

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JUNE 9, 2021**

Present:	Barbara Cannon	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Sam Rizzo	Mayor's Alternate
	Frank Weber	Trustee
	Kevin Borsilli	Trustee
	Annette Kwiecinski	Trustee
	Felisha McEachern	Interim Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Rocco Celentano	Supt. of Schools' Alternate
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 the meeting has been advertised in accordance with the Open Public Meetings Act, and is publicly accessible in accordance with the Open Public Meetings Act and the Department of Community Affairs Local Finance Notice 2020-21.

Minutes

Motion: made by Kevin Borsilli, seconded by Zainab Syed to approve the May 12, 2021 Regular Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo, Zainab Syed and Frank Weber. Annette Kwiecinski and Maria Nowak abstained.

Motion: made by Kevin Borsilli, seconded by Zainab Syed to approve the May 12, 2021 Executive Session Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Sam Rizzo, Zainab Syed and Frank Weber. Annette Kwiecinski and Maria Nowak abstained.

Personnel

Motion: made by Joan George, seconded by Frank Weber to approve the Ratification of the Agreement dated January 1, 2021 to December 31, 2022 between the Old Bridge Township Public Library Board of Trustees and AFSCME-NJ, Local 3231-001 Supervisory Unit. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Finance

Mrs. Nowak stated that she pulled the technology bill totaling \$9,875.00, pending more information and feels it should be discussed among the Board Members. Mr. Borsilli stated that he reached out to the vendor today and was informed that there was extra work that needed to be done in order to understand some of the Library's software and to address certain issues that were encountered. The vendor stated that more than half of the work was completed on the technology bill. The Board agreed to pay a total of \$5375 at this time. The \$1200 invoice will be discussed further by the committee and the balance of the \$8300 invoice will be paid upon completion. Dr. George commented that Committees should be processing the information they receive then make decisions as a whole in order to make their recommendations to the board.

Motion: made by Frank Weber, seconded by Zainab Syed, to approve the amended June 9, 2021 bill listing in the amount of \$122,884.74. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Old Business

Virtual Programming Update

Ms. McEachern stated that they are continuing with story times on Face Book and Adult Programming is continuing virtually.

Director's Search

Mrs. Cannon informed the board that the interviews have been completed by John Keister and Associates and they are now conducting an essay questionnaire. The list should be narrowed down to approximately half of the candidates for the Search Committee to review then start the interview process.

New Business

Maintenance Contract

Mrs. Cannon stated that the township sent the bid for Janitorial Services to some Board Members on Tuesday, June 8, 2021. Mrs. Cannon relayed her conversation with Beth Cunningham, who handles the bids for the Township, that the Council was planning to award the bid to P.J. Cleaning at the next Council Meeting on June 22, 2021. Mrs. Cannon provided the following highlights of the bid. The contract would run for 24 months, with the ability to extend the contract. The cost to the Library is \$4,000 per month or \$48,000 per year. The schedule for cleaning services are Monday through Friday, 9:00 a.m. - 12:00 p.m. and 4:00 – 8:30 p.m. Saturdays, 10:00 a.m. - 5:00 p.m. and Sundays, 1:00 – 4:30 p.m., with a custodian on premises when the Library is open. She stated that the Library may change the hours, if necessary. Mrs. Nowak expressed her concerns that the bid for the Library contains the same language as it has for the past five years and does not contain any COVID-19 specific cleaning protocols as the Township's bid does. There was a discussion that the Library's contract must include the same disinfecting services that the Township does. Mrs. Cannon will advise Ms. Cunningham that the Board would like the Library's bid to include the same CDC cleaning guidelines as Township, as

well as a cancellation clause. The board will vote once the requested changes are included. Ms. McEachern will forward a copy of the bid to Mr. Parton.

Directors Report

Calendaring Product

Ms. McEachern stated that the new calendaring software has been uploaded and the link is active on the Library's website. Patrons can now schedule appointments directly on the website, up to three weeks in advance.

Passports

Ms. McEachern announced that the Passport Department has been rearranged to accommodate two passport agents with two separate entrances to the department, minimizing contact and providing more privacy for patrons.

Youth Services

Ms. McEachern stated that Youth Services Librarians, Jackie Kulesa and Lauren Parnagian have been working on many ideas for Summer Reading and in-person Story Times. Mrs. Kulesa held an in-person Story Time today with 15 children and their parents. It was registration required, with socially distanced seating on mats, six feet apart, in the large meeting room. The children and parents were happy to attend and the event was a success.

Miss Parnagian has come up with different ways to virtually allow children to participate in Summer Reading and plans to use social media to submit book reviews and complete virtual scavenger hunts.

Browsing

Ms. McEachern announced that browsing has begun without appointments and it appears to be successful so far. She stated that curbside pick-ups have declined. Some patrons still prefer the curbside pick-up option, but most prefer to browse in the library and make their own selections.

Ms. McEachern advised that the Library Consortium is still borrowing from the Library at a high level.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak stated that the Auditor will begin the audit process on Tuesday, June 29, 2021.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George stated that the Personnel Committee will be preparing for negotiations in September. She advised the Board that she sent a copy of the Personnel Manual and the current Union Contract to each Trustee to read and provide any input; that both need to be reviewed and made current. Dr. George will send Mr. Parton the current Union Contract and a copy of the Personnel Manual. Dr. George commented that she would like staff meetings to start taking place again and would like to inform the staff that the Personnel Manual is an adjunct to the contract, which was agreed on by the Union. Mr. Parton suggested that employees sign off annually that they have read the Personnel Manual.

Policy

No report.

Technology

Mr. Borsilli gave the technology updates earlier in the meeting.

Re-opening Committee

Mr. Rizzo stated that the Re-opening Committee met and determined that they would like the Library fully re-opened as soon as possible and that the furloughed employees should be recalled. The Board discussed whether to re-open gradually or all at once, and whether or not there is enough staff to fully bring back all previous programs. It was suggested that once the furloughed staff returns, Ms. McEachern will review where staff is needed and prioritize which programs need to be staffed now, and what may need to be put on hold, if more hiring is necessary, and report her findings to the Board. Mr. Weber recommended that Ms. McEachern take a consensus on which staff are available to return and advise the Board. The Re-opening Committee plans to advertise heavily the full re-opening of the Library.

Executive Session

Motion: made by Frank Weber, seconded by Zainab Syed, to go into Executive Session at 8:00 p.m. to discuss matters of personnel and potential litigation. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber. Joan George abstained.

The Board came out of executive session at 8:48 p.m. The following action was taken:

Motion: made by Joan George, seconded by Frank Weber to extend the term of Felisha McEachern as Interim Director through October 1, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Frank Weber, seconded by Kevin Borsilli to direct the Interim Director to contact all furloughed staff to resume library services to the extent that current staff makes

available and to report back to the Board of Trustees for further action on a plan. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Public Comments

Member of the Public Mr. Jay Patel was happy to hear that furloughed employees will be returning to work and expressed his concerns that the Library was not fully reopened yet.

Youth Services Librarian, Jackie Kulesa commented that the in-person story time today was a success, and that parents were very appreciative about being able to return the library with their children. She stated that she plans to continue with more in-person story times, but would like to include more children and their parents.

Member of the Public Purvi Modi, expressed her concerns about the current library hours not accommodating the working public.

Member of the Public Estee Siegel, inquired about the Laurence Harbor branch.

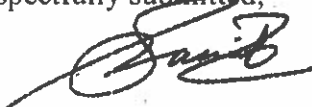
Passport Agent Christopher Fales, stated that there is a high demand for passport appointments and that more hours and staff are needed to accommodate the increased demand.

Member of the Public Katie Meyer, expressed her concern that the Library was not fully opened. She stated that she was not sure how a small staff would be able to provide all the services and programs that the Old Bridge Public Library offered pre-pandemic.

Adjournment

Motion: made by Joan George, seconded by Frank Weber to adjourn the meeting at 9:10 p.m.
All in favor

Respectfully submitted,



Zainab Syed, Secretary

Library Board of Trustees

Date Approved: July 14, 2021

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Felisha McEachern and Zainab Syed

