

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MAY 13, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent:	Zainab Syed	Mayor's Alternate
	Kevin Borsilli	Trustee
	Annette Maxwell	Trustee

Guests: Several Library Staff Members via Zoom

The President called the meeting to order at 7:00 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Minutes

Motion: made by Joan George, seconded by Rocco Celentano to approve the April 23, 2020 regular board minutes. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak and Frank Weber. Sam Rizzo abstained.

Old Business

Maintenance Mart Billing

Mr. Bobish announced he received revised invoices for March and April. Mr. Bobish explained in March the rate went down by \$166.00 and April there was an \$28 increase in April. Mr. Bobish stated he feels the March bill is fair but feels there could be some wiggle room with April. Mr. Bobish recommended paying the March bill. Mr. Weber stated he will not vote for this. Mrs. Nowak stated the bill should be tabled. Mrs. Nowak explained the Library is not being credited appropriately.

Motion: made by Joan George, seconded by Frank Weber to table the payment of the March 2020 and April 2020 Maintenance Mart bills. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo and Frank Weber

New Business

Ignatiuz IT Recommendations

Mr. Bobish stated Ignatiuz is an IT vendor that has been previously used by Township. Mr. Bobish stated he had concerns the Library's antivirus not being updated. Mr. Bobish explained Mr. Shah put him in contact with Ignatiuz. Mr. Bobish stated they performed an audit and got the antivirus updated and running. Mr. Bobish stated he sent out a list of recommendations the company made. Mr. Bobish said he will be looking into some local vendors for more quotes. Mr. Weber requested two additional quotes be obtained with a similar audit.

Reopening Planning

Mr. Weber stated it needs to be determined what we want to be when we reopen. Mr. Weber stated an incremental plan needs to be developed on what needs to be done. Dr. George stated she would like to table the plan as she feels there is not enough information.

Motion: made by Joan George, seconded by Maria Nowak to table the Reopening Planning until the June meeting. **Vote Yes:** Joan George, Maria Nowak and Frank Weber
Vote No: Barbara Cannon, Rocco Celentano and Sam Rizzo

Mr. Weber stated the motion does not carry.

Mrs. Cannon stated although she is not ready to discuss the plan tonight, they need to start preparing. In the meantime, it would be good to have a committee review the plans. Mr. Weber stated they may need to hire more staff for cleaning and possibly security to enforce social distancing. Mr. Weber stated there are a lot of logistical things that need preplanning. Mr. Weber suggested Board Members email the Director with any questions or opinions they have regarding his report. Mr. Weber stated they will decide if they should meet before the next meeting. Mr. Celentano stated they need to start taking the first steps in the reopening phases. Mr. Weber asked the Director to report back in two weeks. Mr. Bobish stated getting information back from the Board Members will be helpful. Mr. Weber asked all Board Members review the plan and email the Director by Saturday. Mr. Bobish stated he should have a report for the Board by the end of next week. Sam Rizzo, Barbara Cannon and Rocco Celentano volunteered to be on the committee. Sam Rizzo volunteered to Chair the committee.

Review of Procedures and Materials for Director's Evaluation

Dr. George announced an evaluation for the Director is due to be completed. Dr. George said the committee will need to look at the materials. Dr. George stated the Personnel Committee will meet and will report back to the Board.

Director's Report

Director Conference and Director Orientation

The Director attended the New Directors' Q&A Webinar and the NJLA Virtual Keynote: Planning for Library Reopening's Amid the COVID-19 Pandemic.

Dr. George announced she feels both workshops are a valid experience. Dr. George stated past practice has been the Director coming back to the Board with a full report. Mr. Bobish stated he will give a full report.

Laurence Harbor Utilities

Mrs. Nowak stated a correction needs to be pointed out on the Directors Report under utilities. Mrs. Nowak indicated the report reads the Director consulted with the Board President and Treasurer. Mrs. Nowak stated as Treasurer she was never consulted. Mrs. Nowak explained the only correspondence with the Director was an email with questions she had on April 8. Mrs. Nowak stated the last correspondence she had was that the Director was meeting with Township on April 18. Mrs. Nowak stated she was never consulted after that date. Mr. Bobish stated the reason he mentioned her name is because he spoke with her regarding the issue at the beginning. Mr. Bobish stated he met with Mr. Shah and Mr. Harris regarding what utilities could be disconnected. Mr. Bobish stated water, sewer and electricity are the only utilities that have not been disconnected.

Temporary Online Library Cards

Mr. Celentano commended Mr. Bobish on getting information out to the school systems. Mr. Celentano stated several students and teachers are enrolling for Temporary Online Library Cards. Mr. Weber stated the person who updated the school district's website did an excellent job outlining Library services. Dr. George asked if the Library's website be updated as well. Mr. Bobish said he would look in to updating the Library's website.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak announced she is looking to set up a meeting regarding the budget. Dr. George asked if anyone would like to be on the committee. Dr. George stated she's on the committee because no one else is available. Mr. Weber stated he will reach out to Kevin Borsilli to see if he would like to serve on the committee.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George stated she will have a report for the next meeting.

Policy

No report.

Technology

No report.

Finance

Action on bills

Mrs. Nowak stated she had two questions that the Director answered satisfactorily.

Motion: made by Maria Nowak, seconded by Joan George to approve the May 13, 2020 bill listing in the amount of \$146,190.18. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo and Frank Weber.

Motion: made by Maria Nowak, seconded by Barbara Cannon to approve the revised January 8, 2020 bill listing in the amount of \$184,642.54. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo and Frank Weber

Public Comments

Library Assistant for Passports Christopher Fales stated many staff members have a desire to run workshops as well as a desire to have a staff representative on the reopening committee.

Adjournment

Motion: made by Rocco Celentano, seconded by Joan George to adjourn the meeting at 8:19 p.m. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak, Sam Rizzo and Frank Weber

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: June 10, 2020
Transcribed from tape by Linda Reynolds
Reviewed by: Michael Bobish and Barbara Cannon