

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JULY 8, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Sam Rizzo	Mayor's Alternate
	Zainab Syed	Trustee
	Kevin Borsilli	Trustee
	Annette Maxwell	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Rocco Celentano	Supt. of Schools' Alternate
Guests:	Library Attorney Christopher Parton 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 Kevin Borsilli, seconded by Joan George to approve the June 10, 2020 regular Board minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Old Business

Reopening Plan

Mr. Borsilli raised concerns about contact tracing and obtaining personal information from residents. Mr. Parton advised that the library can ask for personal information but cannot require it nor exclude anyone if they refuse.

Mr. Weber questioned the legality of limiting access to patrons and residents only. Mr. Parton explained the Library can limit access currently based on limited capacity if applied equally and if the only distinguishing factor is location of residence.

Mr. Borsilli asked if restrooms could be barred from public use. Mr. Parton advised this was not a legal option. Mr. Parton explained the Library is a place of public accommodation and is required by State law to have publicly accessible restrooms.

Mr. Borsilli brought up the Wi-Fi capabilities outside of the building. Mr. Bobish stated he will look into extending the Library's Wi-Fi further out into the parking lots.

Mr. Borsilli stated he had questions regarding the security officers. Mr. Borsilli stated in original discussion it was suggested having the security guards stationed at the front door counting patrons and ensuring they are wearing face masks. Mr. Borsilli stated the current plan states the Officer would patrol the building and Library Assistants would be stationed at the front door. Mr. Bobish stated the change was made due to the advice given by Chief Mandola that their primary responsibility is security. Mr. Bobish explained he asked the Supervisor of Circulation Felisha McEachern to schedule enough staff to assist with the people count.

Dr. George raised concerns about the Security Officer's duties and the safety of staff members at the main entrance. Dr. George stated she feels there needs to be more clarification by the Library Board, and that the library is not ready to open. Mr. Rizzo, Mrs. Syed and Mrs. Nowak agreed with the concerns raised by Dr. George.

Mrs. Cannon brought up the possibility of adding Sunday hours and offering senior hours. Mrs. Cannon pointed out Sundays have been heavily used. Mr. Bobish stated he put together a seven-day schedule template and noted more staff would need to be recalled.

Mr. Weber spoke of other LMxAC branches that have opened or are planning to open to the public. Mr. Weber brought his concerns to the Board about re-opening to the public and noted there is not a contract for day porter service. Mr. Weber explained besides the few libraries in Middlesex County that are opening, no others are setting opening dates, and in some counties, none are. Mr. Weber stated he feels we cannot move forward at this time.

Mrs. Cannon asked Mr. Bobish if other libraries in the consortium have been talking about their re-opening plans and what services they are offering. Mr. Bobish stated that those he has spoken to are uncertain about what re-opening should look like.

Mrs. Cannon asked if there were any curbside pick-up numbers available yet. Mr. Weber responded that it's been five days since June 26th and the daily transactions are about 10% of the library's normal volume. Mr. Bobish stated he will provide the book return numbers when they become available.

Mr. Weber questioned if the low numbers are a reflection of patrons being fearful of the virus. Mr. Weber pointed out the virus spikes happening across the nation and noted there may still be a lot of fear. Mr. Weber stated they need to keep track of numbers. It was discussed that the low numbers could be a result of the lack of promoting curbside services. Mr. Weber stated he feels running between 10-15% is low and feels staffing should be reflective of the public's demand.

Dr. George brought up lack of community awareness of curbside pick-up information and book returns. Dr. George stated there needs to be more promotion regarding current services, along with instructions. Mr. Weber suggested finding out what services are most needed by the community and how we can offer those services. Suggestions consisted of appointments and putting time limits on computer usage. Mr. Borsilli said they are planning a Technology Committee meeting for next week and this will be discussed.

The Board President entertained a motion to approve the Phased Reopening Plan.

Motion: Failed due to lack of movement.

New Business

Day Porter Hiring through Maintenance Mart

Mr. Bobish went over the quote from Maintenance Mart providing porter services which would be for a 6-hour or an 8-hour day. Mr. Weber stated the quotes were a monthly cost of \$4,485.00 with a 60-day notice for cancellation and that no per diem rate was included. Mr. Weber requested the Director obtain two more quotes. Mr. Weber reiterated that a porter service is an essential component of the future reopening of the library.

Motion: made by Frank Weber, seconded by Maria Nowak to table the hiring of a Day Porter. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Security Officer (Special Officer Class I) Hiring through Old Bridge Township

Mr. Bobish announced the hourly rate is \$20.00/hour for a Special Officer Class I and went over the specific duties. It was discussed and determined that the Officer should be posted primarily at the main entrance for security purposes, and that they will patrol the interior and exterior of building as necessary. It was recommended the Officer not to be utilized as a people counter. The Township requires ten days' notice to assign an officer.

Motion: made by Frank Weber, seconded by Barbara Cannon to approve the hiring of a Security Officer for the Phase 3 reopening of Library. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber. **Vote No:** Joan George

Directors Report

Curbside Pick-up

Mr. Bobish thanked the staff for getting curbside up and running and handling book drop offs.

Plexiglass

Mr. Bobish announced the installation of plexiglass barriers for the public service points was completed on June 30, 2020. Mr. Bobish stated social distancing signage and posters were delivered and noted face shields, PPE and disinfecting cleaners are in good supply.

FEMA Grant

Mr. Bobish announced he is working on compiling information for the FEMA Grant application for COVID-19 related expenses.

Statistics

Mr. Bobish stated statistics show that eMedia downloads have increased since this time last year (June 2019).

Policy

Mr. Weber commented about the proposed rule adjustments recommended by Mr. Bobish. There was a conversation about adding the language “patrons must follow the reasonable direction of library staff.” It was also discussed the unattended child age should increase to 10 and caretakers should be at least 14 years old.

Dr. George suggested the Policy Committee take a look at the Patron Conduct Rules. Mr. Weber asked Mr. Bobish to contact other libraries before meeting with the Policy Committee.

Motion: made by Frank Weber, seconded by Barbara Cannon, to approve that the Policy Committee structure consists of three (3) Board members and the Board President effective immediately.

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Motion: made by Frank Weber, seconded by Joan George to accept the Director’s Report.

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Committee Reports

No report.

Buildings & Grounds

Dr. George asked about the computers and books at Laurence Harbor. Mr. Weber stated the Township has not announced what their intentions are regarding the building. Mr. Weber would like the Library Board to approve an expense of up to \$5,000 to inspect and to retrieve any computers, equipment and books that are salvageable.

Motion: made by Joan George, seconded by Frank Weber, to approve up to \$5,000 to enter, inspect and salvage anything salvageable at the Laurence Harbor Branch. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Finance

No report. Mr. Weber stated that funding may be an issue for next year.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George commented that the Personnel Committee is working on finalizing paperwork for Mr. Bobish.

Policy

The Attorney proposed an adjustment to Rule #22 discussed by the Board and referred it back to the Policy Committee.

Technology

Mr. Borsilli previously stated they are planning a Technology Committee meeting for next week and will discuss expanding Wi-Fi service.

Finance

No report.

Action on bills

Motion: made by Maria Nowak, seconded by Frank Weber to approve the July 8, 2020 bill listing in the amount of \$142,196.63. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Public Comments

Adult Services Librarian Dena Price thanked everyone for the opportunity to speak. Mrs. Price expressed that the security guard should be stationed primarily at the front door and called to other areas when needed. Mrs. Price mentioned that many of her friends are not on social media and had no idea about the curbside pick-up process and asked about the sanitation process. Mrs. Price raised concerns about the air conditioning and noted there are a lot of hot spots on the floor and asked the system run continuously instead of cycling on and off.

Library Staff Member Marcy Kagan thanked the Board for the opportunity to speak. Ms. Kagan commented on her concerns she has with the ventilation system and feels security guards should be the main point of contact for security issues.

Youth Services Librarian Fani Stein thanked the Board for the opportunity to speak and efforts to get the library up and running. Mrs. Stein suggested the library should limit the time patrons spend in the library and raise the age for unattended children.

Library Staff Member Marilyn Lubin thanked the Board for the opportunity to speak. Mrs. Lubin spoke of the concerns friends have to take books out and if they are clean. Mrs. Lubin suggested looking in to filters for the HVAC system. Mrs. Lubin stated she has concerns about patrons removing their masks once inside.

Library Assistant Pru D'Ambrosio thanked everyone for the opportunity to speak. Ms. D'Ambrosio said she receives many questions regarding the opening of the library as there is a demand. Ms. D'Ambrosio stated that curbside needs more advertisement. Mrs. D'Ambrosio said she has no issue manning the front door, especially if a safety code is in use.

Library Assistant Christopher Fales thanked everyone for the opportunity to speak. Mr. Fales would like more of the re-opening plans to be shared with staff. Mr. Fales suggested a meeting be held to move forward with reopening before the next scheduled board meeting. Mr. Fales asked the Board to consider bringing more staff in for curbside.

Managing Librarian Cynthia Robbins thanked everyone for the opportunity to speak. Ms. Robbins stated she would like to return to work as she feels digital materials and books need to be purchased.

The Board President thanked everyone.

Closing Comments

Mrs. Cannon asked when they are going to have a meeting. Mr. Weber stated he hopes to hold a meeting within the next two weeks. Mr. Borsilli asked the Director to poll staff as to where they are seeing requests from people that are asking about service, as well as those who are unaware of the curbside service. Mrs. Cannon suggested looking into OBTV to advertise curbside services and noted the service needs to be explained more thoroughly. Mrs. Cannon asked if some books are automatically ordered in the system. Mr. Bobish stated they had put a hold on new book orders at the beginning of the pandemic but have resumed orders since then.

Adjournment

Motion: made by Kevin Borsilli, seconded by Maria Nowak to adjourn the meeting at 8:35 p.m.

Vote Yes: Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Respectfully submitted,



Barbara Cannon, Secretary
Library Board of Trustees

Date Approved:

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Michael Bobish and Barbara Cannon