

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
APRIL 23, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Kevin Borsilli	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Sam Rizzo	Mayor's Alternate
	Zainab Syed	Trustee
	Annette Maxwell	Trustee
Guest:	Christopher Parton, Library Attorney	
	Over 15 Library Staff Members	

The President called the meeting to order at 4:00 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Minutes

Motion: made by Joan George, seconded by Maria Nowak to approve the March 11, 2020 regular board minutes. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano.

Motion: made by Kevin Borsilli, seconded by Joan George to approve the March 11, 2020 executive board minutes. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the amended March 14, 2020 emergency meeting minutes. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano.

Motion: made by Frank Weber, seconded by Kevin Borsilli to approve the April 3, 2020 special meeting minutes. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano.

Old Business

Digitization for Historical Society Newspaper

Mr. Bobish explained there was a miscommunication regarding the billing of the project between himself and the vendor. Mr. Bobish stated the Library was billed an additional \$2,693.60 above the original cost he reported to the Library Board. Mr. Bobish stated once he determined it was an error, he immediately contacted the Board President, who authorized him to check with the Attorney and authorized him to pay that bill. Library Attorney Christopher Parton stated the vendor sent over two separate invoices that were not clear and submitted several months apart.

New Business

COVID-19 Response

Mr. Bobish stated the Library is still closed but hopes to get some level of community service up and running. Mr. Bobish announced he has enabled on-line only Library cards through LMxAC. Mr. Bobish stated 57 patrons have registered for on-line cards to date. Mr. Bobish said he revised the website homepage to highlight all online services available to the public. Mr. Bobish stated he has also had the Township's COVID-19 page linked to the website. Mr. Bobish indicated the Library's voicemail has been updated for Library Patrons. Mr. Bobish stated updates are also being posted on social media outlets.

Mr. Weber clarified the online library cards have always been available and confirmed they are for digital access only. Mr. Bobish indicated it states on the website that they are temporary cards. Dr. George asked how residency is checked, and would like a record be kept of what it is costing the Library as this may go on longer than anticipated. Mr. Weber asked Mr. Bobish to make sure the Library is secure from children registering and make sure age is being verified.

Proposal for Boiler #2

Mr. Bobish announced he obtained three quotes and noted H.G. Clarke came in the lowest. Mr. Weber reminded the Library is a Township Building and feels this is something Township should be doing. Mr. Bobish stated they will only move forward with the boiler replacement if the valve replacement does not go well. Mr. Bobish said he has been keeping a spreadsheet of expenditures of items which includes building repairs.

Motion: made by Frank Weber, seconded by Barbara Cannon to approve the proposal from H.G. Clarke for the replacement of Boiler #2 in the amount of \$7,000 if the previously approved valve repairs fail. **Vote Yes:** Frank Weber, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano. Joan George abstained.

Director's Report

Mr. Bobish stated he his thinking ahead about Library services once the crisis has passed. Mr. Bobish said he is researching if modifications will be needed such as plexiglass shielding at

service points, disposable masks for employees and patrons, the spacing out of furniture and determining what programs can continue.

Committee Reports

COVID-19 Ad-hoc Committee

Mr. Weber announced the committee met on April 16, 2020. Mr. Weber stated most of the progress were points raised by Mr. Celentano on items such as digital library cards, instructional videos on how students can access magazines and databases as well as literature for teachers. Mr. Weber stated there are many Libraries that offer these services on their website such as story time on YouTube channels. Mr. Weber suggested posting links on our website to that information.

Mr. Borsilli stated it has been discussed to prepare for long term. Mr. Borsilli stated the longer this goes on they will need to phase in more services. Mrs. Cannon said she agrees and recommended to come up with a plan, so they are prepared if this goes on longer than anticipated. Mr. Celentano stated the school administrators will get available Library services out on social media. Mr. Celentano stated there is going to be a lot of encouragement from the school district to get students to sign up for digital library cards. Mr. Celentano confirmed as of right now the school district will not be having a summer reading program. Dr. George suggested coming up with a brief timeline with a logical progression.

Buildings & Grounds

No report.

Finance

Mrs. Nowak announced she will be calling a meeting next week to go over the Budget and some questions she has pertaining to a bill she had pulled from the April bill listing.

Personnel

No report

Outreach/Marketing

No report.

Mrs. Cannon stated the Committee can help in reaching out to other Libraries.

Policy

No report.

Technology

No report.

Finance

Action on bills

Mrs. Nowak stated there were questions on several bills. Mrs. Nowak stated she needs more information on the Maintenance Mart bill as well as the bills for the Laurence Harbor branch. Mrs. Nowak stated she will be emailing the Finance Committee and the Director.

Motion: made by Maria Nowak, seconded by Joan George to approve the April 7, 2020 bill listing in the amount of \$161,648.07. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano.

Adjournment

Motion: made by Kevin Borsilli, seconded by Maria Nowak to adjourn the meeting at 4:50 p.m. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Kevin Borsilli and Rocco Celentano.

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: May 13, 2020
Transcribed from tape by Linda Reynolds
Reviewed by: Michael Bobish and Barbara Cannon