplan was informed the patron would like to appeal the suspension. Mrs. Kaplan asked the Board if there is a procedure in place for an appeal. Mr. Goldman explained what was done in the past and the situation was handed over to the attorney. Mr. Goldman suggested contacting the attorney and ask him what the process is for a patron wants appeal a suspension.

**Motion:** made by Steven Goldman, seconded by Paul Lawrence based on the recommendation of the Interim Director and the Board of Trustees that the suspension of the Patron discussed be extended to the July meeting which by then will have been advised by the Board attorney. All in favor

### **Director's Report**

#### **Library Closing**

Mrs. Kaplan announced that the staff was wonderful during the closing and made sure that every space was touched as far as promoting the closing. Mrs. Kaplan stated the Library opened up on Saturday after the installation of HVAC units. Nicole DeMatteo stated the units were working Saturday morning when she arrived at the Library. Mrs. Kaplan indicated the thermostat controls have not been installed. Mrs. Kaplan indicated one issue that occurred is the alarm going off because of dust in the air ducts. Mrs. Kaplan stated the alarm went off last night and Mrs. Nowak reported to the Library at 1:30 a.m. to respond along with the Fire Commissioner.

Mrs. Nowak explained the commissioner checked the panels and noted he came back today. The Board thanked Mrs. Nowak.

### **Mid-month Report**

Dr. George stated that the Board receives a mid-month report via e-mail. Mr. Borsilli indicated it's just a quick email of what's going on two weeks after the meeting. Mrs. Kaplan stated she will send out a mid-month report.

### **Recognition of Employees**

Dr. George announced in the Director's report it was mentioned that Dena Price did a wonderful job with ESL and Maria Nowak did a good job dealing with the IRS. Dr. George requested a note be put in their file to properly recognize their hard work. Dr. George pointed out Elena Barglowski was called in when the internet was down. Mrs. Kaplan indicated that was a very crucial item and Mrs. Barglowski came in on her day off to assist with resolving the issue. Dr. George indicated when an employee stands out they should be recognized with a letter.

### **Off-site Workshops**

Dr. George asked if an employee brings back information on what they learned at a seminar. Mrs. Kaplan stated the employee submits a report and brings back ideas they want to use.

### **Workshops**

Dr. George announced four people registered for a program and two showed up. Dr. George stated she feels it is a waste of time for the Supervisor. Dr. George stated it was decided there was to be a minimum of six registrants in order to hold a workshop.

### **Quickbooks**

Dr. George asked when Quickbooks will be fixed. Dr. George asked Mr. Lawrence if he can assist. Dr. George indicated the problem has been ongoing for over two years. Dr. George stated at one point in time she was told Quickbooks was working. Dr. George explained Quickbooks does not stay connected to Linda Reynolds computer. When Mrs. Reynolds has to process the payroll, Mrs. Nowak has leave her office so Mrs. Reynolds can enter the data into Quickbooks on Mrs. Nowak's computer. Dr. George stated there must be a solution to connect the two computers so Mrs. Reynolds has access to the information on Mrs. Nowak's computer. Mr. Lawrence indicated it could be a limitation of the software. Dr. George asked Mr. Lawrence to put the item on his Technology Committee agenda. Ms. Maxwell indicated Quickbooks is to be put on next month's agenda under old business.

## **Agenda**

Ms. Maxwell requested going forward, anything discussed that is to be followed up on should automatically be put on the Agenda under Old Business.

## **Committee Reports**

### **Buildings & Grounds**

No report.

### **Finance**

No report.

### **Outreach/Marketing**

Mrs. Cannon indicated there are a few laundromats in town and have been contacted to see if they would be interested in having something comparable to Free Libraries. Mrs. Cannon explained there was not much of response and letters will be going out. Ms. Maxwell indicated she spoke to the owner of Madison Laundromat on Route 34 and he said he would consider participating.

### **Personnel/Negotiations**

No report.

### **Policy**

No report.

### **Technology**

No report.

### **Personnel**

Dr. George announced she has been requesting a joint meeting with the Technology and Personnel Committees' be held. Mr. Goldman suggested the Managing Librarian of Digital Support Services come to a board meeting and explain why we are using a consultant and what he is using them for. Mrs. Kaplan suggested that he present it as a unit of Technology and show each staff members responsibility in the department. Mr. Lawrence suggested the presentation be done at a Technology Committee meeting and the committee would report back to the full board. Mrs. Cannon indicated she would like to see a full report. Mr. Lawrence indicated he will e-mail the committee to set up a meeting.

## **Finance**

### **Action on bills**

Dr. George announced she reviewed the bills and noted she had two questions that were answered satisfactorily.

**Motion:** made by Joan George, seconded by Kevin Borsilli to approve the June 12, 2019 bill listing in the amount of \$216,800.98. All in favor

### **Executive Session**

**Motion:** made by Steven Goldman, seconded by Kevin Borsilli to go into executive session at 7:53 p.m. All in favor

The board came out of executive session at 8:02 p.m. The following action was taken.

### **Personnel**

**Motion:** made by Steven Goldman, seconded by Zainab Syed to approve the appointment of Library Page Jeffrey Sherman at an hourly rate of \$8.85 pending background check.

**Vote Yes:** Barbara Cannon, Kevin Borsilli and Zainab Syed, Annette Maxwell, Steven Goldman and Paul Lawrence. Joan George abstained.

**Motion:** made by Joan George, seconded by Steven Goldman to approve the payment to full time employees for the three days the Library closed and withhold payment for part-time employees following what the union contract states. All in favor

**Motion:** made by Joan George, seconded by Steven Goldman to resolve the grievance the Board agrees to pay the part-timers for the hours lost during the library closing with the understanding that negotiations will be reopened to discuss the paragraph in the union contract regarding emergency closings. All in favor

### **Adjournment**

**Motion:** made by Kevin Borsilli, seconded by Zainab Syed to adjourn the meeting at 8:06 p.m. All in favor

### **Patron**

A member of the public arrived after adjournment and asked to be heard by the Board. The board agreed to re-open the meeting.

## **Re-open Meeting**

**Motion:** made by Joan George, seconded by Steven Goldman to re-open the meeting at 8:07 p.m. as a member of the public requested to address the Board. All in favor

## **Public Comments**

A member of the public spoke to the Board about a recent incident that resulted in a temporary suspension of his library privileges. The Board listened to his comments and his request to appeal the suspension. The Board agreed that further investigation into the matter was necessary and indicated they would contact him once the investigation was completed.

**Motion:** made by Steven Goldman, seconded by Paul Lawrence to go into executive session at 8:31 p.m. to discuss possible litigation. All in favor

The Board came out of executive session at 8:47 p.m.

## **Adjournment**

**Motion:** made by Kevin Borsilli, seconded by Paul Lawrence to adjourn the meeting at 8:49 p.m.

Respectfully submitted,

Barbara Cannon, Secretary  
Library Board of Trustees  
Date Approved: July 10, 2019  
Transcribed from tape by Linda Reynolds and Maria Nowak  
Reviewed by Nicole DeMatteo and Barbara Cannon