

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
FEBRUARY 22, 2018**

<b>Present:</b>	Frank Weber	President
	Steven Goldman	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Zanib Syed	Mayor's Alternate
	Linda Reynolds	Confidential Secretary
	Nancy Cohen	Director

**Guest:** Library staff member Cynthia Robbins

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.

Mrs. Cohen introduced Managing Librarian of Acquisitions, Cynthia Robbins. Mrs. Robbins distributed an outline of what she and her department handles. Mrs. Robbins went over the ordering, cataloging, shelving and book repair process. The Board thanked Mrs. Robbins for attending the meeting.

**Personnel**

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to accept the resignation of Part-time Reference Librarian George Eppinger, effective February 11, 2018. All in favor

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to accept the resignation of Part-time Circulation Library Assistant Nif Leder, effective February 27, 2018. All in favor

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to accept the resignation of Library Page Munibah Ali, effective February 22, 2017. All in favor

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to approve the appointment of Substitute Circulation Library Assistant Nif Leder at an hourly rate of \$15.67, effective February 28, 2018. All in favor

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to approve the appointment of Substitute Page Munibah Ali, effective February 23, 2018 at an hourly rate of \$8.60. All in favor

## **Minutes**

**Motion:** made by Rocco Celentano, seconded by Kevin Borsilli to approve the January 10, 2018 regular board minutes. **Vote Yes:** Frank Weber, Steven Goldman, Joan George, Barbara Cannon, Rocco Celentano, Kevin Borsilli and Zanib Syed. Annette Maxwell abstained.

## **Finance**

Dr. George announced she reviewed the bills and noted everything was in order.

**Motion:** made by Joan George, seconded by Steven Goldman to approve the bill listing in the amount of \$198,595.13. All in favor

## **Old Business**

### **Laurence Harbor**

Mrs. Cohen announced there are a couple of fire violations that need to be addressed. Mrs. Cohen stated there is a hole in the wall that the facilities manager will repair. Mrs. Cohen indicated Township has mandated that both branches need to be equipped with carbon monoxide detectors. Mrs. Cohen went over the cost of carbon monoxide detectors. The Board requested Mrs. Cohen to obtain more quotes for hard-wired detectors.

### **Roof Leaks/Repairs**

Mrs. Cohen announced there is still a leak in the inner lobby. Mrs. Cohen stated Tremco sent a roofer out for repairs. Mrs. Cohen reported there are two more leaks. Mrs. Cohen indicated another water test might have to be done to determine where the leaks are coming in.

### **Operational Audit**

Mrs. Cohen announced the auditors should have all the information they have requested.

### **Outside Walkways/Planting**

Mrs. Cohen reported there are no updates.

### **Strategic Plan – South Old Bridge**

Mrs. Cohen announced the book drop has been installed in front of Amboy Bank on Texas Road. Mrs. Cohen indicated the Facebook reaction has been wonderful. Dr. George asked if information is being sent out to make the public aware of the book drop. Mr. Weber suggested slips be printed out and given to patrons that live in Wards 5 and 6 when they check out books. Mrs. Cohen indicated the Ward 6 Councilman John Murphy is getting the word out and posted information of the book drop on his Facebook page. Dr. George suggested contacting the Ward 5 Councilman Tony Paskitti to get word out as well. Mrs. Cannon suggested contacting

Homeowner Associations in the area. Mr. Weber suggested leaving handouts with local businesses in the area. Mrs. Cohen stated she will have the van driver leave information at local businesses.

## **HVAC**

Mrs. Cohen stated between what the Township is budgeting, the Library and the New Jersey Library Construction Bond Act she is hopeful to move forward with the HVAC Units.

## **Weekly Digital Showings**

Mr. Weber reviewed the statistics for the digital showings. Mr. Weber stated the statistics do not indicate what the program was. Mr. Weber requested that Qello and Kanopy be separated in the Director's statistics.

## **Director's Report**

The Director announced she will be attending the Public Library Association Conference in Philadelphia on March 21 and 22, 2018.

## **Passport Department Leak**

Mrs. Cohen reported water had been coming into the Passport Department from the electrical closet. Mrs. Cohen indicated the water was coming through the conduit of a switch. Mrs. Cohen stated a couple of sump pumps were plugged into a ground fault interrupter. Mrs. Cohen indicated a couple of weeks ago it popped, which caused the power to go off in the GFI and water came in again. Mrs. Cohen indicated the sump pumps are now plugged into separate outlets. Mr. Weber indicated the problem needs to be fixed correctly to prevent this from happening.

## **Health Benefits**

Mrs. Cohen reported a Library Retiree who obtained health benefits through the Library has unfortunately passed away.

## **Donation of Books**

Mrs. Cohen announced the Library donated books to a non-profit organization who is doing a book collection called Books4Cause. Mrs. Cohen explained the program is through Rutgers. Mrs. Cohen indicated the books are being sent to schools in Africa.

## **Delivery Service**

Mrs. Cohen announced the new delivery service terminated their contract with Library Link NJ. Mrs. Cohen indicated Library Link NJ has gone out to bid for a replacement.

## **Active Shooter Training**

Mrs. Cohen announced she is in talks with the police department to have active shooter training at the Library. Mrs. Cohen indicated active shooter training took place a few years ago and feels the training should be conducted again.

## **Committee Appointments**

Mr. Weber announced there are six committees. Mr. Weber indicated there should be three board members on each committee with the Board President as de facto member. Mr. Weber went over each committee and distributed a list of committee assignments. There was a brief discussion regarding committees.

## **New Business**

### **Computers**

Mr. Weber asked Mrs. Cohen what the Library is doing with the old computers. Mrs. Cohen stated some will be replacing machines at Laurence Harbor. Mrs. Cohen indicated some of the computers will be sent to recycling. Mrs. Cohen indicated the computers are about ten years old.

**Motion:** made by Steven Goldman, seconded by Barbara Cannon to approve the computer quote from Dell in the amount of \$4,728.91. All in favor

### **Furnishings**

**Motion:** made by Rocco Celentano, seconded by Kevin Borsilli to approve the quote from Sauder Education in the amount of \$2,674.56. All in favor

### **Re-upholster**

Mrs. Cohen explained six chairs in Periodicals and one chair in the Commons area will be reupholstered.

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the quote from J&H Dinettes & Upholstery in the amount of \$2,945.00. All in favor

## **25<sup>th</sup> Anniversary Celebration**

Mrs. Cohen announced Maria Nowak was unable to attend tonight's meeting. Mrs. Cohen stated Mrs. Nowak has put a committee together. Mrs. Cohen indicated Mrs. Nowak asked her to hold off on the discussion, as she would like to present to the Board.

**Motion:** made by Frank Weber, seconded by Steven Goldman to table the 25<sup>th</sup> Anniversary Celebration. All in favor

## **Wi-Fi**

Mrs. Cohen announced she would like to replace the Wi-Fi access points. Mrs. Cohen stated the current system does not have a reporting capability. Mrs. Cohen indicated the State is asking for statistics in the annual report. Mrs. Cohen explained she would like to put new units on the outside of the building so the Library's signal can be reached in the parking lots. Mr. Weber asked Mrs. Cohen to come back to the Board with more information.

## **Passports Acceptance Fee**

Mrs. Cohen announced she contacted the Department of State and indicated the Library has no choice but to charge the new passport acceptance fee. Mrs. Cohen announced the Supervisor of Passports is putting together a Passport Fair on March 25, 2018. Mrs. Cohen indicated she is hopeful this will attract more people to come to the Library and apply for passports before the rate increase on April 2, 2018. Mrs. Cohen indicated the Library will be giving away passport wallets to those who get their passports during the fair. Mrs. Cohen stated the event will be advertised.

Mr. Weber suggested the Director ask for a copy of recent home sales from the Tax Assessors office. Mr. Weber suggested putting together a Library Welcome Packet for new homeowners. Mrs. Cohen stated a passport ad will be placed in the Colonial Corner, which is a Woodbridge newspaper.

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the increase in the passport acceptance fee from \$25.00 to \$35.00 effective April 2, 2018 as required. All in favor

## **Audit Agreement**

**Motion:** made by Barbara Cannon, seconded by Steven Goldman to approve the Audit Agreement with Suplee, Clooney & Company in the amount of \$5,500.00 an increase of \$200.00 from 2017. All in favor

## **Outdoor Cameras**

Mr. Weber announced it has been discussed to have cameras viewing the parking lot for security reasons. Mr. Weber stated installing the outdoor cameras would tie into the existing surveillance system. There was a brief discussion regarding surveillance cameras.

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the Outdoor Camera quote from Office Business Systems in the amount of \$2,687.00. All in favor

## **Adjournment**

**Motion:** made by Rocco Celentano seconded by Kevin Borsilli at 9:00 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: March 14, 2018

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nancy Cohen and Barbara Cannon