

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

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

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.

**Old Business**

**Laurence Harbor**

Mrs. Cohen announced she noticed the gas bill is much higher this year for the branch. Mrs. Cohen indicated she asked the facilities manager to contact New Jersey Natural Gas to have someone come out and inspect the equipment. Mrs. Cohen explained she wants them to make sure everything is running efficiently.

**Roof Leaks/Repairs**

Mrs. Cohen announced there were no leaks found during the torrential rain event last week.

**Operational Audit**

Mr. Weber announced a meeting was held on June 28, 2018 with Jersey Professional Management. Mr. Weber indicated the final report should be available before the next board meeting.

**Outside Walkways/Planting**

Mr. Goldman asked if the Library walkway will be included in the Township's plan for the repaving of the parking lot. Mrs. Cohen explained she had several questions for the Township Engineer and is waiting for more information.

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

Mr. Weber announced members should have received a copy of the strategic plan. Mrs. Cannon indicated she went through the strategic plan and noted a lot of it has been accomplished. Mr. Weber indicated he would like to have a revised strategic plan put together for September or October. Mrs. Cannon indicated the revised plan should focus on what has not been done and what the Board and Director would like to add.

## **HVAC**

Mrs. Cohen announced all of the AC units are working. Mrs. Cohen indicated she purchased three commercial fans that are helpful with the circulation of air in employee work spaces.

## **Weekly Digital Showings / Large Meeting Room Use**

Mrs. Cohen indicated there have been mixed reviews on the digital showings. Mrs. Cohen indicated a pop up digital showing will take place on Sunday. Mr. Weber asked if Qello provides information to the subscribers as to what showings have the highest demand. Mrs. Cohen indicated new features are not promoted in a list but with much text description. Mrs. Cohen indicated she does receive a list of what people are watching. Mr. Weber indicated he previously suggested creating a PDF each month that lists what showings are available. Mrs. Cohen stated she is in the process of having a list put together. Mr. Weber explained if people knew what they can potentially watch it may keep their interest.

Mrs. Cohen announced the performer at this Saturday's concert will be using the new equipment to lecture while he plays. Mrs. Cohen indicated a film festival is being held on August 10, 2018. Mrs. Cohen explained the films are 15 minutes or less and are created by people who are 25 years of age and younger. Mrs. Cohen indicated these programs may be a draw for the large room.

Mr. Weber asked how the air conditioning is working in the large room. Mrs. Cohen stated the air conditioning is working adequately.

## **Directors Report**

### **Statistics**

Mr. Goldman announced circulation has gone down from last year. Mrs. Cohen indicated she has noticed the drop. Mrs. Cohen explained people may be downloading more e-material. Mr. Weber indicated the traffic number was down as well.

### **Wedding**

Mrs. Cohen announced a couple had requested to be married in the Library for the first time. It took place on July 3.

## **LMxAC**

Mrs. Cohen announced LMxAC announced a trial for automatic renewals of materials. Mrs. Cohen indicated she requested and was granted postponement of the trial, as she feels it needs more discussion. Mrs. Cohen explained how the auto renewals would work. Mrs. Cohen indicated if a book is out and there is a hold on that particular book the system will not automatically renew it. Mrs. Cohen indicated this is a sixty-day pilot program that will be assessed. Mrs. Cohen explained OBPL can stop certain automatic renewals by adjusting the items in our map. Mr. Goldman indicated the Library pays LMxAC every year and feels the Library should have some input. The Board agreed they would not want to participate in the program.

## **Shoppes of Old Bridge**

Mrs. Cohen announced the Library will be participating in an event at the Shoppes of Old Bridge on Thursday, August 16, 2018 from 3:00 p.m. to 6:00 p.m. Mrs. Cohen indicated the Shoppes will be setting up a tent and tables for the Library. Mrs. Cohen announced a local author will be stopping by to participate in story time. Mrs. Cohen stated the Library Van will be on hand and the Shoppes will be hiring a DJ to play children's music.

## **Birchwood at Old Bridge Senior Residence**

Mrs. Cohen announced she will be meeting with a representative for Birchwood at Old Bridge Senior Residence to see if a van run is possible to this location.

## **Recruitment Event**

Mrs. Cohen announced she gave approval for Federal Express to have a recruitment event on July 30, 2018 at the Library to recruit residents to work for FedEx at their Woodbridge location.

## **Drone**

Mrs. Cohen announced she ordered a Drone. Mrs. Cohen indicated it will be operated by the Facilities Manger to observe areas on the Library's roof that are hard to get to. Mr. Weber suggested asking someone at Township if they can provide the schematics of the roof.

## **Janitorial Services Bids**

Mrs. Cohen announced the janitorial service bids have come in and are in the process of being reviewed. Mrs. Cohen indicated she should have more information at the next meeting.

## **Committee Reports**

## **Buildings & Grounds**

No report.

## **Finance**

No report.

## **Outreach/Marketing**

No report.

## **Personnel/Technology**

Dr. George announced she would like a joint committee meeting with the personnel and technology committees to review the Digital Services Department. Dr. George explained the Library is rendering weekly computer consulting services from Zenith. Dr. George indicated Zenith consultants are coming every week on a regular basis. Dr. George explained it was her understanding that Zenith would be called in if there is a problem with the Network that a staff member could not repair. Mr. Weber announced the first year Zenith was used to update the network. Mr. Weber indicated last year the Library spent over \$9,300.00 and this year the Library is on track to spend \$13,000.00. Dr. George stated the Library has spent over \$36,000.00 since they started rendering services from Zenith.

## **Policy**

Mrs. Cannon announced she would like to hold a policy meeting during the month of August as the Director would like to review the circulation policy.

## **Technology**

Mrs. Cohen announced she spoke with Mr. Lawrence regarding the upgraded security of the newly purchased computers. There was a brief discussion regarding the purchase of the new Dell Computers.

## **New Business**

### **August Board Meeting**

The Board agreed to cancel the August 8, 2018 board meeting.

## **Personnel**

Mr. Weber thanked the Director for including who the new appointments are replacing on the agenda. Mr. Weber indicated it would be helpful to note why the previous person left.

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the new appointment of Part-time Circulation Library Assistant Sean Balanon at an hourly rate of \$16.63 effective July 16, 2018. All in favor

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the new appointment of Part-time Circulation Library Assistant Heather Murray at an hourly rate of \$16.63 effective July 16, 2018. All in favor

**Motion:** made by Steven Goldman, seconded by Frank Weber to accept the resignation of Library Page Sarah Czochanski effective July 30, 2018. All in favor

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the new appointment of Substitute Library Page Sarah Czochanski effective July 31, 2018 at an hourly rate of \$8.60. All in favor

### **Minutes**

**Motion:** made by Steven Goldman, seconded by Paul Lawrence to approve the June 13, 2018 regular board minutes. **Vote Yes:** Frank Weber, Steven Goldman, Barbara Cannon, Paul Lawrence, Kevin Borsilli and Annette Maxwell. Joan George and Zanib Syed abstained.

**Motion:** made by Steven Goldman, seconded by Paul Lawrence to approve the June 13, 2018 executive session minutes. **Vote Yes:** Frank Weber, Steven Goldman, Barbara Cannon, Paul Lawrence, Kevin Borsilli and Annette Maxwell. Joan George and Zanib Syed abstained.

### **Finance**

Dr. George announced she spoke to the Director regarding questions she had regarding the bill listing. Dr. George indicated one question was why summer reading t-shirts are purchased for every staff member. Mrs. Cohen indicated staff members have the option of wearing them at any time. Mrs. Cohen explained the t-shirts help get the message across at the public desks regarding summer reading.

Dr. George announced there is one performer the Library has paid out \$2,850.00 in 2018. Dr. George stated the dollar amount seems a little high to pay out to a single account. Dr. George pointed out the performer is a Township employee. Mrs. Cohen explained there are several performers during his events. Mrs. Cohen indicated the funds come from the Gifts and Grants account.

**Motion:** made by Joan George, seconded by Kevin Borsilli to approve the bill listing in the amount of \$207,287.67. All in favor

### **Adjournment**

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to adjourn the meeting at 8:06 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: September 12, 2018

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nancy Cohen and Barbara Cannon