

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
August 9, 2017  
OLD BRIDGE, NEW JERSEY**

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

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.

**Personnel**

The family of employee #1070 read statements to the Board asking the Board to consider not terminating employee #1070 who has been employed with the Library for 26 years. The family indicated they are working hard to find solutions and a compatible job coach for employee #1070.

The Director read a three-page narrative on the performance of employee #1070. Mrs. Cannon asked if there was a change in the employee's performance in just this past year. Mrs. Cohen indicated prior to last year nothing critical was taking place. Mr. Borsilli clarified with the Director that the decline in employee #1070 performance began in 2016. Mrs. Cohen indicated that was correct. Mr. Goldman asked how long employee #1070 has been working under the current Supervisor. Mrs. Cohen indicated Supervisor Cynthia Robbins has been supervising the employee #1070 for well over a year. Mrs. Maxwell asked who the Supervisor was prior to Mrs. Robbins. Mrs. Cohen indicated prior to Mrs. Robbins, employee #1070 was supervised by Gail Sankner, as well as Felisha McEachern. Mrs. Maxwell indicated sometimes a change in supervisors can have an impact on an employee. The family suggested a reduction in employee #1070 hours. There was a lengthy discussion between the family, Board of Trustees and Director.

**Motion:** made by Steven Goldman, seconded by Kevin Borsilli to approve the termination of employee #1070. **Vote Yes:** Kevin Borsilli, Steven Goldman, Frank Weber  
**Vote No:** Rocco Celentano, Annette Maxwell, Barbara Cannon **Abstained:** Joan George

Mr. Weber announced no action will be taken at this time.

Mr. Weber indicated the if the situation doesn't improve or deteriorates the Board will come back and discuss further as to whether or not to terminate. Dr. George indicated she feels more time is needed to come up with something more creative for employee file #1070. Dr. George indicated she felt some interesting points were made from both sides. Mr. Celentano indicated he voted against terminating employee file #1070 as he feels the Family and employee file #1070 should be given another chance to make improvements. Mrs. Cannon indicated she feels the Family needs more time to find a job coach that is more compatible with employee file #1070. There was a discussion regarding having employee file #1070 aide serve as her job coach. Mr. Weber indicated it will be at the discretion of the Director when the employee can return to work as a plan needs to be put in place. The Family thanked the Board.

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to accept the resignation of Part-time Library Page Rebecca Novo, effective August 13, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to accept the resignation of Part-time Library Page Frank Serpe, effective August 13, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to accept the resignation of Part-time Library Page Rahul Parikh, effective August 23, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to accept the resignation of Part-time Library Page Alia Yeszhanova, effective September 9, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Part-time Library Assistant Eileen Whitener at an hourly rate of \$16.30 pending background check and motor vehicle report. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Part-time Library Page Aryanna Mateo at an hourly rate of \$8.44 effective August 14, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Part-time Library Page Rohan Parikh at an hourly rate of \$8.44 effective September 10, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Part-time Library Page Charlene Balmaceda at an hourly rate of \$8.44 effective August 16, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Part-time Library Page Brandon Merola at an hourly rate of \$8.44 effective September 10, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Substitute Library Page Rebecca Novo at an hourly rate of \$8.44 effective August 14, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Substitute Library Page Frank Serpe at an hourly rate of \$8.44 effective August 14, 2017. All in favor

**Motion:** made by Rocco Celentano, seconded by Steven Goldman to approve the appointment of Substitute Library Page Alia Yeszhanova at an hourly rate of \$8.44 effective September 10, 2017. All in favor

## **Minutes**

**Motion:** made by Joan George, seconded by Kevin Borsilli to approve the July 12, 2017 regular board minutes. Vote: Yes: Frank Weber, Joan George, Annette Maxwell, Steven Goldman and Kevin Borsilli. Barbara Cannon and Rocco Celentano both abstained.

**Motion:** made by Joan George, seconded by Kevin Borsilli to approve the July 12, 2017 executive session board minutes as amended. Vote: Yes: Frank Weber, Joan George, Annette Maxwell, Steven Goldman and Kevin Borsilli. Barbara Cannon and Rocco Celentano both abstained.

## **Finance**

### **Action on Bills**

Dr. George announced she reviewed the bill listing and noted everything was in order. Dr. George asked why the Library purchased toothpaste. Mrs. Cohen indicated the toothpaste was used for a Youth Services Program activity at the Teen Lock-in.

**Motion:** made by Joan George, seconded by Rocco Celentano, to approve the bill listing in the amount of \$167,887.63. All in favor

## **Old Business**

### **Chromebook**

Dr. George announced she wanted to commend Supervisor Jonathan Upton on putting a Chromebook in the Library Lobby. Mrs. Cohen indicated she came up with the idea of installing the Chromebook in the Lobby to give Patrons easy access to vote for Old Bridge Library in the yearly poll. Mrs. Cohen noted Mr. Upton installed and programmed the Chromebook.

### **Laurence Harbor**

Mrs. Cohen announced the air conditioning has been repaired at the Laurence Harbor Branch. Mrs. Cohen indicated she would like to have the September 13, 2017 Library Board Meeting at the Laurence Harbor Branch. The Board all agreed.

## **Roof**

Mrs. Cohen announced Kasey Lenning of Public Works did a great job on the roof repairs. Mrs. Cohen indicated Mr. Lenning did some of the repairs himself that had to do with the work around the air conditioning units. Mrs. Cohen indicated Mr. Lenning has been very good with getting Tremco to come back to the Library. Mrs. Cohen indicated there are two small leaks remaining. Mrs. Cohen indicated Tremco is scheduled to come back and look at the leaks.

## **Operational Audit**

Mr. Weber announced he spoke to the Firm regarding available meeting dates. Mr. Weber indicated he will follow up with the Board.

## **Trees**

Mrs. Cohen announced the trees around the Library were pruned this morning by Kasey Lenning and DPW. Mrs. Cohen indicated two dead trees in front of the Library have been removed. Mrs. Cohen indicated the Shade Tree Commission will be planting replacement trees.

Mrs. Cannon asked if trees or shrubs can be planted around the generator. Mrs. Cohen indicated she will look into it.

## **Outside Walkways**

Mr. Weber announced the Township Engineer came back with an initial opinion that the walkways would have to be made ADA compliant. Mr. Weber indicated he looked at ADA law and doesn't believe it is required as the Library already has the ADA compliant walkway in the front of the building. Mr. Weber indicated the Attorney agreed. Mr. Weber indicated he sent an e-mail to the Mayor and is waiting to hear back. Mr. Goldman indicated the Engineer is on vacation.

## **Strategic Plan**

Dr. George indicated there was one area of the Strategic Plan that has not been addressed, which is Outreach Services to all part of the Township. Mrs. Cannon indicated an attempt is being made. Dr. George indicated when she voted to purchase the Outreach Van, she voted for Library Services to South Old Bridge. Dr. George indicated that was the main reason she voted for the Van. Dr. George indicated services have not been increased to everyone in town. Dr. George indicated services have been increased to senior citizens and children at profitable nursery schools. Mrs. Cohen indicated a Barber Shop program will be commencing in the near future. Mrs. Cohen also indicated the Library will be providing services to the Before and After Care Program which will service schools in South Old Bridge.

Mr. Weber indicated there was a dedicated amount of funds that were primarily to be used to enhance services to South Old Bridge. Mr. Weber indicated in the process of reaching out to South Old Bridge it was discussed the Library will enhance services such as the Van to service

other areas of the Township as well. Mr. Weber indicated the primary thrust of using the funds was to deliver and enhance services to South Old Bridge. Mr. Weber indicated residents in Ward 6 are faced with a long trip to the Library to check out and return books. Mr. Weber indicated the Library has tried to work with Walmart to install a Dropbox but has been unsuccessful. Mr. Weber recommends working strongly on trying to find locations where a Dropbox would be permitted. Mr. Weber indicated the funds are supposed to go to South Old Bridge first. Dr. George indicated the developments in South Old Bridge are paying high taxes and Library Services need to be expanded to that area. Mrs. Cannon indicated Outreach will be done. Dr. George indicated the remainder of the Strategic Plan has been completed. Mr. Weber indicated the Library cannot lose focus on South Old Bridge.

## **Theater**

Mr. Weber indicated he has seen positive feedback on the Theater. Mr. Weber indicated he looked at the monthly activities and noted the events are listed in calendar format. Mr. Weber indicated if he wants to look for a movie he has to go through all of the activities. Mrs. Cohen indicated she was coincidentally looking into adding more categorization to the calendar.

Mrs. Cohen announced the noise coming out of the fans in the large room has been mitigated. Mrs. Cohen indicated the sound is much better when viewing a presentation since adjustments were made to the HVAC dampers in that room.

## **HVAC**

Mr. Goldman asked for an update on the HVAC units on the roof. Mrs. Cohen indicated all of the units are working. Mrs. Cohen indicated to her knowledge, Township has not put out an RFP for new HVAC Units.

## **Director's Report**

### **Mobile Hotspots**

Dr. George indicated she would like to discuss the Hotspots before more are purchased. Mrs. Cohen indicated she agrees the utilization rate is not high enough to purchase more Hotspots. Mrs. Cohen indicated a couple more months is needed to determine whether or not to purchase additional Hotspots. There was a brief discussion on the Mobile Hotspots.

### **Closing Announcement**

Mr. Weber indicated he would like the recorded closing announcement to include the computers will be shutting down as well. Mrs. Cohen indicated she will look into having the announcement re-recorded.

## **LMxAC**

Mrs. Cohen stated that residents of towns that belong to a library that is part of LMxAC cannot purchase library cards from other libraries that also belong to LMxAC. Only one library card is allowed in LMxAC, that of a patron's home library. Mrs. Cohen indicated she is hopeful LMxAC will be changing this rule in the near future. There was a brief discussion.

## **Quiet Study Rooms**

Mr. Weber announced the Quiet Study Rooms are to be used by Old Bridge Public Library Cardholders going forward. There was a brief discussion on the Quiet Study Rooms.

## **Committee Reports**

### **Policy**

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the Digital Surveillance Camera Policy. All in favor

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the Quiet Study Room Policy. All in favor

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the Idea Farm Workshop and 3D Printer Usage Policy. All in favor

### **Finance**

No report

### **Buildings and Grounds**

Mr. Goldman announced many chairs throughout the Library have been re-upholstered.

### **Outreach**

Mrs. Cohen indicated she is looking into a mailing which would target only non-cardholding Old Bridge residents. Mrs. Cohen indicated the Library will reach out to those residents to make them aware of all the services the Library has to offer. Mrs. Cohen indicated the fee could be over \$1,000. Interest in such a mailing was expressed by Mr. Weber and Dr. George. There was a brief discussion.

### **Personnel and Negotiations**

No report

## **New Business**

### **Floorports**

**Motion:** made by Steven Goldman, seconded by Joan George to accept the Proposal for Floorports from Graybar in the amount of \$3,900.00. All in favor

### **Passport Data**

Mrs. Cohen distributed passport data as the Board requested a report on a quarterly basis. Mr. Celentano announced he recently visited the Passport Department and noted the service was fantastic. There was a brief discussion on promoting passport cards.

### **Adjournment**

**Motion:** made by Kevin Borsilli, seconded by Rocco Celentano, to adjourn the meeting at 9:01 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary

Library Board of Trustees

Date Approved: September 13, 2017

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Director, Nancy Cohen and Annette Maxwell