

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
AUGUST 14, 2019**

<b>Present:</b>	Frank Weber	President
	Annette Maxwell	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Steven Goldman	Trustee
	Kevin Borsilli	Trustee
	Nicole DeMatteo	Library Interim Director
	Linda Reynolds	Confidential Secretary
<b>Absent:</b>	Paul Lawrence	Trustee
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
<b>Guests:</b>	Library Staff Members: Diane Meyer and Dena Price	

The 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 announced the Board voted to compensate Mrs. DeMatteo \$250.00 per day for each day worked, which is to be downgraded to \$150.00 per day after a new Director is in place to assist with the transition. Dr. George stated a timeframe should be put in place for the transition. The Board agreed a two-week timeframe is adequate. Mr. Goldman stated the July minutes should be amended to indicate October 29, 2019 as the end of the transition.

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to approve the July 10, 2019 regular board minutes as amended. **Vote yes:** Frank Weber, Annette Maxwell, Barbara Cannon, Steven Goldman and Kevin Borsilli. Joan George abstained.

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to approve the July 10, 2019 executive board minutes. **Vote yes:** Frank Weber, Annette Maxwell, Barbara Cannon, Steven Goldman and Kevin Borsilli. Joan George abstained.

### **Old Business**

### **Quickbooks**

Mrs. DeMatteo announced she has not received an update. Mr. Weber explained Linda Reynolds' computer cannot interact with Maria Nowak's computer to access Quickbooks. Mr. Weber indicated a technology person needs to reach out to Quickbooks to find out if what we

want is possible, and what needs to be done to resolve the problem. Mr. Weber requested a resolution of the matter that requires any expense to be brought forward at the September meeting. Mr. Weber indicated the Technology Committee is going to have to meet before the September meeting. Mr. Borsilli indicated he will reach out to Paul Lawrence.

### **Digitization for Historical Society Newspaper**

Mr. Weber explained the Historical Society would like to digitize the town paper that has been discontinued. The company that gave them the quote wants to get paid on the backend every time that it is used in a Library. Mr. Weber stated we need to find someone who will digitize it for one single cost. Mrs. DeMatteo stated she did reach out to some imaging companies within New Jersey. Mrs. DeMatteo indicated she is in the process of receiving quotes. Mr. Goldman requested the item be put on the September agenda.

### **Reorganization**

Dr. George announced the Library needs an additional position to supervise Personnel. Dr. George stated what the Board expects from a Director is undoable. Dr. George indicated the Personnel Committee will look into it or possibly a committee as a whole. Mr. Weber suggested a Personnel Committee be held.

### **Continued Staff Lateness**

Dr. George announced she reviewed the actual numbers of staff lateness and something needs to be done. Dr. George explained the Personnel Manual states that you are to be at your workstation at the beginning of the shift. Dr. George pointed out it also states an employee can be dismissed for continued lateness. Mrs. Cannon asked if this should be handled by the Director. Dr. George stated it is the Director's responsibility, but if nothing is being done the Board needs to step in. Dr. George explained this has been ongoing and is nothing new. Mr. Weber indicated this problem is at the Boards feet now because the previous Director was not enforcing anything for tardiness. Dr. George explained the previous Director came to her stating she wanted to possibly terminate an employee for excessive tardiness. Dr. George continued when the committee looked at it and there were people on staff that were just as late or even more late more often. Dr. George stated one of the problems is staff meeting are never held. Dr. George explained there are new hires all of the time. Dr. George indicated the recommendation is the Personnel Committee look at the situation. Mr. Goldman stated this is a problem and suggested Mrs. DeMatteo let the staff know lateness will no longer be tolerated. Mr. Goldman stated it's understandable if there is an unforeseen circumstance. Dr. George indicated if someone calls in and states they will be late for such circumstances it is not counted. Mr. Goldman noted it is a problem when you hear supervisors are also late.

### **Zenith**

Dr. George announced Zenith is something the Technology Committee will be looking at. Mr. Goldman asked why the Library needs Zenith. Mr. Weber explained in May 2015 the previous Director signed a contract with Zenith without bringing it to the Board. Mr. Weber explained at

that time the Director had the authority within the Board's policy if there is an emergency condition the Director could spend up to \$2,700.00. Mr. Weber stated this an ongoing contract which accrues far beyond \$2,700.00. Dr. George explained a former Board member questioned the previous Director if this went out for bid and it was discovered it did not go out for bid. Therefore, it was suggested the Director go out for one more bid. Dr. George explained Zenith was not brought up again. Dr. George stated the contract was for networking. Mr. Weber stated the contract is \$10,000.00 annually and over the course of four years is up to \$40,000.00. Mr. Weber explained the work is done only in the evening and it's done without supervision. Mr. Goldman asked what they do. Mr. Weber indicated that is the question. Mr. Weber stated a Technology Meeting needs to be held to determine if this contract is necessary at all. Minimally, if this is going to continue the Library needs proof of insurance. Mr. Goldman suggested having the contractor come in and speak to the Board at the next meeting to explain what they do in the three hours they are here. Mr. Goldman suggested the Supervisor also attend the meeting. Mr. Goldman requested Zenith be kept on the agenda for next month.

### **Safety Measures**

Dr. George announced it should be known where all the surveillance cameras are located and procedures need to be put into place. Dr. George suggested safety measures be looked into such as a panic button. Dr. George indicated no one knows who is even responsible for the cameras because the previous Director controlled them. Mr. Weber indicated he asked Mrs. DeMatteo to prepare a schematic showing where all of the cameras are located. Mr. Weber explained the intention of the cameras were for safety reasons, not to monitor the staff nor the public. Mr. Weber suggested the Library may want to consult with the police department regarding how long camera footage should be kept. Mr. Goldman suggested looking into what other large libraries do.

### **Staff/Trustee Training**

Dr. George announced staff training needs to take place and staff meetings need to be held. Dr. George also stated the Trustees need to take seven credits per year. Mrs. Cannon indicated the Trustee training should be done as soon as possible. Mr. Weber stated laws are constantly revised, and everyone should be kept up to date.

Mr. Goldman stated he feels it is very important that staff training be conducted.

### **Procedures for Handling Difficult Situations**

Dr. George pointed out there are not clear procedures for handling difficult situations. Dr. George indicated it needs to be known what is done with incident reports, who fills them out, who calls the police, and when is the Board informed that the police we called. Dr. George indicated certain items such as calling the police should be in the Director's Report. Dr. George suggested these items be looked over.

## **Improve Communication**

Dr. George indicated communication needs to be improved with staff and with each other. Mrs. Cannon stated having Board training would be helpful. Mr. Borsilli indicated the communication should be from the Director to the Board President who will then communicate with the full Board.

## **Suspension**

Mr. Weber announced at last month's meeting there were questions by some staff members and public with regard to the suspension of a patron. Mr. Weber explained the situation is the Board reviewed the written information along with the video footage and conclude it did not substantiate. Mr. Weber indicated the video information did not agree with the reports that were submitted. Mr. Weber stated the patron had been suspended from June 1, 2019 to June 28, 2019. Mr. Weber stated allegations were made, but to his knowledge no charges filed by the police or an employee. Mr. Weber announced the case is resolved. Mr. Weber pointed out an e-mail was sent threatening to go public, but noted if false accusations about this individual are made by anyone that person is subject to the laws of libel.

## **New Business**

### **Proposed 2019 Changes of The Libraries of Middlesex, Inc. 2001 Bylaws**

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to table Proposed 2019 Changes to The Libraries of Middlesex, Inc. 2001 Bylaws and refer it to the Library Attorney for review before returning the item to the agenda. All in favor

### **Libraries of Middlesex Conflict of Interest Policy**

Mrs. DeMatteo gave a brief description of the Conflict of Interest Policy.

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to table the Libraries Conflict of Interest Policy and refer it to the Library Attorney for review before returning the item to the agenda. All in favor

## **LinkedIn**

Mr. Weber and Mr. Goldman suggested the Board Attorney and Technology Committee reviewed the changes for LinkedIn. Mrs. DeMatteo commented that there is a privacy concern with LinkedIn. Mrs. DeMatteo stated she has been searching for comparable services to Lynda.com.

## **Director's Report**

### **Census Bureau Job Fair**

Mrs. DeMatteo announced she has been working with Mrs. Syed on the Census Bureau Job Fair. Mrs. DeMatteo indicated the Job Fair will be held Thursday evening August 22, 2019 and Saturday September 7, 2019. Representatives from the Census Bureau will come and talk about different job opportunities. Mr. Weber indicated the Census Bureau requires applications to be submitted online. Mr. Weber suggested setting up the Library's laptops in the large meeting room.

### **Generator**

Mr. Goldman asked Mrs. DeMatteo if the situation with the generator has been resolved. Mrs. DeMatteo indicated that Township did fix the problem which was a faulty coil ignition. Mr. Goldman asked Mrs. DeMatteo if she can please find out if the generator runs a weekly test. Dr. George suggested having the Facilities Manager find out. Mr. Goldman suggested having the Facilities Manager keep track of it.

### **Libraries Director Summit**

Mrs. DeMatteo announced there is a Libraries Director Summit she is interested in attending on Thursday, September 5, 2019 which is sponsored by the New Jersey State Library. The Board agreed Mrs. DeMatteo should attend and submit a report. Mr. Weber requested Mrs. DeMatteo forward any legal literature she obtains to the Library Attorney.

### **Dedication Ceremony**

Mrs. DeMatteo reported that in October 2018 the Town Council voted to dedicate the Library Building to former Mayor Arthur Haney. Mrs. DeMatteo announced a plaque is being ordered. Mr. Weber announced he will obtain a copy of the Resolution that was passed and will forward it to everyone. Mrs. DeMatteo indicated they would like to have the dedication ceremony on September 8, 2019.

### **Circulation Report**

Dr. George noted there was no report for Circulation on the Director's Report. Dr. George stated if a Department Report is not turned in to please indicate no report was submitted going forward.

### **Committee Reports**

#### **Buildings & Grounds**

No report.

## **Finance**

No report

## **Outreach/Marketing**

Mrs. Cannon announced the Laundromat program is underway. Mrs. Cannon reported the Long Branch Library now employs a social worker, because they've found that Libraries are welcoming and receptive places for a lot of people who have a lot of different needs. Mrs. Cannon indicated it is something to pay attention to.

## **Personnel/Negotiations**

No report.

## **Policy**

No report.

## **Technology**

No report.

## **Personnel**

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to accept the resignation of Library Page Jordyn Ruszczyk effective August 9, 2019. All in favor

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to accept the resignation of Library Page Nicole Kurywczak effective August 16, 2019. All in favor

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to accept the resignation of Library Page Jenna Gervase effective August 25, 2019. All in favor

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to accept the resignation of Part-time Passport Clerk Rebecca Novo effective August 15, 2019. All in favor

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to approve the appointment of Substitute Passport Clerk Rebecca Novo at an hourly rate of \$17.00 effective August 16, 2019. All in favor

## **Finance**

### **Action on bills**

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

**Motion:** made by Joan George, seconded by Steven Goldman to approve the August 14, 2019 bill listing in the amount of \$182,004.52. All in favor

### **Executive Session**

**Motion:** made by Steven Goldman, seconded by Kevin Borsilli to go into executive session at 8:16 p.m. to discuss matters of personnel. All in favor

The board came out of executive session at 8:42 p.m. The following action was taken.

**Motion:** made by Frank Weber, seconded by Kevin Borsilli to approve the agreement between the Old Bridge Public Library Board of Trustees and Michael Bobish, Library Director effective October 15, 2019 at a salary of \$115,000.00 with a stipend of up to \$5,000.00 for a moving expense relocation fee. If employment ends voluntarily under two years of service Mr. Bobish must reimburse the relocation fee. All in favor

Mr. Goldman announced Nicole DeMatteo will make an announcement to the staff that the new Library Director will be starting on October 15, 2019 with a brief bio. Mrs. DeMatteo will stay in place as Interim Director until Mr. Bobish starts. Mrs. DeMatteo will assist Mr. Bobish for two weeks for transition purposes.

**Motion:** made by Kevin Borsilli, seconded by Steven Goldman to approve the recommended disciplinary action for Employee #1404 which will be a warning based on a charges of sexual harassment. If an incident occurs again Employee #1404 will be dismissed. All in favor

Mr. Goldman stated there was an extensive investigation and recommendations of the Library's Board of Trustees Legal Counsel were made.

### **Bradbury Miller Associates**

**Motion:** made by Steven Goldman, seconded by Joan George to approve final payment of \$18,000.00 to Bradbury Miller Associates. All in favor

### **Public Comments**

Adult Services Librarian Diane Meyer made a comment regarding the previous incident with a patron and clarified that an employee did fill out a police report. The Board agreed a police report was filed, but noted charges were not filed by the employee or the police department.

## **Adjournment**

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to adjourn the meeting at 8:46 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary  
Library Board of Trustees  
Date Approved: September 14, 2019  
Transcribed from tape by Linda Reynolds  
Reviewed by Barbara Cannon and Nicole DeMatteo