

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JANUARY 10, 2018**

Present:	Frank Weber	President
	Steven Goldman	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Owen Henry	Mayor
	Zanib Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Kevin Borsilli	Trustee
	Michael Nielsen	Trustee
	Linda Reynolds	Confidential Secretary
	Maria Nowak	Executive Assistant
	Nancy Cohen	Director

The President called the meeting to order at 7:30 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Reorganization

Mr. Weber turned the meeting over the Executive Assistant, Maria Nowak to conduct the election of Board President for 2018.

Nominations for Office of President

Steven Goldman nominated Frank Weber for President, seconded by Rocco Celentano. There were no other nominations for President. **Vote:** All in favor

Maria Nowak turned the meeting over to the Board President to conduct the remaining elections.

Nominations for Office of Vice-President

Joan George nominated Steven Goldman for Vice-President, seconded by Frank Weber. There were no other nominations for Vice-President. **Vote:** All in favor

Nominations for Office of Treasurer

Frank Weber nominated Joan George for Treasurer, seconded by Rocco Celentano. There were no other nominations for Treasurer. **Vote:** All in favor

Nominations for Office of Secretary

Joan George nominated Barbara Cannon for Secretary, seconded by Steven Goldman. There were no other nominations for Secretary. **Vote:** All in favor

New Board Member

Mayor Henry introduced the newly appointed Mayor's Alternate, Zainab Syed. The President swore Mrs. Syed in as a Board of Trustee. The Board congratulated and welcomed Mrs. Syed.

Personnel

Dr. George went over the negotiations with the Supervisory Unit and announced they reached an agreement. Dr. George announced they agreed on a two-percent raise the first and second year and left the third year open to negotiate.

Motion: made by Joan George, seconded by Frank Weber to approve the Memorandum of Agreement between the Library Board of Trustees and AFSCME Local #3231-001 (Supervisors). **Vote Yes:** Frank Weber, Joan George, Kevin Borsilli, Barbara Cannon, Rocco Celentano, Steven Goldman, Michael Nielsen
Abstained: Zainab Syed

Dr. George announced she would like more information on items B, C and D.

The Board had the following discussion regarding substitutes for the Digital Services Department before approving the new appointments.

Dr. George announced the Supervisor for Digital Resources reported: "*several candidates for substitute assistants were interviewed. Increasing the pool of substitute assistants for the department is advantageous, as it will allow more off-desk time for staff members to work on technical projects*". Dr. George stated if the Supervisor is bringing in a substitute for an employee to be released from desk time to perform another job; it is not the impression she has been led to believe why substitutes are hired. Dr. George stated she was under the impression a substitute should be called in for a staff member who is absent. Mrs. Cohen indicated the Supervisor misspoke. Mrs. Cohen clarified a substitute would be called in if an employee called out last minute. Mrs. Cohen explained the procedure is to parcel out the additional hours to the regular staff, before calling in a substitute. Dr. George asked Mrs. Cohen to clear the procedures up with the Supervisor as he has misspoken.

Dr. George asked why three substitutes are needed for the department. Dr. George pointed out there are two regular part-time staff members as well as the Supervisor and another full-time employee who splits her time. Mrs. Cohen explained employees call out occasionally and noted there is not always enough coverage.

Dr. George announced there is not a Job Description in the Job Description Book for a substitute.

Dr. George indicated there was one instance where the Library hired someone and then it was proposed to hire a relative. Dr. George explained vacant positions can be word of mouth, but noted the Library went through this with Interns where the only people who had access to work in the Library were people who knew somebody in the Library. Dr. George stated she hopes this is not the case with these new hires of substitutes. Mrs. Cannon asked the Director if she is advertising the positions. Mrs. Cohen indicated she did advertise.

Mrs. Cohen pointed out there is a job description for Substitute Librarians and noted she can send it out in the next board packet. Mrs. Cohen indicated she is not aware if there is a job description for Substitute Library Assistants. Dr. George stated of the three resumes, two of them don't state anything about computer experience and is questioning why they would be hired for that department. Mrs. Cannon indicated the Library Assistant for Digital Services is basically just assisting the public with basic tasks on the computers. Mrs. Cohen indicated most people can be trained for that job as you don't need heavy duty computer skills. Dr. George pointed out one of the new hires is the spouse of the person who was hired last month. Dr. George stated there are a lot of questions. Dr. George indicated because of the cross-training, she doesn't understand why a substitute is being hired for just one department. Mrs. Cohen indicated once a substitute is hired they could conceivably be trained as a substitute for other departments. Dr. George stated she would like to know how many substitutes the Library currently has. Mrs. Cohen said she will forward that information. Dr. George asked if substitutes are called based on seniority. Mrs. Cohen stated they try to put the hours out on a rotating basis based on seniority. Mrs. Cohen explained they have to be careful with additional hours with the regular part-time staff as there is a limited number of hours' part-timers can work per week.

Motion: made by Rocco Celentano, seconded by Barbara Cannon to approve the appointment of Part-time Substitute Digital Support Services Library Assistant Joana Arruda, effective January 24, 2018 at an hourly rate of \$15.67. **Vote Yes:** Frank Weber, Kevin Borsilli, Barbara Cannon, Rocco Celentano, Steven Goldman and Michael Nielsen. **Vote No:** Joan George **Abstained:** Zainab Syed

Motion: made by Rocco Celentano, seconded by Barbara Cannon to approve the appointment of Part-time Substitute Digital Support Services Library Assistant Kristen Kushner, at an hourly rate of \$15.67 pending background check. **Vote Yes:** Frank Weber, Kevin Borsilli, Barbara Cannon, Rocco Celentano, Steven Goldman and Michael Nielsen. **Vote No:** Joan George **Abstained:** Zainab Syed

Motion: made by Rocco Celentano, seconded by Barbara Cannon to approve the appointment of Part-time Substitute Digital Support Services Library Assistant Robin Colatrella, at an hourly rate of \$15.67 pending background check. **Vote Yes:** Frank Weber, Kevin Borsilli, Barbara Cannon, Rocco Celentano, Steven Goldman and Michael Nielsen. **Vote No:** Joan George **Abstained:** Zainab Syed

Minutes

Dr. George announced she didn't see anything in the minutes about opening on Friday. Mrs. Cohen indicated Friday was discussed but doesn't think the Board stated to open. Mr. Weber suggested going forward, a Motion should be made on an item like this.

(The tape was reviewed and it was confirmed there was no specific request to open on Friday, but it is noted Friday was discussed.)

Mr. Weber announced he spoke to new Councilman David Merwin regarding the extension of hours of Laurence Harbor. Mr. Weber indicated Mr. Merwin was very supportive of the extended hours. Mr. Weber stated Mr. Merwin will spread the word in Ward 1. Dr. George indicated she would like to open the Branch on Friday's. Mrs. Cannon asked what additional hours were added. Mrs. Cohen indicated the hours on Thursday are 1 p.m. to 8 p.m. (previously opened until 5 p.m.). Mrs. Cohen stated the hours on Saturday are 10 a.m. to 5 p.m. (previously opened at 1 p.m.). Mrs. Cohen stated she will now open the Laurence Harbor Branch on Friday's 1 p.m. to 5 p.m.

Mr. Weber stated in the future he would like an action item under New Business.

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the December 13, 2017 regular board minutes. **Vote Yes:** Frank Weber, Joan George, Rocco Celentano and Steven Goldman. Barbara Cannon, Michael Nielsen, Kevin Borsilli and Zainab Syed abstained.

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the December 13, 2017 executive session board minutes. **Vote Yes:** Frank Weber, Joan George, Rocco Celentano and Steven Goldman. Barbara Cannon, Michael Nielsen, Kevin Borsilli and Zainab Syed abstained.

Finance

Dr. George announced she reviewed the bills and had one question. Dr. George explained a check was written from petty cash and was used for the Mobile Hotspots renewal. Dr. George indicated the Mobile Hotspots are a pilot program. Dr. George stated she would like to see a report to find out how the Hotspots were used. Dr. George explained when you end the year of a pilot program the Board should know the Library is renewing it so questions may be asked on how successful the program was. Mrs. Cannon indicated she thought there was some discussion on the pilot. Dr. George explained there was a discussion regarding the policy on how long a person can use a Hotspot. Dr. George stated she would like a report on usage. Mr. Goldman asked the Director to have a report on the Hotspots next month. Dr. George indicated she would like the Policy Committee to consider a fee. Mr. Borsilli indicated it's a great service to the public.

Mrs. Cohen announced she is researching a project called the White Space Project. Mrs. Cohen explained it is part of an initiative called the One Gigabit Libraries. Mrs. Cohen explained the project allows libraries to broadcast on unused TV bandwidth. Mrs. Cohen indicated she is investigating the program and its costs. There was a brief discussion regarding the White Space Project.

Mrs. Nowak announced she had payment ready for Jersey Professional Management. Mr. Weber announced the Board had previously authorized payment for the Operational Audit. Mr. Weber explained the Library is paying fifty percent of the cost as a down payment. Mr. Weber indicated he will be scheduling a meeting to start moving forward. Mr. Weber explained the Library is paying for the auditor to come in and work out the details of what will be included in the audit. Mr. Goldman stated he would like to view the proposal. Mr. Weber announced they will not move forward unless the entire Board is in agreement.

Motion: made by Joan George, seconded by Frank Weber to approve the bill listing in the amount of \$169,362.07. **Vote Yes:** Frank Weber, Joan George, Rocco Celentano, Steven Goldman, Barbara Cannon, Michael Nielsen, Kevin Borsilli. Zainab Syed abstained.

Old Business

Laurence Harbor

Mrs. Cohen announced there was a problem with the public restroom cold-water tap. Mrs. Cohen indicated the issue was resolved.

Roof Leaks/Repairs

Mrs. Cohen announced there have not been any roof leaks.

Outside Walkways

Mrs. Cohen stated there is no update.

Strategic Plan – South Old Bridge

Mrs. Cohen announced she contacted Councilman John Murphy of Ward 6. Mrs. Cohen indicated she is hopeful Mr. Murphy will help spread the word of the Book Return Dropbox at Amboy Bank. Mrs. Cannon suggested also contacting Councilman Tony Paskitti of Ward 5. Mrs. Cohen stated the Dropbox has been ordered. Mrs. Cannon suggested it may be worthwhile to send out information to the Homeowner Associations in the area of the Dropbox. Mr. Weber suggested mentioning the Dropbox in the All Around Old Bridge publication. Mrs. Cannon suggested researching a new app called Next Door, which is a free private neighborhood social network.

HVAC

Mrs. Cohen announced H.G. Clarke was called in for a repair. Mrs. Cohen indicated there was a problem with HVAC Unit #3. Mrs. Cohen explained the pilot had gone out. Mr. Goldman asked the Director to keep track of the costs and repairs. Mr. Goldman indicated the Township is in the process or working on having the units replaced.

Weekly Digital Showings

Mrs. Cohen announced the Digital Showings are from the Library's digital resources. Mrs. Cohen indicated in addition to having a showing one weekday evening per week, there are also showings from Kanopy, Qello and Hoopla on weekend afternoons.

Director's Report

Bill A1427/S2633

Mrs. Cohen announced outgoing Governor Christie approved a Bill called A1427/S2633. Mrs. Cohen explained the Bill would permit increases in municipal free public library tax upon voter approval.

RFID (Radio Frequency Identification)

Mrs. Cohen announced she is looking into RFID for inventory control. Mrs. Cohen explained every item the Library loans out would be tagged. Mrs. Cohen explained the Library would have exquisite control over the items that are in the collection. Mrs. Cohen indicated it would also be a theft deterrent system. Mrs. Cohen stated she is also looking into having tags placed on patrons' library cards. Mr. Goldman asked if there are other New Jersey Libraries that have a RFID System. Mrs. Cohen indicated there are a few and noted the only other Library in the Consortium is Plainfield Public Library. Mrs. Cohen indicated the cost to Plainfield Public Library in 2011 was \$112,000.00. Dr. George asked if the project can be done in steps. Mrs. Cohen explained it is a costly project but would enable the Library to have much more control over the collection. There was a brief discussion.

Delivery Service

Mrs. Cohen announced the new delivery service started this week. Mrs. Cohen indicated they have started with pick-ups but not deliveries. Mrs. Cohen stated staff has been cooperating with the Matawan-Aberdeen Public Library and hand is delivering materials to each other. Mrs. Cohen indicated once the service gets going she expects a two-day turn around on deliveries.

Facebook

Mrs. Cohen announced staff has been commenting on the Old Bridge Parents Facebook Page regarding Library services and programs.

Foot Traffic

Mr. Weber announced Foot Traffic for December is down about 10% at Central yet the Circulation of Media is up 30%. Mr. Weber asked Mrs. Cohen to double-check the numbers.

Workshops

Dr. George announced the Library is still running workshops for two people. Dr. George indicated having people pre-register for technology classes isn't being worked out. Dr. George stated there are five technology classes listed on the calendar of events and states nothing about registering for them. Dr. George indicated registration is required for the Children's programs. Dr. George asked why registration is not required for the Technology Classes. Mrs. Cohen explained even when people do register they don't always show up. Dr. George indicated this item has been previously discussed. Dr. George indicated a policy may have to be developed for Workshops.

Committee Reports

Finance

No report.

Personnel and Negotiations

No report.

Building and Grounds

No report.

Outreach/Marketing

Mrs. Cohen announced she will update the Board when the Book Return Dropbox will be delivered to Amboy Bank. Mrs. Cohen indicated the Amboy Bank Facilities Manager will have a crew waiting for the delivery truck.

Mrs. Cohen announced the Museum Pass Reservation System is scheduled to be launched Monday on the Library's website.

New Business

Mr. Goldman announced he attended both ESL Graduation sessions and noted it was a very nice event. Mr. Goldman indicated to the Board that he strongly suggests they try to attend in the future.

Employment Contracts

Motion: made by Joan George, seconded by Steven Goldman to approve the salary agreement between The Old Bridge Public Library Board of Trustees and Nancy Cohen, Library Director effective January 1, 2018 through December 31, 2018 with a salary of \$113,210.00.

Vote Yes: Frank Weber, Joan George, Rocco Celentano, Steven Goldman, Barbara Cannon, Michael Nielsen and Kevin Borsilli. Zainab Syed abstained.

Motion: made by Joan George, seconded by Steven Goldman to approve the salary agreement between The Old Bridge Public Library Board of Trustees and Maria Nowak, Executive Assistant effective January 1, 2018 through December 31, 2018 with a salary of \$72,738.00.

Vote Yes: Frank Weber, Joan George, Rocco Celentano, Steven Goldman, Barbara Cannon, Michael Nielsen and Kevin Borsilli. Zainab Syed abstained.

Motion: made by Joan George, seconded by Frank Weber to approve the salary agreement between The Old Bridge Public Library Board of Trustees and Linda Reynolds, Confidential Secretary effective January 1, 2018 through December 31, 2018 with a salary of \$48,950.00.

Vote Yes: Frank Weber, Joan George, Rocco Celentano, Steven Goldman, Barbara Cannon, Michael Nielsen and Kevin Borsilli. Zainab Syed abstained.

Comments

Mr. Goldman reminded the Board committees' need to be put together next month. Mr. Borsilli requested an e-mail be sent out regarding the committees. Mr. Weber announced he will make sure an e-mail goes out. Mr. Weber thanked everyone who previously served on the Board. Mr. Weber asked for more commitment on the committees. Mr. Goldman announced after all the years he has been on the Board he is extremely happy with professionalism of Library Attorney Chris Parton.

Adjournment

Motion: made by Michael Nielsen, seconded by Kevin Borsilli to adjourn the meeting at 8:55 p.m. **Vote Yes:** Frank Weber, Joan George, Rocco Celentano, Steven Goldman, Barbara Cannon, Michael Nielsen and Kevin Borsilli. Zainab Syed abstained.

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: February 22, 2018

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nancy Cohen and Barbara Cannon