

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
FEBRUARY 9, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Annette Kwiecinski	Secretary
	Zainab Syed	Trustee
	Denise Rovitti	Trustee
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Irene Maag	Executive Assistant for Finance

Absent: Frank Weber Trustee

Guests: Library Attorney Christopher Parton
Library Staff Members Dena Price and Diane Rabuffo
One member of the public 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 Rocco Celentano seconded by Joan George, to approve the January 12, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sam Rizzo, Denise Rovitti and Zainab Syed. Maria Nowak abstained.

Executive Session

Motion: made by Maria Nowak, seconded by Annette Kwiecinski to go into executive session at 7:05 pm. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Denise Rovitti and Zainab Syed.

The Board came out of Executive Session at 7:59 p.m. No action was taken.

Finance

Mrs. Nowak stated she reviewed the bills and noted everything was in order.

Motion: made by Maria Nowak, seconded by Sam Rizzo to approve the February 9, 2022 Bill Listing in the amount of \$152,745.48. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo, Denise Rovitti and Zainab Syed.

Old Business

Programming Update / Notable Students

Mr. Kornblau announced the number of notable students has expanded to forty-one. Mr. Kornblau reported two of the notable students have been in contact for future programming.

Dr. George commented that the list seem to include the addition of only graduates. The original motion was to identify any students who attended schools in Old Bridge for any length of time or portion of their education the program to anyone who attended Old Bridge Schools. She also asked how requests for additions from the public were made.

Mr. Kornblau stated Zoom programs have been continuing. Mr. Kornblau indicated he would like to get back to in-person programs. There was discussion on future programs with the school district as well as utilizing the ice rink. Dr. George mentioned a long standing request by some Board members to seek cooperation with the school Board to plan possible joint programs at the Planetarium

Update on the Outreach Survey for the Ad-hoc Committee

Mr. Kornblau announced he will email a sample survey to the Committee. The Committee will meet after receiving a useable form from the Director.

Operational Audit

There was brief discussion on an Operational Audit. Mr. Borsilli will include the Operational Audit on the March agenda.

New Business

Newsletter

There was a discussion on the newsletter. Mr. Kornblau stated he has started the newsletter. The newsletter will be included in next month's packet.

Mayor's Letter

There was a discussion regarding the Mayor's letter on providing service to Laurence Harbor. Mr. Kornblau stated staffing and operating hours need to be discussed. Mr. Borsilli suggested the Outreach Committee meet with the Mayor. Dr. George stated providing services to South Old Bridge should also be discussed.

Director's Report

Circulation Statistics

The Director reported circulation and walk-in numbers are increasing. Mr. Kornblau stated he is encouraged by what he sees and with changes in the weather and the impact of Covid19 plus the addition of new programs the numbers should continue to increase.

Evaluations

Dr. George asked if each employee has met with a supervisor and received a copy of their written evaluation and if these evaluations have been placed in individual personnel files. Mr. Kornblau gave an update on the completion of evaluations and said that most have been completed with a few meetings still needing to take place. It was stressed that, by contract and past practice, all staff evaluations/meetings must be completed and forms filed by December 31 of same year.

Staff Training and Meetings

Dr. George asked the Director to report back on his plans for staff training and how often staff meetings are held.

Laurence Harbor Building

Mrs. Nowak asked why the pipes are being cut and capped at the Laurence Harbor Building. Mr. Kornblau explained the building is not usable and does not want to be billed.

Dr. George asked for the status of items in the building. Mr. Kornblau stated the books in the building have been declared damaged and have been removed from the Library's collection. No inventory or clarification given on furniture or equipment such as computers was given.

Committee Reports

Buildings & Grounds

No report.

Finance

Mr. Kornblau reported he started a preliminary budget and can have it ready for the Finance Committee by the end of the month. Mrs. Nowak stated she will set up a meeting after the Budget is received.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George reported the Personnel Committee met and notes were sent to the full Board. Dr. George stated a meeting will be held with the Director and the Attorney to discuss the roles of the Board and the Director. Dr. George stated job descriptions and staffing need review and updating since they were last done in 2018.

There was brief discussion regarding the use of the Library van. The Director stated that bins of books are no longer prepared and delivered to for profit nursery schools.

Negotiations will continue after Mr. Parton follows up with the Union representative next week. After that representatives from the Board and from the Union will meet as soon as possible to finalize a contract.

Technology

No report.

In Person Meetings

Mr. Borsilli announced he would like to have a hybrid meeting for March. Arrangements will be made for a meeting held at the Library to include Trustees to have the additional option of attending remotely.

Monthly Board Packets

Mr. Borsilli requested Board Packets be sent electronically. Mr. Borsilli stated those who would like to continue to have their packet mailed to let Administration know.

Adjournment

Motion: made by Zainab Syed, seconded by Joan George to adjourn the meeting at 8:48 p.m. All in favor.

Respectfully submitted,

Joan George, Vice President
Library Board of Trustees
Date Approved: March 9, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Joan George