

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
SEPTEMBER 9, 2020**

<b>Present:</b>	Frank Weber	President
	Joan George	Vice President
	Barbara Cannon	Secretary
	Rocco Celentano	Supt. of Schools' Alternate
	Sam Rizzo	Mayor's Alternate
	Zainab Syed	Trustee
	Kevin Borsilli	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel
<b>Absent:</b>	Maria Nowak	Treasurer
	Annette Maxwell	Trustee
<b>Guests:</b>	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 Kevin Borsilli, seconded by Frank Weber to Approve the August 12, 2020 Regular Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Sam Rizzo, Zainab Syed, and Frank Weber.

**Motion:** made by Rocco Celentano, seconded by Frank Weber to approve the August 12, 2020 Executive Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Sam Rizzo, Zainab Syed, and Frank Weber.

**Old Business**

**2020 Budget Approval**

Mr. Weber spoke of the budget being a plan, not authorization to spend without Board approval. Mr. Weber stated that since the pandemic, the expenses have been under budget due to the loss of revenue and the Library staff furloughs, making it a caretaker budget until the process of the 2021 Budget begins.

**Motion:** made by Rocco Celentano, seconded by Zainab Syed, to approve the 2020 Budget of \$3,024,437.85, with the understanding that no expenses to expand programs will be authorized without Board approval. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber.

### **Parking Lot Wireless Project**

Mr. Bobish advised that the expansion of Wi-Fi has been completed. The Wi-Fi range was expanded up to the DPW building, to the bus stop and through the gardens. Mr. Bobish stated that the Wi-Fi has been advertised as available to the public.

### **Exterior Chrome Book Use**

Mr. Bobish informed the Board that computer devices can be tethered, and the library has them in stock. Mr. Bobish explained he feels there is little need at this time to lend out computer devices for use outside. The public demand for computer use is very light as compared to the demand at the initial shut down.

### **Acquiring Shelter, Benches, and Tables for Outdoor Use**

Mr. Bobish feels there is no need at this time to set up an outdoor shelter. Mr. Bobish recommended that it may be better, and less costly, to designate a vacant study room. Mr. Weber asked if the number of patrons can be controlled in that situation. Mr. Bobish said yes.

### **Day Porter Hiring**

Mr. Weber stated based on the high bid by PJ Building Cleaning and their requirement of needing four weeks to put a day porter in place, the Board should not commit at this time. Mr. Weber feels that the Library Board should consider hiring someone full-time.

### **Voice Mail Message Update**

Mr. Bobish announced the Library's voice mail messages have been updated with the hours of service for curbside and appointment based services, as well as directing patrons to the Library's website to browse for books online, with a commitment that all messages will be returned within a 24-hour period.

### **Technology Vendor Update**

Mr. Borsilli updated the Board with the latest from the recent Technology Committee meeting. Mr. Borsilli stated that the inventory was reduced to 68 PC's, reduced from initial estimates of 100 PC's. Mr. Borsilli explained the committee reviewed the bids submitted by the various IT vendors and discussed the Library's technology needs, such as classes, desktop support, etc. He said the committee is looking to submit requests that are more "pay as you go" services based rather than contract bound services. The committee will be meeting again to go through the responses from these vendors. Mr. Weber stated that some technology updates have already been addressed, such as the Wi-Fi expansion and that Mr. Bobish is currently getting quotes from four IT vendors, who submitted previous quotes, in a new format. Mr. Weber recommended that these requests should be "time and material" requests, and that along with additional in-house support there would be no need for any long term maintenance contracts.

## **Security Procedure Update**

Mr. Bobish sent a document with procedures for disruptive incidents to the Executive Board members on September 2<sup>nd</sup>. He said these procedures work within the confines of the existing rules, as opposed to changing any rules. Mr. Bobish said he received feedback, which he plans to add to his document and resubmit to the Board next week in the hopes of having a meeting soon. Mr. Weber stated that any recommendations should go to the Policy Committee and asked that any Board Members who would like to serve on this committee, contact him.

Mrs. Cannon asked Mr. Weber about a previous discussion regarding the Library's Reopening Plan, more specifically, the Governor's Executive Order. Mr. Weber stated that he discussed the Executive Order with the attorney and was informed that the limit is 25% or 25 people, whichever is smaller, and includes all of the staff working in the main library, the Circulation desk and Information desk. Mr. Weber informed the Board that only 10 libraries out of the consortium are allowing the public into their libraries to browse for books. Mr. Bobish stated that some patrons have asked when the library will be open for browsing. Mr. Weber stated that a comprehensive schedule needs to be maintained so that any staff member answering the phones would have the ability to schedule browsing along with the other appointment based services. Dr. George suggested information should be given on how to browse online for books for those that do not know how to. Mr. Weber suggested that passports should be given higher priority over browsing and that browsing should be given a limit of 30 minutes. Mr. Weber said that a staff member would need to monitor patrons to keep track of their time browsing. Mr. Weber informed the Board that Passport appointments are not considered in the total limit, since it is in a separate room, not in the main library.

**Motion:** made by Barbara Cannon, seconded by Rocco Celentano to approve the Director to set aside a few hours a week for browsing for no more than one-half hour and advertise it to the public. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber.

## **New Business**

### **Statistical Staffing Analysis**

Mr. Bobish conducted a statistical staffing analysis of the door counts and of the hourly circulation transactions of the 6 months prior to the pandemic (September 2019 through February 2020). He identified peak usage patterns and evaluated typical staffing patterns for those times to see if they matched. He said he submitted his report, including staffing recommendations to the Personnel Committee and the Executive Board on September 4<sup>th</sup> and requested a follow up meeting with the Personnel Committee for further discussion and review. Dr. George advised that the Personnel Committee will meet as soon as all of the committee members are available.

### **DSS Reorganization Report**

Dr. George feels that this report as well as the other reports should be tabled until all of the committee members have had the opportunity to review the reports in order to discuss the information in them.

## **Strategic Planning Report**

Dr. George suggested that the director meet with the Executive Board to define what needs to be done next. Mr. Bobish agrees that the assistance of the board would be beneficial in completing the strategic plan.

**Motion:** made by Joan George, seconded by Barbara Cannon to table items A thru C under New Business until the October 8<sup>th</sup> meeting with the condition that the Director and the committee continues their efforts to move things forward. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber.

## **Directors Report**

Dr. George commented on the Security Incident Procedures document submitted by the Director. She feels that the document came across as more policy than procedures. Mr. Bobish said that a revised incident form, procedures on how to handle witnesses, and a diagram of security cameras are all in process and that he plans to make adjustments to the document.

Mr. Bobish reported on the overall usage from June to August, for curbside, stating that 1,430 patrons used the service and the usage of high interest digital resources increased 25% from last year.

Mr. Bobish stated that he was looking to revamp the Library's website. He has a list of features that were requested by the Technology Committee at their last meeting. He said he has templates from other libraries as well.

## **Committee Reports**

### **Buildings & Grounds**

No report.

### **Finance**

No report. Mr. Weber stated the 2020 budget was already discussed and approved earlier in the meeting.

### **Outreach/Marketing**

No report. Mrs. Cannon commented that Mr. Bobish has been handling most of the outreach lately.

### **Personnel/Negotiations**

Dr. George said the Personnel Committee will be starting negotiations as soon as the members are all available. She said the committee has an agenda ready to go. She had asked for any suggestions and that the committee plans to look at suggestions that were given by the Director and to look at certain holidays in order to clarify them.

## **Technology**

No report. An update on technology was given by Mr. Borsilli earlier in the meeting.

## **Personnel**

**Motion:** made by Joan George, seconded by Frank Weber to approve the recall of Marcy Kagan to the position of part-time Library Assistant, effective September 1, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber.

**Motion:** made by Joan George, seconded by Frank Weber to approve the recall of Amy Trombetta to part-time Library Assistant, effective September 14, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber.

## **Finance**

No report.

## **Action on bills**

There was a discussion on the revision to the August 12<sup>th</sup> bill listing. Mr. Weber said the date the Board takes the action should be the date you report the list for and that revising a previously approved bill list makes it confusing. He said to take the vote, but wants this to be clarified. Mr. Borsilli explained that we are approving the revision of the amount that was paid in August not the payment.

**Motion:** made by Kevin Borsilli, seconded by Joan George to approve the Sept. 9, 2020 bill listing in the amount of \$82,860.32. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, and Zainab Syed. **Vote No:** Frank Weber

**Motion:** made by Kevin Borsilli, seconded by Joan George to approve the Revised August 12, 2020 bill listing in the amount of \$156,109.45. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, and Zainab Syed. **Vote No:** Frank Weber

## **Public Comments**

Library Staff Member Christopher Fales thanked everyone for the opportunity to speak. He stated that he went onto the COVID-19.NJ.gov website, under the page for libraries. He said it states that the limit is 25% of building capacity, excluding staff, and hopes that the Board will look into this further.

Library Staff Member Lisa Giovanniello thanked everyone for the opportunity to speak. She said that she works at the Monroe Public Library. She said the library opened this week, Monday through Saturday, and has dedicated time in the mornings for seniors. She stated they

are scheduling appointments for computer use at 1-hour increments, offering curbside service and allowing patrons to browse within the library. She mentioned that all patrons are required to have their temperatures taken and wear a mask upon entering the library, and they have not had any issues with any patrons. She offered to meet with the Board at any time to discuss Monroe's services.

Library Staff Member Marilyn Lubin said she would like to return to work in the Youth Services department and feels she can offer many services and programs utilizing Zoom. She said she would like to see this department open.

Library Staff Member Marcy Kagan thanked everyone for the opportunity to speak. She expressed her concerns for the limited services being offered and feels that more library programs can be made available. She said that she would be able to provide more at full-time level.

Library Staff Member Amy Trombetta thanked everyone for the opportunity to speak. She said she is very happy to be coming back and working with the staff and library patrons again.

### **Adjournment**

Mr. Celentano commented that he would like to get Youth Services back open and asked that the staff be patient. Dr. George stated that recalls are based on seniority. Mrs. Cannon commented that she would like to see all library services open soon. Mr. Weber said that due to the pandemic, it may be quite a while before all services are up and running.

The Board President thanked everyone.

**Motion:** made by Rocco Celentano, seconded by Frank Weber to adjourn the meeting at 8:10 p.m. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber.

Respectfully submitted,

*Barbara J. Cannon*

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: October 14, 2020

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Michael Bobish and Barbara Cannon