

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
NOVEMBER 10, 2021**

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

Guests: Library Attorney Christopher Parton
Auditor Robert Butvilla
Staff Members Christopher Fales and Dena Price
Three Members of the Public

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.

2020 Library Audit

Auditor Robert Butvilla gave a summary of the Library's 2020 Audit Report.

Motion: made by Rocco Celentano, seconded by Joan George to accept the 2020 Library Audit Report. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Minutes

There was a discussion regarding the procedures and format of the minutes.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the amended October 13, 2021 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Kevin Borsilli seconded by Zainab Syed that the Library Board Minutes only include comments that take place during discussion of action items as well as action items

themselves. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Zainab Syed. **Vote No:** Joan George and Frank Weber

Personnel

Motion: made by Kevin Borsilli, seconded Annette Maxwell to approve the Job Description for Supervisor of Information Technology Services. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Zainab Syed and Frank Weber. Sam Rizzo abstained.

Motion: made by Barbara Cannon, seconded by Zainab Syed to authorize the Library Director to advertise the position of Supervisor of Information Technology Services. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Zainab Syed and Frank Weber. Sam Rizzo abstained.

Motion: made by Joan George, seconded by Annette Maxwell to rescind the job offer of Library Page Mairead Reilly. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Joan George, seconded by Annette Maxwell to rescind the job offer of Library Assistant Kristen Schmid. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Finance

Mrs. Nowak stated that she reviewed all of the bills and noted everything was in order. There was a brief discussion regarding the bills for Hot Spots, ESL and QuickBooks.

Motion: made by Maria Nowak, seconded by Frank Weber to approve the November 10, 2021 Bill Listing in the amount of \$131,540.13. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Old Business

Library Programming Update – Children’s and Adult

Mr. Kornblau gave an update on Library Programming for both the Adult and Youth Services departments.

Update on Company to Conduct Survey

Mr. Kornblau updated the Board that he is waiting to hear back from two survey companies.

Update on Old Bridge Notable Students File

Mr. Kornblau stated a request went out to the public via social media for recommendations on notable students.

New Business

Notary Public Changes

Motion: made by Joan George, seconded by Zainab Syed to approve the revised Notary Public Policy. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Social Media Policy

Motion: made by Rocco Celentano, seconded by Zainab Syed to approve the Social Media Policy. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

2022 Board Meeting Schedule

Motion: made by Joan George, seconded by Zainab Syed to approve the 2022 Board Meeting Schedule. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

2022 Library Holiday/Closure Schedule

Motion: made by Joan George, seconded by Rocco Celentano to table the 2022 Holiday/Closure Schedule until next month as negotiations are in progress. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

By-Laws of the Board of Trustees

Motion: made by Joan George, Frank Weber to have the Attorney review the By-Laws and give recommendations before the next meeting **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Operational Audit

Dr. George requested the Director send out the Operational Audit to all Board Members for review. The item will be added to the December 8, 2021 Agenda.

Directors Report

The Library Director gave a brief summary of his report.

Energy Audit

Mr. Kornblau updated the Board that an Energy Audit is scheduled for December 8, 2021 at 11 a.m.

Power Washing

Mr. Kornblau announced quotes are being received to have the exterior of the Library power washed.

Chamber of Commerce

Mr. Kornblau announced the Library is participating in the Toys for Tots program through the Chamber of Commerce.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak announced she will have an update next month.

Outreach/Marketing

No report.

Personnel/Negotiations

Library Attorney Christopher Parton stated the Committee is in receipt of the Non-Supervisory Union's proposal. The Committee will be submitting their response. Negotiation meetings will be set up soon after.

Mr. Kornblau gave an update on the current vacant positions and candidate interviews.

Policy

No report.

Technology

No report.

Executive Session

Motion: made by Joan George, seconded by Frank Weber to go into executive session to at 8:29 p.m. to discuss matters of personnel and negotiations. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

The Board came out of executive session 8:46 pm. The following action was taken:

Motion: made by Joan George, seconded by Frank Weber to terminate Employee #1442 effective November 11, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

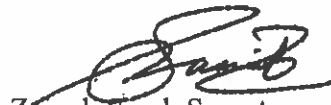
Public Comments

Library Employee Christopher Fales made comments regarding Hot Spots and the Social Media Policy. Mr. Fales also made comments regarding a Trustee's behavior. The Board President thanked him for his comments.

Adjournment

Motion: made by Frank Weber, seconded by Zainab Syed to adjourn the meeting at 8:51 p.m. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Respectfully submitted,



Zainab Syed, Secretary

Library Board of Trustees

Date Approved: December 8, 2021

Transcribed from tape by Linda Reynolds

Reviewed by: Zainab Syed