

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
February 8, 2017  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Barbara Cannon	Vice President
	Joan George	Treasurer
	Annette Maxwell	Secretary
	Steven Goldman	Trustee
	Michael Nielsen	Trustee
	Kevin Borsilli	Mayor's Alternate
	Maria Nowak	Executive Assistant
	Nancy Cohen	Director
 <b>Absent:</b>	 Frank Weber	 President
	Rocco Celentano	Supt. of Schools' Alternate
 <b>Guest:</b>	 Library Attorney Chris Parton	

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.

Mrs. Cannon introduced Library Attorney Chris Parton to the Board. Mr. Parton thanked the Board and indicated he and his practice are very happy to serve the Library.

### **Personnel**

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to approve the appointment of Part-time Acquisitions Library Assistant Kyle Carty at an hourly rate of \$16.30 pending background check. All in favor

### **Minutes**

**Motion:** made by Joan George, seconded by Michael Nielsen to approve the January 11, 2017 regular board minutes. All in favor

**Motion:** made by Joan George, seconded by Michael Nielsen to approve the January 11, 2017 executive session board minutes. 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 Steven Goldman, to approve the bill listing in the amount of \$198,839.21. All in favor

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to approve the Transfer of funds from the Medical Insurance budget line item to the Flexible Spending Account in the amount of \$2,312.54 which covers the \$134.54 monthly FSA fee from January 2017 – June 2017 \$285.30 Annual Renewal Fee, \$1,220.00 for two additional employees now enrolled in FSA and the additional amount in contributions from two employees already enrolled in FSA.

### **Resignation of Trustee**

**Motion:** made by Steven Goldman, seconded by Joan George to accept the resignation of Library Board Member Carrie Shreder consistent with her resignation letter dated January 23, 2017. All in favor

Dr. George recommended the Board send Mrs. Shreder a letter thanking her for her service.

### **Old Business**

#### **Surveillance System**

Mr. Goldman asked how the cameras were working out. Mrs. Cohen announced everything has been going well and indicated signs have been posted in the Library.

#### **Director's Report**

#### **Library Van**

Dr. George indicated she would like to see reports on how the new programs are doing. Mrs. Cohen indicated the Van has been in service for a little over three months. Mrs. Cohen indicated she will have a six month report. Dr. George indicated the Finance Committee may be able to generate a form for new programs.

#### **Little Free Libraries**

Ms. Maxwell asked for feedback on the Little Free Libraries. Mrs. Cohen indicated she has been receiving good feedback on the Little Libraries. Mrs. Cohen indicated the OBEA ordered five assembled Little Libraries. Mrs. Cohen indicated the OBEA will be installing them. Dr. George suggested asking the Council Members for suggestions on where to place them in their Wards. Mr. Goldman agreed consulting Council Members would be a good idea. There was a brief discussion on possible locations for Little Free Libraries.

#### **Council Meeting**

There was a lengthy discussion regarding the Director's upcoming presentation at the Township's Council Meeting.

## **Committees**

Mrs. Cannon went over the Library Board Committees. The Committees are as follows:

### **Building and Grounds**

Steven Goldman – Chair  
Rocco Celentano  
Frank Weber  
Annette Maxwell

### **Outreach**

Barbara Cannon – Chair  
Annette Maxwell  
Kevin Borsilli  
Frank Weber

### **Policy**

Rocco Celentano – Chair  
Barbara Cannon  
Frank Weber

### **Finance**

Annette Maxwell – Chair  
Joan George  
Michael Nielsen  
Frank Weber

### **Personnel**

Joan George – Chair  
Barbara Cannon  
Steven Goldman  
Frank Weber

### **Technology**

Michael Nielsen – Chair  
Frank Weber

## **Committee Reports**

### **Finance**

No report.

### **Personnel and Negotiations**

No report.

### **Policy**

No report.

### **Building and Grounds**

Mr. Goldman indicated a meeting has not been held. Mr. Goldman announced there was an issue with the generator in regards to engineering. Mr. Goldman indicated the generator is still a work in progress.

### **Outreach/Marketing**

Mrs. Cannon announced a meeting has not been held. Mrs. Cannon indicated the Committee will be reviewing the Van services at some point.

## **New Business**

### **Vending Machines**

Mr. Goldman asked the Director for an update on the vending machines for the Youth Services area. Mrs. Cohen indicated she looked into a vendor that would install a machine with healthy snacks. Mrs. Cohen indicated her idea and the vendor's idea of healthy snacks were different. Mrs. Cohen indicated the non-functional water fountain will be removed and the area around it used for Launchpad display.

### **Shelving Units**

Mrs. Cohen announced the new shelving units for AV are scheduled to be installed the week of February 20, 2017. Mrs. Cohen indicated existing shelving will need to be removed and disposed of and noted Township is helping with a portion of the project. Mrs. Cohen indicated the bulk of the removal of the old shelving will be done by the installers of the new shelving. Dr. George asked if the Facilities Manager will oversee the installation. Mrs. Cohen indicated she and the Facilities Manager will oversee the project as well as the painting project.

### **People Counter**

Mrs. Cohen indicated she has received the new people counter for the Laurence Harbor Branch. A proposal for a surveillance camera for Laurence Harbor was received and will probably be accepted.

### **Hot Spots**

Ms. Maxwell asked when the Hot Spots will be loaned out to the Public. Mrs. Cohen indicated they are all currently checked out. Mrs. Cohen indicated she would like to order more Hot Spots before the summer as she anticipates they will be very popular.

### **Executive Session**

**Motion:** made by Joan George, seconded by Michael Nielsen, to go into executive session at 7:50 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of executive session at 7:52 p.m. No action was taken.

## **Adjournment**

**Motion:** made by Joan George, seconded by Steven Goldman, to adjourn the meeting at 7:53 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary

Library Board of Trustees

Date Approved: March 8, 2017

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Director, Nancy Cohen and Secretary Annette Maxwell