

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
May 10, 2017
OLD BRIDGE, NEW JERSEY**

Present:	Frank Weber	President
	Barbara Cannon	Vice President
	Joan George	Treasurer
	Steven Goldman	Trustee
	Kevin Borsilli	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Shamima Abid	Mayor's Alternate
	Nancy Cohen	Director
	Maria Nowak	Executive Assistant
Absent:	Annette Maxwell	Secretary
	Michael Nielsen	Trustee
Guests:	Library Staff Member Dena Price	

The 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.

Mr. Weber requested Mr. Celentano to take minutes in the absence of the Secretary Annette Maxwell.

ESL Graduation

Librarian and ESL Coordinator Dena Price distributed invitations to the ESL Graduation Ceremony as well as letters from the ESL Students to the Board.

Personnel

Motion: made by Kevin Borsilli, seconded by Steven Goldman to approve the appointment of Substitute Youth Services Librarian Lindsey De-Medonsa at an hourly rate of \$28.31 effective May 11, 2017. All in favor

Motion: made by Kevin Borsilli, seconded by Steven Goldman to accept the resignation of Library Assistant I – Digital Support Services, George Eppinger, effective May 14, 2017. All in favor

Motion: made by Kevin Borsilli, seconded by Steven Goldman to approve the appointment of Part-time Adult Services Librarian George Eppinger, at an hourly rate of \$29.89 effective May 15, 2017. All in favor

Motion: made by Kevin Borsilli, seconded by Steven Goldman to approve the appointment of Part-time Library Assistant – Digital Support Services, Ebony Reeves pending background check at an hourly salary of \$16.30.

Minutes

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the April 12, 2017 regular board minutes. All in favor

Vote Yes: Frank Weber, Joan George, Barbara Cannon, Steven Goldman, Kevin Borsilli
Rocco Celentano and Shamima Abid abstained.

Laurence Harbor Branch and Van Services

There was a lengthy discussion on the Laurence Harbor Branch and utilizing the Library Van in the Laurence Harbor area. Dr. George requested to see a route schedule. Mrs. Cannon indicated it would be a good idea to put a Little Free Library in the Laurence Harbor area. Mr. Weber indicated statistics show residents that live near the Laurence Harbor Branch come to the Central Branch. Mr. Weber requested Mrs. Cohen to report the Laurence Harbor annual expenses. Mrs. Cohen indicated the new people counter was installed last month at the Laurence Harbor Branch. Mr. Weber requested the Director to submit reports by the hour for the June meeting for Laurence Harbor.

Finance

Action on Bills

Dr. George announced she looked over the monthly bills and noted everything was in order. Dr. George indicated the Library Attorney is billing the Library in quarter hour segments, which the previous attorney did not. Dr. George indicated this is a good thing.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the bill listing in the amount of \$189,880.88. All in favor

Old Business

Director's Report

Parks and Receptions

Mrs. Cohen announced the Library is on the Parks and Recreation list to prune the Library's shrubs this spring. Mrs. Cohen indicated the Master Gardeners are taking care of the indoor shrubs.

Broken Window

Mrs. Cohen indicated a broken window was found and is scheduled to be repaired.

Incident

Mrs. Cohen indicated a patron fell on April 25, 2017 in front of a security camera. Mrs. Cohen indicated an incident report was submitted and video footage of the fall was given to Township HR.

PA System

Mrs. Cohen announced the PA System is in the process of being installed and should be completed next week.

Sound System

Mrs. Cohen indicated the Sound System installation will start is next Tuesday.

Parks and Recreation

Mrs. Cohen announced she is working with Parks and Recreation to conduct some summer programs at Camp Robin as well as other Township Summer Camps.

Grant

Mrs. Cohen indicated she would like to submit a grant called Fade to Books. Mrs. Cohen indicated the Grant is a literacy program that pulls in participating barbershops. Mrs. Cohen indicated two barbershops in town would like to participate. Mrs. Cohen indicated the program is aimed at children between the ages of five through twelve. Mrs. Cohen indicated there is no cost to the Library. Mrs. Cohen indicated four hundred books would be donated through the grant as well as book holders. Mrs. Cohen indicated the kids are going to be given incentives to read while they are waiting for haircuts.

Qello Concerts

Mrs. Cohen announced the Library rolled out the online resource, Qello Concerts starting May 1, 2017. Mrs. Cohen indicated the product is through Recorded Books. Mrs. Cohen indicated the program is for Old Bridge Library cardholders.

Committee Reports

Finance

No report.

Personnel and Negotiations

No report.

Policy

There was a brief discussion on the Displays and Exhibits Policy.

Motion: made by Frank Weber, seconded by Rocco Celentano to approve the Revised Displays and Exhibits Policy as amended. All in favor

Building and Grounds

Mr. Goldman indicated a meeting has not been held. Mr. Goldman indicated the Library is still dealing with leaks. Mr. Goldman indicated Kasey Lenning of Public Works has been very responsive. Mr. Goldman indicated the contractor came in and did some repairs. There was a lengthy discussion on the Library roof.

Mr. Goldman indicated he would like to discuss planting more shrubs and fixing up the front of the Library. Dr. George suggested the Director start going out for estimates. There was a brief discussion on the Library landscape.

Workshops

Dr. George indicated she noticed workshops were held for two people. Mrs. Cohen indicated the WordPress workshop was a drop-in. Mrs. Cohen indicated the Computer Basics class was a registration class. Mrs. Cohen indicated a cancellation policy is being drafted. Mr. Weber suggested looking into teaching software for some of these classes. Mrs. Cohen indicated Lynda.com and other services do offer a program. There was a lengthy discussion on computer classes.

Outreach/Marketing

No report.

New Business

Library Shades

Motion: made by Steven Goldman, seconded by Joan George to accept the Proposal from Bai Lar Interior Serves for Draper Clutch Roller Flex Shades in the amount of \$4,320.54. All in favor

HVAC

Motion: made by Barbara Cannon, seconded by Joan George to accept the proposal from H.G. Clarke for Repairs to Rooftop HVAC Units in the amount of \$2,966.00. All in favor

Mrs. Cohen pointed out the former Director in 2009 put a large sum of money in the Money Market Account. Mrs. Cohen indicated it is on record that the Library received the funds from Township. Mrs. Cohen indicated the funds were reserved for Library roof repair. Mrs. Cohen indicated the amount was \$96,708.00. Mrs. Nowak explained the Money Market account is where all the Capitol Budget money is. Dr. George asked what the \$360.00 a month to H.G. Clarke is for. Mrs. Nowak explained in the past the Library paid H.G. Clark \$4,000.00 per year for a Service Agreement. Mrs. Nowak explained there has been a plan for the Library to install a new HVAC system; therefore, H.G. Clarke agreed to bill the Library on a month to month basis for the Service Agreement.

AWE

Motion: made by Steven Goldman, seconded by Rocco Celentano to accept the proposal from AWE in the amount of \$2,822.00. All in favor

Use of Meeting Room

Mrs. Abid asked the Director what the procedure is for a group to use the meeting room. Mrs. Abid indicated she has been approached by people in her community asking what the procedure is. Mrs. Cohen indicated there is a written policy that is on the Library website and stated she would send the policy and meeting room application to Mrs. Abid.

Operational Audit

Mr. Weber indicated he found Libraries throughout the country that have had an Operational Audit conducted. Mr. Weber indicated he obtained three firms in the State of New Jersey that perform Operational Audits. Dr. George indicated there was a time the Board had a Strategic Plan done. Mrs. Cohen indicated the Strategic Plan was never approved. Mr. Weber indicated the three firms are major accounting firms. There was a lengthy discussion on conducting an Operational Audit. Mr. Weber indicated he is looking into a few firms and will report back to the Board.

Executive Session

Motion: made by Steven Goldman, seconded by Barbara Cannon to go into executive session at 8:47 p.m. All in favor

The Board came out of executive session at 9:00 p.m. No action was taken.

Adjournment

Motion: made by Rocco Celentano, seconded by Kevin Borsilli, to adjourn the meeting at 9:00 p.m. All in favor

Respectfully submitted,

Rocco Celentano

Library Board of Trustees

Date Approved: July 12, 2017

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Director Nancy Cohen