

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
APRIL 13, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Annette Kwiecinski	Secretary
	Zainab Syed	Trustee
	Frank Weber	Trustee
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Maria Nowak	Treasurer
	Denise Rovitti	Trustee
Guests:	Library Attorney Christopher Parton	
	Former Mayor Barbara Cannon	
	Library Staff Members Dena Price, Lauren Rossi, Virginia	
	LoMonaco, Irene Maag, Trudi Doehler	
	Two members 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 is publicly accessible in accordance with law.

Recognition of former Board Member Barbara Cannon

The Library Board of Trustees recognized former Mayor Barbara Cannon for 29 years of service to the Old Bridge Public Library. Mr. Borsilli stated Mrs. Cannon has always shown true leadership. Mr. Borsilli stated the Library got better every day for the 29 years Mrs. Cannon served on the Board of Trustees. Mrs. Cannon stated the Library is the love of her life and said she will always be a supporter of the Library. Mr. Borsilli thanked Mrs. Cannon for her years of service. Dr. George told Mrs. Cannon she is missed. Mr. Weber thanked Mrs. Cannon for her many years of service. Mr. Rizzo thanked Mrs. Cannon and wished her the best of luck. Mr. Celentano thank Mrs. Cannon for everything she has done.

Mr. Borsilli presented Mrs. Cannon with a gift from the Board of Trustees. Mrs. Cannon thanked the Board.

Minutes

Motion: made by Frank Weber seconded by Joan George, to approve the March 9, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Personnel

Mr. Parton gave an update on negotiations with the non-supervisory bargaining unit. Mr. Parton stated they have a tentative terms of agreement. Mr. Parton stated he will be speaking to Mr. Murawski and Ms. Parks tomorrow. Mr. Parton stated he hopes the union will ratify those terms and the agreement will appear on the May agenda for ratification.

Coordinator of Programming – Part-time Library Assistant

Dr. George announced the Personnel Committee met and new positions were discussed. Dr. George stated a new position they would like considered is a part-time Library Assistant for Coordinator of Programming. Dr. George stated a job description needs to be generated.

Mr. Borsilli stated his opinion on the position. Mr. Borsilli feels all of the current jobs need review to see if they can consolidate some job descriptions. Mr. Borsilli stated the 2018 Operational Audit stated there were a high number of job descriptions that should perhaps be consolidated.

Motion: made by Joan George, seconded by Frank Weber to establish the position of Coordinator of Programming as a part-time Library Assistant position which will be presented at the next meeting. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Substitute Library Assistants

Dr. George stated the Director asked to hire Substitute Library Assistants. Dr. George informed the Director he does not need permission to post substitute positions. The Attorney agreed.

Finance

Mr. Borsilli announced he spoke with the Treasurer Maria Nowak and she reported the bills were in order.

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski to approve the April 13, 2022 Bill Listing in the amount of \$276,482.42. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Old Business

Programming Update

Mr. Weber recommended an ad-hoc committee to see what kind of programs the Library can fund. The programs should appeal to all age groups. Mr. Weber stated the ice arena can be used in the summer for programming. Mr. Borsilli stated they've been waiting for a report on programming. Mr. Borsilli stated he would like to see a report as to where we are now versus where we were two years ago.

Mr. Kornblau gave an update on programming. Mr. Kornblau announced the Caren Lissner program is scheduled for May 12th. On April 9th the a Magic Conductor Program was held in the large room with 107 attendees. On Saturday April 30th the YMCA will be holding Healthy Kids Day. Mr. Kornblau stated the Library will have table set up a table for activities.

Notable Students

Dr. George reported she presented the Notable Students program to the Retired Educators of Old Bridge. Dr. George contacted former councilman and trustee Dave Merwin. Mr. Merwin sent the program to six different sites. Dr. George stated she received some good responses. Dr. George said the verbiage about the program on the Library's website needs to be changed.

Update on the Outreach Survey for the Ad-hoc Committee

Dr. George stated they are waiting for the Survey to be completed. Mr. Borsilli indicated to the Director they need to know where they stand with the Survey and Programs. Mr. Borsilli asked the Director when they will receive this information. Mr. Kornblau stated the issue is the Library only has contacts of people who use the Library. Mr. Borsilli stated this was discussed last month. Mr. Borsilli went over last month's minutes that outlets such as Patch.com, utilizing the schools to get the survey out, council and others. Mr. Borsilli explained you have to start with the survey and the next step is to have a meeting on how to get the survey out to the community. Mr. Weber stated you can go to the county and get a list of registered voters. Mr. Borsilli suggested taking look at these companies to conduct the survey.

Motion: made by Joan George, seconded by Frank Weber to have the Director generate a report to the committee to identify one or more vendors that are able to meet with the committee at a time determined by the committee chair. The report is to be submitted the Committee by April 27, 2022.

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

Operational Audit

Mr. Borsilli stated it was previously discussed they were going to review the 2018 operational audit. Mr. Weber stated many items in the 2018 audit were not completed. The Board agreed to look into a new Audit. Mrs. Syed stated she will reach out to her contacts. The Operational Audit will be on the May Agenda.

Laurence Harbor Library Update

Mr. Kornblau announced they are on schedule for a May 3rd opening. Mr. Kornblau stated the computers, peripherals, stands, seating, library materials and wi-fi are ready. They are waiting on books shelves and a desk to be delivered. Mr. Kornblau stated they need access to the building and the book drop will need to be moved. Mr. Kornblau explained summer camp runs from July 5th thru August 5th and they will downsize to a smaller location in the building during that timeframe. Mr. Kornblau stated the library's furnishings will be mobile for easy moving. Mr. Kornblau announced designs are being finalized for a new building. The Library will be on the second floor with a balcony. Mr. Borsilli asked comment cards be filled out at Laurence Harbor on what services the residents would like to see at the Branch. There was a discussion regarding staffing.

Early Voting

Mr. Borsilli stated he spoke to the Director last week to see if there was an update regarding the county using the Library for the early voting in the June primary and was told its still in the County's hands. Mr. Kornblau updated the Board there was a site visit yesterday by the County. The library will most-likely be recommended for the primary. Mr. Borsilli asked once the Director finds out definitely to notify the Board. Mr. Borsilli asked if the Director doesn't hear back before the mid-month report, to reach out to get an answer and include it in the mid-month report. Mr. Borsilli asked all of the programming be well displayed for people to see who are coming to vote. Mr. Kornblau stated in the fall there is a ten-day early voting period that the Library may be utilized.

Passports

There was a discussion about going back to walk-in appointments. Dr. George stated she would like to start walk-in's as soon as possible. The Director stated they do allow walk-in's but appointments are prioritized. Mr. Borsilli stated it is not known walk-ins are welcome. Signage that insinuates that appointments are necessary be removed. Mr. Borsilli stated it needs to be posted on the website that walk-ins are welcome as well as advertised via social media. Mr. Weber stated he would like to know the appointment program the Library is currently using. Mr. Kornblau stated he will get back to him.

Motion: made by Joan George, seconded by Rocco Celentano to resume and advertise walk-in passport appointments immediately. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Director's Evaluation

Mr. Borsilli announced they were supposed to have a goal setting session prior to the meeting but there wasn't enough time. Mr. Borsilli stated he will be sending an email to the Board by tomorrow. Dr. George stated the Personnel Committee will have a meeting regarding the Director's evaluation.

Staff Evaluations

Dr. George announced she spoke to the Director and confirmed all the contractual evaluations are complete. Dr. George stated the evaluations were not completed until the middle of February. Dr. George asked that in the future to be sure that the evaluations are completed by December 31 of that year. Dr. George congratulated the Supervisor of Materials Processing for getting her staff's evaluations done on time. Mr. Borsilli stated he will make a note to have staff evaluations added to the Agenda for November and December.

Director's Report

Museum Program

Mr. Kornblau announced he would like to reinstate the Museum Pass program. Mr. Kornblau stated the software that was previously used through the company Library Insight for the program is no longer in business. Mr. Kornblau stated they have reached out to three other companies and is waiting to hear back for more information. Dr. George recommended reaching out to other libraries to see what programs they use for museum passes.

Firewall

Mr. Kornblau announced the Library will need to purchase a new firewall later this year. Mr. Kornblau stated the cost of a new firewall is approximately \$4,100 through LMxAC who would install the firewall.

Fire Sprinkler System

Mr. Kornblau announced the Fire Sprinkler System sprung a leak in a pipe. The leak is currently under control but a new pipe is necessary. Archer Plumbing will be replacing and installing the pipe in three weeks. Water to the building will need to be shut off and the Library may be required to have a delayed opening the day of the repair. The costs for the repair will be about \$4,600.

NJLA Conference

Mr. Kornblau asked for Board approval to attend the NJLA Conference June 2-3, 2022 in Atlantic City.

Motion: made by Kevin Borsilli, seconded by Joan George to approve the Director's attendance at the NJLA Conference June 2, 2022 through June 3, 2022 in accordance with the Director's employment agreement. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Financial Disclosures

Mr. Kornblau recommended to Board Members they fill out their financial disclosures by the end of the month.

Township Planner

Mr. Kornblau announced Mr. Borsilli and Mr. Rizzo have requested a meeting with the Township planner. Mr. Kornblau stated he's reached out to the mayor's office to set up a meeting with the Outreach Committee and the Board President to talk about potential sites of a future library building.

Plastic Bags

Mr. Kornblau stated plastic bags will be banned from stores on May 9th. Mr. Kornblau stated the Library is looking into purchasing washable tote bags with the Library's logo for patrons to purchase.

Deceased Staff Members

Mr. Kornblau stated Marcy Kagan worked at the Library for 26 years as a Library Assistant. Ms. Kagan passed away recently and her mother would like to have a memorial plaque at the library. Dr. George stated a policy may be needed as you can't recognize one employee and not another. Dr. George stated it is something that needs to be organized. Dr. George asked the Director to come up with suggestions. Mr. Borsilli asked the Director to get specifics of what they would like. The Board can then discuss if it's something they want to do going forward for other long-term employees who have passed.

Committee Reports

Buildings & Grounds

Mr. Celentano stated he received compliments that the Library is very clean in particularly the bathrooms.

Finance

No report.

Outreach/Marketing

Mr. Rizzo stated a meeting was held regarding services to South Old Bridge. Mr. Rizzo stated they proposed to have a meeting with the mayor in the next several weeks. They are hoping the mayor will ask his staff to look at potential sites. Mr. Rizzo stated they discussed the use of the Library van as a marketing tool to attend a town-wide events. Mr. Rizzo stated they discussed having Volunteer Day which is something that was done in the Library in past.

Policy

No report.

Technology

Mr. Weber stated they will move forward with the firewall. Mr. Borsilli suggested reaching out to PC Visions for recommendations.

Board Comments

Dr. George asked the minutes be distributed within the next week or two. Dr. George stated she would like to continue to receive her Board packet by mail. Dr. George stated she just received it today and would like it sent out earlier.

Adjournment

Motion: made by Frank Weber, seconded by Annette Kwiecinski to adjourn the meeting at 8:38 p.m. All in favor.

Respectfully submitted,

Annette Kwiecinski, Secretary
Library Board of Trustees
Date Approved: May 11, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Annette Kwiecinski