

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
May 9, 2018**

Present:	Steven Goldman	Vice President
	Joan George	Treasurer
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Zanib Syed	Mayor's Alternate
	Nancy Cohen	Director
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary

Absent:	Frank Weber	President
	Barbara Cannon	Secretary
	Paul Lawrence	Trustee
	Rocco Celentano	Supt. of Schools' Alternate

The Vice 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.

Personnel

Motion: made by Kevin Borsilli, seconded by Joan George to accept the resignation of Circulation Library Assistant Virginia Keating effective June 17, 2018. All in favor

Motion: made by Kevin Borsilli, seconded by Annette Maxwell to approve the appointment of Part-time Librarian Virginia Keating at an hourly rate of \$30.49 effective June 18, 2018. All in favor

Dr. George asked if Pages submit resumes. Mrs. Cohen indicated most Pages are students and do not have resumes. Mr. Borsilli suggested applications be submitted to Board Members.

Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the appointment of Part-time Library Page David Sastre at an hourly rate of \$8.60 pending background check. All in favor

Motion: made by Joan George, seconded by Annette Maxwell to approve FMLA for Employee #1059 effective April 21, 2018. All in favor

Minutes

Motion: made by Annette Maxwell, seconded by Zanib Syed to approve the April 11, 2018 regular board minutes as amended. **Vote Yes:** Joan George, Annette Maxwell, Kevin Borsilli, Zanib Syed. Steven Goldman abstained.

Motion: made by Joan George, seconded by Annette Maxwell to approve the April 11, 2018 executive session minutes. **Vote Yes:** Joan George, Annette Maxwell, Kevin Borsilli, Zanib Syed. Steven Goldman abstained.

Finance

Dr. George announced she reviewed the bills and noticed a vendor overcharged the library \$55.00. Mrs. Nowak indicated she will pay the current invoice as is. Mrs. Nowak informed Dr. George she will call the vendor and ask they issue a credit for \$55.00 on the invoice in for June payment. Dr. George indicated consultant's timesheet and the invoice were off by one hour. Dr. George indicated the consultants are coming in when the Library's person is not working. Dr. George indicated the committee will meet and make a recommendation.

Motion: made by Joan George, seconded by Steven Goldman to approve the bill listing in the amount of \$168,567.31. All in favor

Old Business

Laurence Harbor

Mrs. Cohen announced the Laurence Harbor Branch sustained siding damage during the last rain storm. Mrs. Cohen indicated repairs were made by Township's DPW.

Roof Leaks/Repairs

Mrs. Cohen indicated there were leaks during the last rain storm. Mrs. Cohen stated the roofer made repairs.

Outside Walkways/Planting

Mr. Goldman announced the Township is in the process of making plans to pave the parking lot. Mrs. Cohen stated she would like to have improved access to the library from the parking lot. Mrs. Cohen indicated she would also like the curbing addressed near the Library Van to facilitate easier access to the Van.

HVAC

Mrs. Cohen indicated she spoke to the Business Administrator and noted there is no update at this time.

Director's Report

Trustee Membership Cards

Mrs. Cohen announced the Trustee Membership Cards have been received. Cards were distributed to Board members present.

Blood Drive

Mrs. Cohen announced 55 pints of blood were collected during the blood drive. Mrs. Cohen indicated the New York Blood Center indicated to her that our Library is their best Library location. Mrs. Cohen indicated she feels that is a great credit to the community of Old Bridge. Mrs. Cohen indicated this was the best showing to date.

Wi-Fi Usage

Mrs. Cohen announced she found a product that would provide statistics on the Library's Wi-Fi usage. Mrs. Cohen indicated the product is a subscription service called Who's On My Wi-Fi? Mrs. Cohen stated the service will detect what devices are using the Wi-Fi and where they are located around the Library as well as how many people are connected. Dr. George asked for literature on the program as she would like to review it. Mrs. Cohen indicated the yearly cost is \$950.00 and noted three years of data storage is provided.

Committee Reports

Personnel

Dr. George announced there was no meeting.

Policy

Mrs. Cohen announced the Museum Pass Policy was included in the board packets for review. Mrs. Cohen indicated some changes were made, which were recommended by the Committee as well as the Attorney.

Motion: made by Kevin Borsilli, seconded by Joan George to approve the Museum Pass Policy.
All in favor

Outreach

No report.

Technology

No report.

New Business

Revised Job Descriptions

Dr. George announced Job Descriptions have been revised and draft copies were sent to all Board Members for review. Dr. George announced the following job descriptions have been revised: Library Page, Library Assistant for Digital Support Services, Library Assistant Computer Technician, Adult and Youth Services Assistant, Substitute Librarian, Supervisor of Passports and Circulation Services and Substitute Library Assistant.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the Revised Job Descriptions. All in favor

25th Anniversary Celebration

Mrs. Nowak announced the time capsule has been completed and a location has been dug up for it to be placed in. Mrs. Nowak announced the Departments will start being decorated this week. Mrs. Nowak stated the Director will be purchasing all of the desserts and will be reimbursed. Mrs. Nowak indicated she will follow up on the RSVP's as there have not been many responses. Mrs. Cohen announced Senator Thompson responded and noted he wrote a Resolution.

Fines and Fees

Mrs. Cohen announced she would like to go over some circulation changes as she would like the Board to consider abolishing fees for movie rentals. Mrs. Cohen indicated several libraries in LMxAC do not charge for DVD rentals.

Dr. George stated when looking at the total amount of fines owed its apparent it's not only for books. Mrs. Cohen indicated media is included as well. Mrs. Cohen indicated she has a breakdown. Mrs. Cohen indicated a Finance Committee needs to be held. Mrs. Cohen indicated the Supervisor of Circulation has sent out letters and has had some material returned. Mrs. Cohen explained if \$10.00 or more is owed on an account, the account is then blocked until payment is made. Mrs. Cohen indicated partial payments are not being accepted, and noted payment must be made in full to remove the block.

Dr. George indicated the Drop Box could be a problem as well if a book is returned and it isn't picked up right away. Mrs. Cohen announced there is wording on the Drop Box stating when pick-ups are.

Dr. George pointed out that there is no limit on the number of books a patron can check out. Dr. George stated a sensible limit may need to be considered.

Comments

Mr. Goldman complimented the Pages on getting the books on the shelves. Mr. Goldman indicated the back room in circulation has been cleared out.

Mrs. Syed indicated a friend of hers is a baker that is willing to donate baked goods for the 25th Anniversary Celebration.

Adjournment

Motion: made by Joan George seconded by Kevin Borsilli to adjourn the meeting at 8:25 p.m.
All in favor

Respectfully submitted,

Annette Maxwell, Trustee

Library Board of Trustees

Date Approved: June 13, 2018

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nancy Cohen and Annette Maxwell