

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
AUGUST 12, 2020**

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

Guests: Library Attorney Christopher Parton
Joe Korman of PC Visions
Several Library Staff Members via Zoom

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

Motion: made by Frank Weber, seconded by Maria Nowak to approve the July 8, 2020 regular Board minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber. Rocco Celentano abstained.

Joan George requested that items in the Board Minutes be listed under Old Business. Dr. George noted reports should be followed up on and not dropped off the Agenda.

Executive Session

Motion: made by Maria Nowak, seconded by Frank Weber to go into executive session at 7:16 p.m. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Zainab Syed, Rocco Celentano, Annette Maxwell, Maria Nowak, Sam Rizzo, and Frank Weber.

The Board came out of Executive session at 7:46 p.m. No action was taken.

Old Business

Re-opening Plan

Mr. Weber spoke of the overall capacity limit which was lowered from 100 to 25, including staff. This would only allow 10 – 12 patrons in the Library. Mr. Weber asked the Board what services can be expanded, given the new constraints.

Mr. Rizzo discussed how the Re-opening Committee focused their plan based on a 100-person capacity with input from all of the Board Members. When the capacity limit was dropped to 25 people, the plan was no longer sufficient. The Board needs to determine which limited services should be offered now and what services should be planned for, in anticipation of capacity limits increasing.

There was a discussion regarding which services would best meet the community's needs such as computer services, printing services, passport and notary services by appointment only.

Dr. George suggested the Library expand on the available services. This would include curbside services, expanding Wi-Fi into the parking lot and the possibility of lending Chromebooks, by appointment, for use in the parking lot area, as well as the need to simplify the curbside schedule.

Mrs. Maxwell was in agreement with most of the comments. Mrs. Maxwell agreed that the Board should expand on curbside services.

Mrs. Nowak agreed that curbside days and times should be expanded, but did not agree that the Library should re-open yet.

Mr. Rizzo wanted to see appointments be implemented for passport and notary services. Mr. Rizzo stated that controlling public access within the Library can be achieved by roping off areas that will not be utilized. The Board will need to determine their minimum capacity number that the Library should plan to open for and have a plan ready to execute when a change in the capacity limit is given by the Governor.

Mrs. Cannon felt the computers, passports and notary services should be offered, along with the lending out of Chromebooks for use in the parking lot, with a plan in place to add more services when the capacity limit is raised.

Mrs. Syed is in agreement with providing certain services by appointment as well as expanding the Wi-Fi capabilities and lending out computer devices for use outside, within designated social distancing areas.

Mr. Weber suggested a maximum number of appointments should be considered and the expansion of Wi-Fi should be done immediately.

Motion: made by Sam Rizzo, seconded by Barbara Cannon to re-open the Library to the public with limited services. The limited services to be offered are computer use by appointment, passport services by appointment, notary services by appointment, printing services (with a limit of (10) copies per week) and the use of Chromebooks in the parking lot, by appointment only. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Annette Maxwell, Sam Rizzo, Zainab Syed, and Frank Weber. **Vote No:** Joan George, Maria Nowak

Hiring of a Day Porter

Mr. Weber felt that based on the limited services and the fact that a day porter would not be available for another (4) weeks, any cleaning needs could be accomplished by the Maintenance Mart cleaning crew and the Facilities Manager.

Parking Lot Wireless Project

Mr. Bobish reached out to other area libraries and was recommended “Ubiquiti” hardware in order to extend the Wi-Fi out to the parking lot areas. For minimal cost it could be mounted outside and would work as a second Wi-Fi network, allowing the Wi-Fi to be extended further out into the parking lots, while under the same Optimum account.

Joe Korman of PC Visions gave a verbal quote of being able to install one at \$750.00 within a week. Mr. Korman stated that this hardware will work with any future upgrades to the Library’s wireless infrastructure.

Motion: made by Joan George, seconded by Rocco Celentano to approve up to \$750.00 to expand Wi-Fi into the parking lot with the understanding information will get out to the public. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Mr. Borsilli commented that the Re-opening Committee should look into whether or not to provide shelter, benches and tables to accommodate any patrons who wish to use the Library’s Wi-Fi. It was discussed what would be the best way to secure the Chromebooks and if a staff member is needed to monitor patrons using borrowed Chromebooks. Social distancing markers would need to be installed and the current security cameras should be moved to monitor those areas. Mr. Korman suggested installing tracking software onto those computers. The expansion of curbside hours and days was mentioned by numerous Board Members as well.

Day Porter’s Responsibilities

Mr. Bobish stated that the day porter will comply with CDC and State guidelines. The hourly sanitization schedule which was developed is compliant with CDC guidelines. The day porter will follow the tasks as outlined on the schedule, but also any normal cleaning as done by our current cleaning service.

Mr. Weber opened up discussions about what services would be made available in the next phase of re-opening such as, shelf browsing, reference, programs, patrons’ use of the living room. Mrs. Cannon stated that some of these items can be worked out internally without involving the entire Library Board.

Curbside Program Report

Mr. Weber said that he tested the LMxAC website to see how someone could browse for Library items and explained the simplicity of their website in comparison to patrons calling in and having to talk to Library staff, or emailing. He feels they can easily make their selections via LMxAC even if they were not technically savvy. Mr. Bobish said he has been working on the language of the Library website, revising it with simple instructions on how to browse our online catalog and website. He has been working with Tom Sommers from the Township on refining the phone menu to streamline the phone tree for easier navigation. He has also added the hours of operations to the curbside signage and provided hand-outs with instructions (3 Ways to Order Books from OBPL) for patrons to take. The book-drop signage is now brightly colored, making it easier to see and a wireless doorbell was installed out front, in case patrons need to reach the staff.

Curbside Program Promotion

Mr. Bobish announced he is working with Mary Granahan at Old Bridge Township to do a PSA about the curbside program and he would like to send out flyers to other Township agencies to promote the curbside program as well.

Dr. George mentioned that the hand-outs have instructions to call by phone. She has received complaints that the phones are either busy or not being answered. Mr. Bobish agreed that phones can get busy and that there is limited staff handling calls. A suggestion was made that voicemail messages should specifically direct patrons to the Library website and the messages should let patrons know when their message will be received or returned.

Patron Conduct Rules

Dr. George mentioned that a plan is needed for the staff when a situation with a patron becomes escalated. Currently there is no procedure in place for staff to know what needs to be done or what forms need to be filled out, when the police are called. Mr. Bobish stated he is working on finalizing the plan. As part of that process, Mr. Bobish spoke with neighboring libraries, East Brunswick, Matawan, Aberdeen and Keyport, they all provided something helpful, for example, East Brunswick provided their incident report that the Library could model theirs after. Mr. Bobish feels that since the committee had already worked on a great plan, it should not require a lot of change to work out the procedures.

Mr. Weber brought up the minimum age that a child can be left alone should be raised to 14 years old especially during these times. It was noted that volunteers under the age of 14 would not be affected.

Motion: made by Frank Weber, seconded by Rocco Celentano to raise the age of an unattended minor from 8 years old per the Director's recommendation. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Directors Report

Mr. Bobish announced he is updating the Strategic Plan. Mr. Bobish stated will be reaching out to staff and Board Members for suggestions they may have.

Dr. George commented that the statistics should be refined to show the current Library activity and perhaps simplify the layout. Mr. Bobish confirmed that the Mayor had visited the curbside service. Mr. Weber suggested that the Trustees should be notified of anything of importance outside of the Director's Report.

Committee Reports

Buildings & Grounds

Mr. Bobish announced he made contact with Servpro and Advanta-Clean. Both require site visits to provide accurate quotes for the clean-up of the Laurence Harbor materials. He confirmed that both of these companies are qualified to evaluate the condition of the books and determine their safety for use. He commented that the previously approved expense of \$5,000 would certainly cover the expenses to salvage the computers, but may not be sufficient to cover the clean-up costs of the computers and books.

Finance

Mr. Weber plans to set up a meeting with Mr. Borsilli and Mr. Bobish to go over some budget issues.

Outreach/Marketing

No report. Mrs. Cannon offered her assistance in promoting the services.

Personnel/Negotiations

Dr. George and the Personnel Committee, led by Attorney Mr. Parton will be starting negotiations with the Supervisory Union in September, suggestions made by Trustees and the Director are welcome and should be sent to Dr. George ASAP.

Policy

Mr. Weber would like to form a smaller committee and asked that any Board member who is interested, contact him directly.

Technology

Mr. Borsilli stated the Technology Committee met recently and reviewed estimates from two technology firms to address the technology needs of the Library. They are anticipating the third estimate soon. Mr. Weber suggested that an RFP would narrow down the specifics on what the individual vendors would be quoting.

Personnel

Motion: made by Joan George, seconded by Frank Weber to accept the resignation of Librarian Jennifer Fitzgerald (Youth Services), effective July 31, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Motion: made by Joan George, seconded by Barbara Cannon to accept the retirement of Library Assistant Martha Gesimondo (Circulation), effective September 1, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Joan George, Barbara Cannon, Frank Weber and Rocco Celentano thanked Mrs. Gesimondo for her service and wished her well in retirement.

Motion: made by Barbara Cannon, seconded by Rocco Celentano to accept the resignation of Library Assistant Sara Oliveria (Circulation), effective July 5, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Motion: made by Joan George, seconded by Frank Weber to accept the resignation of Library Page Lucas Vu, effective August 21, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Motion: made by Joan George, seconded by Frank Weber to approve the recall from furlough of Librarian Dena Price (Adult Services) to replace Librarian Jennifer Fitzgerald effective August 13, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Motion: made by Kevin Borsilli, seconded by Frank Weber to approve the recall from furlough of Library Page Imani Charles to replace Library Page Lucas Vu, effective August 22, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Finance

No report.

Action on bills

Mrs. Nowak announced the bill listing was revised as she pulled four bills and will be discussing the matter with the Director. Mr. Weber asked what Maintenance Mart charged the Library for the last month. Mrs. Nowak stated the bill was correct and noted she went over the sign-in sheet.

Motion: made by Maria Nowak, seconded by Frank Weber to approve the August 12, 2020 bill listing in the amount of \$142,411.59. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Public Comments

Library Assistant Marcy Kagan thanked everyone for the opportunity to speak. She expressed her concern that the day porter and the security officer should be in place before any Library patrons are allowed into the Library. Ms. Kagan asked the status of the HVAC issues and expressed her concern over the possible spread of COVID-19 through ventilation systems.

Library Assistant Christopher Fales thanked everyone for the opportunity to speak. He stated that he is a passport agent and he was glad to hear this service will soon be available. Mr. Fales asked about the possibility of outdoor browsing on books and computers.

Managing Librarian Cynthia Robbins stated that the Library is now six months behind in buying key titles. Ms. Robbins stated that other libraries are currently circulating new titles and that this is an important service for the community. Ms. Robbins commented on the loaning of computers and that it was a great idea, but there is no one in Library who is able to catalog computer equipment.

Librarian Diane Meyer thanked everyone for the opportunity to speak and stated that she would like a Librarian for Youth Services to be recalled as well. Mrs. Meyer asked that the staff be included in conversations about the re-opening of the Library outside of just the monthly Board Meetings.

Supervisor Amy Trombetta expressed that she is very anxious to return to work and offered her assistance with the Laurence Harbor materials.

Board Member Comments

Mr. Weber commented the Library Board, along with the staff, are bound by state and federal laws in the re-opening of the Library and that the safety of the staff and patrons are the highest consideration.

The Board President thanked everyone.

Adjournment

Motion: made by Kevin Borsilli, seconded by Joan George to adjourn the meeting at 9:34 p.m.

Vote Yes: Frank Weber, Joan George, Rocco Celentano, Maria Nowak, Sam Rizzo, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: September 9, 2020

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Michael Bobish, Barbara Cannon and Joan George