

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
April 11, 2018**

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

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.

**ESL Graduation**

Adult Services Librarian Dena Price distributed invitations to the ESL Graduation, which will be held on Tuesday, May 8, 2018. Mrs. Price also passed around notes from the ESL students describing what the ESL Program and the Library means to them for the Board Members to read. Mrs. Price gave a background on a few of the students and their accomplishments. There was discussion regarding the tutors and the possibility of having high school seniors volunteer. Mr. Celentano suggested contacting the Head of ESL. The Board thanked Mrs. Price.

**New Board Member**

Mr. Weber introduced new Board Member Paul Lawrence. The Board welcomed Mr. Lawrence.

**Personnel**

Dr. George announced going forward she would like to see who new hires are replacing. Dr. George asked where the open page positions are posted. Mrs. Cohen indicated the job will be posted on the Library website as well as the employee bulletin board. Dr. George suggested posting the position on OBTV. Mr. Borsilli suggested posting at the High School Career Center. Dr. George asked the Director to contact the appropriate person to have the job advertised on the Public Schools television channel. Dr. George requested job postings be displayed on a bulletin board in the Library for the public.

**Motion:** made by Rocco Celentano, seconded by Joan George to accept the resignation of Library Page Colette Schembri, effective March 29, 2018. All in favor

**Motion:** made by Rocco Celentano, seconded by Kevin Borsilli to approve the termination/elimination of the position for Employee #1255 effective May 1, 2018. **Vote Yes:** Frank Weber, Annette Maxwell, Rocco Celentano, Kevin Borsilli, Zanib Syed and Paul Lawrence. Joan George abstained.

**Motion:** made by Joan George, seconded by Kevin Borsilli to approve the new appointment of Library Page Ashana Ahuju, effective April 12, 2018 at an hourly rate of \$8.60. All in favor

**Motion:** made by Rocco Celentano, seconded by Paul Lawrence to approve FMLA for Employee #1396 effective March 29, 2018. All in favor

## **Minutes**

**Motion:** made by Kevin Borsilli, seconded by Rocco Celentano to approve the March 14, 2018 regular board minutes as amended. **Vote Yes:** Joan George, Annette Maxwell, Kevin Borsilli and Rocco Celentano. Frank Weber, Zainab Syed and Paul Lawrence abstained.

**Motion:** made by Kevin Borsilli, seconded by Rocco Celentano to approve the March 14, 2018 executive board minutes. **Vote Yes:** Joan George, Annette Maxwell, Kevin Borsilli and Rocco Celentano. Frank Weber, Zainab Syed and Paul Lawrence abstained.

## **Finance**

Dr. George announced she reviewed the bill listing and noted questions she had were answered. Dr. George went over the employee reimbursement process.

**Motion:** made by Joan George, seconded by Frank Weber to approve the bill listing in the amount of \$313,717.47. All in favor

## **Old Business**

### **Laurence Harbor**

Mrs. Cohen announced carpeting had lifted up at the Laurence Harbor Branch. Mrs. Cohen indicated the Facilities Manager repaired the carpeting. Mrs. Cohen stated the wireless cable modem was replaced.

### **Roof Leaks/Repairs**

Mrs. Cohen announced a leak was found by the new non-fiction section.

## **Operational Audit**

Mrs. Cohen announced she was informed the audit should be completed by the end of the month and a report would be generated afterwards. Mr. Weber stated the audit will be complete when the Committee is satisfied.

## **Outside Walkways/Planting**

Mrs. Cohen reported there is no update. Mr. Weber said he would contact the mayor regarding the outside walkways.

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

Mr. Weber announced a Strategic Plan outline was completed a few years ago. Mr. Weber asked Mrs. Cohen to e-mail him a copy of the latest outline. Mr. Weber suggested the outline be updated and kept as a rolling plan. Mr. Weber indicated the Library's surplus should be used to improve services to Township residents.

## **HVAC**

Mrs. Cohen announced she was informed Township won't be moving forward until after their capital plan is approved in May.

## **Weekly Digital Showings**

Mr. Weber asked if the noise was addressed in the large room. Mrs. Cohen indicated H.G. Clarke was able to reduce the noise from the fans. Mrs. Cohen indicated there will be a Beatles Tribute on Saturday. Mr. Weber suggested the Library provide a late bus for senior citizens who want to attend Library programs after the Senior Center is closed. Board members asked who would pay for the bus service. Mr. Weber indicated the Library would provide the funds for a late bus. Mrs. Cohen said she would contact the senior center to see if they would work with the Library regarding a late bus service. Mr. Weber indicated last month the combined usage of Kanopy and Qello downloads were reported as one. Mr. Weber suggested Kanopy and Qello statistics be reported separately.

## **Director's Report**

### **Book Drop**

Mrs. Cohen reported 18 pickups have been made from the book drop for a total of 217 book returns. Mrs. Cohen indicated book donations have also been collected from the book drop. Mrs. Cohen informed the Board some audio books have been retrieved from the book drop which can be a problem as cases open and discs can be damaged. Mrs. Cohen indicated calls were made to the patrons who returned their audio books at the book drop and were asked to refrain from doing so. Mrs. Cohen said she will look into placing labels on the audio books stating they are not to be returned at the Amboy Bank book drop.

## **Carbon Monoxide Detectors**

Mrs. Cohen announced the hardwired carbon monoxide detectors are scheduled to be installed next week. Mrs. Cohen indicated two battery operated detectors were installed at the Laurence Harbor Branch.

## **Library Link**

Mrs. Cohen announced an analysis was done of the Library's social media platforms through Library Link NJ. Mrs. Cohen indicated a lot of positive feedback as well as recommendations were received. Mrs. Cohen stated she would like the ability to do a single posting which would upload automatically to several social media platforms, rather than posting them individually. Mrs. Cohn informed the Board the Library will be doing a Library Behind the Scenes series starting with the Circulation Department with other departments to follow. Mrs. Cohen said the series will be posted on the Library's Facebook page.

Mrs. Cohen indicated four nine-foot flags have been purchased for the 25<sup>th</sup> Building Anniversary of the Library. Mrs. Cohen indicated the flags will be used to start the advertisement of the upcoming celebration. Mrs. Cohen stated the Youth Services Department will have themed programs for the entire month for the 25<sup>th</sup> Anniversary. Mrs. Cohen reported the programs will start Friday, May 4, 2018 through Friday, May 25, 2018.

Mrs. Cohen announced the Library's long time math tutor, Mark Leeper resigned his tutoring responsibilities a few weeks ago. Mrs. Cohen indicated she would like to issue Mr. Leeper a certificate of appreciation. The Board agreed. Dr. George added she would like to recognize the Braille Storytime volunteer.

## **Fines**

Mr. Weber asked for a report with a breakdown by date and dollar. Mr. Weber asked to include the cost of the collection agency, and how much they have collected. Mr. Weber said he would like the report sent out a week or two before the May Board Meeting.

## **Acquisitions**

Dr. George indicated the Acquisitions Supervisor reported van services are expanding. Mrs. Cohen reported the van will start making deliveries to the schools directly. Mr. Weber asked if there will be additional expenses. Mrs. Cohen explained the gas cost may increase, but nothing significant as the deliveries are once a month. Mrs. Cohen stated the plan is to bundle the schools together in a route. Dr. George asked Mrs. Cohen to send her the current van route.

## **Department Reports**

Dr. George indicated minor details are not needed in the monthly department reports. Mr. Weber indicated he would like to see the extraordinary items highlighted.

## **Passports**

Mr. Weber asked if the National Passport Center ever rejects a passport application. Mrs. Cohen indicated it's very rare for a rejection to occur. Mr. Weber reported the Post Office is pushing their passport service. Dr. George suggested placing ads and noting the operating hours for passports. Mr. Weber suggested an article be placed in the newspaper. Mrs. Cohen indicated an ad was placed in the Woodbridge newspaper with a coupon. Mrs. Cohen reported there has not been much of a response. Mr. Borsilli suggested looking into a billboard.

## **Technology Programs**

Dr. George pointed out she likes the breakdown under Technology Programs.

## **Committee Reports**

### **Buildings and Grounds**

No report.

### **Finance**

No report.

### **Outreach/Marketing**

No report.

### **Personnel/Negotiations**

Dr. George announced the Committee met and indicated job descriptions were revised.

### **Policy**

No report.

### **Technology**

No report.

### **New Business**

### **Personnel Manual Revision**

**Motion:** made by Joan George, seconded by Kevin Borsilli to approve the revised Personnel Manual. All in favor

Dr. George asked that each Board member be sent a copy of the revised Personnel Manual.

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

Mrs. Nowak announced the celebration has been rescheduled to Saturday, May 19, 2018 at 1:00 p.m. Mrs. Nowak reported the theme for the 25<sup>th</sup> Anniversary will be a throwback to the 90's. Mrs. Nowak stated a letter will be going out to local vendors asking if they would like to contribute to the celebration. Mr. Weber requested a copy of the letter be sent to him before sending out.

### **Job Descriptions**

Dr. George indicated the job descriptions have been amended. Mr. Weber indicated he reviewed the amended job descriptions and they looked fine.

The amended job descriptions include: Library Assistant, Confidential Secretary, Managing Librarian DSS, Managing Librarian AS/YS, Van Driver, Library Assistant Circulation, Facilities Manager, Passport Clerk, Substitute Librarian, Supervisor Laurence Harbor.

**Motion:** made by Frank Weber, seconded by Rocco Celentano to approve the revised job descriptions as presented. All in favor

### **Amboy Bank**

Dr. George asked for an update about contacting Amboy Bank to inquire if an additional Book Drop can be installed at another location. Mrs. Cohen said she has made multiple phone calls and has yet to receive a call back.

### **Virtual Tour**

Mrs. Cohen announced the Virtual Tour of the Library can be accessed on the website.

### **Credit Cards**

Mrs. Cohen announced she has not obtained any new information on credit cards since the last meeting. Dr. George indicated when the information is received it should be forwarded to the Finance Committee.

### **Annual Report**

Dr. George asked if the Trustees' names and Administration have been added to the Annual Report. Mrs. Cohen said the names were added and noted she is looking into getting nicer copies made from the Print Shoppe. Mr. Weber asked if the library has ever used the print shop on Route 9 North.

## **Executive Session**

**Motion:** made by Joan George, seconded by Frank Weber to go into executive session at 9:06 p.m. All in favor

The Board came out of executive session at 9:18 p.m. No action was taken.

## **Adjournment**

**Motion:** made by Frank Weber seconded by Rocco Celentano to adjourn the meeting at 9:18 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Trustee  
Library Board of Trustees  
Date Approved: May 9, 2018  
Transcribed from tape by Linda Reynolds and Maria Nowak  
Reviewed by Nancy Cohen and Annette Maxwell