

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
SEPTEMBER 14, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Annette Kwiecinski	Secretary
	Frank Weber	Trustee
	Zainab Syed	Trustee
	Sam Rizzo	Mayor's Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Maria Nowak	Treasurer
	Rocco Celentano	Supt. Of Schools' Alternate
	Sara Marino	Trustee
Guests:	Library Attorney Christopher Parton Richard Pucciarelli of the Madison-Old Bridge Township Historical Society Library Staff Members Diane Gunia, Trudi Doehler and Virginia LoMonaco	

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.

Regular Minutes

Motion: made by Joan George, seconded by Frank Weber, to approve the August 10, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sam Rizzo, Zainab Syed and Frank Weber. Annette Kwiecinski abstained.

Personnel

Supervisor of IT and Digital Marketing

There was a discussion regarding the job description for the Supervisor of IT and Digital Marketing. The Technology committee has reviewed and recommended moving forward with the job description. Dr. George suggested the job posting be reviewed by Mrs. Marino.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the job description for Supervisor of IT and Digital Marketing. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to accept the resignation of Library Page Rushil Desai effective August 19, 2022. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Joan George, seconded by Annette Kwiecinski to accept the resignation of Library Assistant Meg D'Elia (Circulation) effective September 2, 2022. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the Leave of Absence for Employee #1446 from August 29, 2022 through October 10, 2022. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

It was agreed the vacated Library Page and Library Assistant positions be posted.

Finance

Bill Listing

The President announced the bills were reviewed by Mrs. Nowak. Mrs. Nowak received satisfactory answers to questions she had on some bills and recommended to approve the bill listing.

Motion: made by Frank Weber, seconded by Sam Rizzo to approve the bill listing in the amount of \$167,465.14. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Old Business

Update on Outreach Survey

Mr. Borsilli announced representatives from Library Strategies are in attendance to give an update on the Survey. Mr. Borsilli stated sample questions for the survey were sent to all Board members for review. The Director of Library Strategies, Elaine Hopkins introduced herself and her colleague David Katz. Ms. Hopkins explained the framework for the survey. The goal is to look at program types, topics, partnerships and modes of delivery. Another goal is to review what existing programming if any should be refreshed, scaled back or discontinued to better align with community interest and needs. Ms. Hopkins indicated they would like to have the survey completed and available to the public at Old Bridge Day. Ms. Hopkins stated it will be very important to get the survey out to the school system to reach families. The survey will be open 4-5 weeks. A report will then be available question by question looking at how users respond based on their demographic. Ms. Hopkins and Mr. Katz answered questions Board members had. Dr. George suggested reaching out to the Town Council. There was discussion regarding the questions on the sample survey. Board members gave some feedback on the sample survey. Mr. Borsilli recommended the committee meet up to finalize the survey questions and come up with a plan of action on getting the survey out. Mr. Borsilli would like this done within the next couple of days. Ms. Hopkins stated the survey will need to be finalized by Monday, September 19th to ensure its

available for Old Bridge Day. Library Strategies will be giving weekly updates once the survey is live.

Museum Passes

Mr. Kornblau announced there were 11 reservations in August. Mr. Kornblau stated there are museums that have not yet been approved, which would increase activity.

Passports

Mr. Kornblau announced passport revenue is exceeding expectations. There were over 600 applications processed in August. Mr. Kornblau looks forward to adding more passport staff. Mr. Borsilli stated there were a number of discussions in the past regarding reporting on passports. Mr. Borsilli stated a report was requested showing the number of passports processed over a given period of time sorted by date and time. Mr. Borsilli stated the Board would like to be able to review that information and make a determination of where they see the heaviest traffic for passports. Mr. Kornblau stated they started in August and noted he is waiting for a full month of data. Mr. Borsilli requested the data be received before the next meeting.

Dr. George announced she feels a personnel committee meeting needs to be held regarding passports. Dr. George stated areas that will be discussed are staffing and supervision. Dr. George asked what the status is on the job posting for a passport agent and asked if interviews have been held. Mr. Kornblau responded there were a few applicants and noted they are trying to get more applicants as he has not yet received a recommendation for hire. Mr. Kornblau stated they are going to try to expand by word of mouth and other means to find candidates. Dr. George stated there may be a need for more staffing in passports and will discuss the matter at a committee meeting.

MALiA

Mr. Parton clarified a YES vote is not to pursue MALiA. A NO vote means not agreeing to close the door on MALiA.

Motion: made by Joan George, seconded by Frank Weber to not pursue MALiA at this time.

Vote Yes: Joan George, Annette Kwiecinski, Zainab Syed and Frank Weber

Vote No: Kevin Borsilli and Sam Rizzo

Executive Session

Motion: made by Joan George, seconded by Frank Weber to go into executive session at 8:11 pm to discuss matters of personnel. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

The Board came out of executive session at 8:41 p.m. Action taken is stated under Personnel in committee reports.

Director's Report

Early Voting

Mr. Borsilli announced the County reached out to the Township requesting to use the Library for early voting. Voting will start on Saturday, October 29th and run through November 6, 2022. The large meeting room will need to be blocked off for about 11 days. Mr. Borsilli stated there were a number of concerns regarding the entry to the Library for voters. It was requested by the Director the side door to the large room be used for voter entry. Mr. Borsilli stated the county is okay with using the side door as its ADA compliant. Mr. Weber explained why he feels the voters should be able to come through the main Library and why the Director objected to voters coming through the main door. The Director stated any activities that were scheduled to take place in the large meeting room will be relocated to other areas of the Library. There was a lengthy discussion regarding the voter entrance. Mr. Borsilli would like both the main entrance and side door to be used. Mr. Kornblau stated the last time voting took place at the Library, the side doors were used after hours. Mr. Borsilli took a straw poll on which door to use.

Use of Main and Side Doors: Kevin Borsilli and Zainab Syed

Main Door Only: Sam Rizzo, Joan George, Frank Weber and Annette Kwiecinski

Mr. Borsilli stated the consensus is that only the main door be used for early voting while the library is open. The side door will be used when the Library is closed. Mr. Borsilli stated he would like to make sure the Township provides the necessary outside lighting for safety reasons.

Covid-19

Mr. Kornblau announced there is one staff member out with Covid.

PC Visions

Mr. Kornblau announced PC Visions has done an audit and is hoping to have a report from them next week.

Baker and Taylor

Mr. Kornblau announced Baker and Taylor was hacked and noted they were down for two weeks and the Library did not have access. Mr. Kornblau stated they were able to use another vendor, Ingram.

Committee Reports

Buildings & Grounds

No report.

Finance

Mr. Kornblau will work with Mrs. Nowak get the Budget finalized. Mr. Weber stated there should never be a contingency line item in the Library's budget. Whenever we exceed something beyond our ability we move it to another account which always requires Board approval. Mr. Borsilli stated the Budget should be on the October agenda for approval.

Outreach/Marketing

Mr. Rizzo stated in the next couple days they will need to discuss the survey.

Personnel and Negotiations

The following personnel actions were taken during executive session:

Library Director's Schedule

Motion: made by Joan George, seconded by Frank Weber to revise the Director's contract which is in effect as of August 30, 2021 to call for a Monday through Friday work week with the standard hours of 9:00 am to 5:00 pm except for one late shift per week effective October 1, 2022 except in special circumstances which will be addressed in consultation with the Board President. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Zainab Syed and Frank Weber. Sam Rizzo abstained.

Custodial Uniforms

Dr. George stated it was agreed to authorized the purchase of two uniforms that the Custodian will need to wear effective November 1, 2022. Mr. Borsilli stated a name tag should also be worn. Mr. Kornblau stated the Custodian does have a name tag he can wear effective immediately. Dr. George stated all employees should be wearing a name tag. Mr. Weber asked if all other employees wear an identity name tag. Mr. Kornblau stated yes all employees should be wearing a name tag.

Motion: made by Joan George, seconded by Kevin Borsilli to adopt a uniform requirement for the Library's custodial staff with an effective date of November 1, 2022 in which the Library will pay for two uniforms. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Policy

No report.

Dr. George stated there was a fuss about a patron finding a book they felt wasn't appropriate. The patron met with the Supervisors and the Director regarding the book. Dr. George asked if the Library has a policy that covers the incident. Mr. Kornblau stated yes and that the policy was explained to the patron.

Technology

Mr. Borsilli stated the Job Description for the Supervisor of IT and Digital Marketing was discussed under Personnel.

Public Comments

Richard Pucciarelli, President of the Madison-Old Bridge Township Historical Society introduced himself. Mr. Pucciarelli stated back in 2019 the Library digitized a collection of Madison American newspapers. Mr. Pucciarelli stated the digitization of the newspapers was very successful. At that time there was interest from the Board of any additional documents the Historical Society may have that would be suitable for digitization. Mr. Pucciarelli reported that the Society has some additional material that fits the Library's and Township residents purpose. Mr. Pucciarelli explained there are 4 scrapbooks that would be suitable for digitization including a scrapbook that documents the history of the formation of the first Library in Madison Township. Mr. Pucciarelli stated they also have three boxes of press and newspaper clippings from the collection of the former Township Clerk Mary Brown. They also have three binders of obituaries. Mr. Pucciarelli stated he is requesting the Library digitize this material. Mr. Pucciarelli stated they also have photos of old schools while under construction.

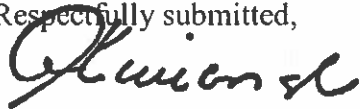
Digitization of Historical Society Collection

Motion: made by Joan George, seconded by Frank Weber to authorize expenditure for a digitization in cooperation with the Madison-Old Bridge Township Historical Society not to exceed \$7,500 upon presentation of invoices. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sam Rizzo, Zainab Syed and Frank Weber.

Adjournment

Motion: made by Frank Weber, seconded by Sam Rizzo to adjourn the meeting at 9:53 p.m. All in favor.

Respectfully submitted,



Annette Kwiecinski, Secretary
Library Board of Trustees
Date Approved: October 12, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Annette Kwiecinski