

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
SEPTEMBER 12, 2018**

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

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.

Moment of Silence

Mr. Weber announced former Board Member Michael Nielsen had sadly passed away. Mr. Weber requested there be a Moment of Silence.

Auditor

Library Auditor Bob Butvilla went over the audit report. Mr. Butvilla indicated while conducting the audit all questions were answered as Maria Nowak does a great job keeping the financial records in order.

Mr. Weber indicated next year there should be an increase in revenue as passport fees were increased.

Motion: made by Joan George, seconded by Rocco Celentano to approve the 2017 Library Audit Report. All in favor

Old Business

Laurence Harbor

No report.

Roof Leaks/Repairs

Mrs. Cohen announced there is one occasional leak in new non-fiction that needs repair. Mrs. Cohen indicated the leak has been reported.

Operational Audit

Mr. Weber announced the final audit report will be e-mailed to Board Members before the October meeting.

Outside Walkways/Planting

Mrs. Cohen announced she has no update.

HVAC

Mrs. Cohen announced all units are currently up and running.

Weekly Digital Showings / Large Meeting Room Use

Mr. Weber announced Qello attendance was down. Mrs. Cohen indicated there were several showings people didn't come to. Mr. Cohen indicated the Lady Antebellum showing had good attendance.

Directors Report

New Furniture

Mrs. Cohen announced new furniture was delivered yesterday and has been placed in front of the parenting collection in the Youth Services area.

Beatles Yellow Submarine Sing-A-Long

Mrs. Cohen announced on October 6, 2018 there will be a Beatles Yellow Submarine Movie Sing-A-Long.

Self Check-out Unit

Mrs. Cohen announced that the eight months ending in August the Library has already surpassed the number of checkouts for 2017.

Motion: made by Barbara Cannon, seconded by Rocco Celentano to accept the September 2018 Director's Report. All in favor

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel

Dr. George announced a Personnel Committee meeting will be held to set up plans with the Attorney on September 20, 2018 to review union contract prior to the start of negotiations. Mr. Weber explained the scoping process which the attorney has already done.

Policy

Mrs. Cannon announced the Idea Farm Workshop and Circulation Policies have been revised. Mrs. Cannon indicated both policies have been reviewed by the Policy Committee as well as the Library Attorney.

Motion: made by Barbara Cannon, seconded by Rocco Celentano to accept the revised Idea Farm Policy. All in favor

Motion: made by Barbara Cannon, seconded by Rocco Celentano to accept the revised Circulation Policy. All in favor

Technology

Dr. George announced she would like to hold joint Personnel and Technology committee meeting in October.

Drone

Mr. Weber asked if the Drone has been used. Mrs. Cohen indicated the Facilities Manager has used it to observe the roof.

New Business

Mr. Weber asked if other libraries in the Consortium offer Qello. Mrs. Cohen indicated she is not aware of another Library in LMxAC that offers Qello. Mr. Weber suggested promoting the Digital Resources Only card to non-residents. Mr. Weber indicated the card should be publicized outside of the area. Mrs. Cohen indicated more press releases can be done. Mr. Weber suggested putting together potential programs into a package that's attractive followed by heavy advertising.

Personnel

Dr. George asked where the Library Page jobs were posted. Mrs. Cohen indicated the postings were placed on the Library's Community Notices board as well as the Library website and OBTV. Dr. George suggested reaching out to the high school guidance department. Dr. George indicated a Library Page job is a good job for a high school student. Dr. George indicated the Library hired someone from Edison recently. Dr. George requested the residence of the new appointments be included going forward. Mr. Weber also suggested posting page jobs at the high school. Mrs. Cannon indicated students that are Old Bridge residents that attend private school should not be excluded.

Mrs. Cannon requested a letter from the Board be sent to retiree Juley Rodwogin recognizing her 28 years of service.

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to accept the retirement of Full-time Youth Services Librarian Juley Rodwogin effective August 31, 2018. All in favor

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to accept the resignation of Part-time Passport Agent Rose LaFergola effective October 1, 2018. All in favor

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to accept the resignation of Library Page Dylan Villanueva effective August 19, 2018. All in favor

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to accept the resignation of Library Page Charlene Balmaceda effective August 25, 2018. All in favor

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to accept the resignation of Part-time Library Assistant Allison Champer effective September 7, 2018. All in favor

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to accept the resignation of substitute Librarian Jennifer Fitzgerald effective September 30, 2018. All in favor

Motion: made by Barbara Cannon, seconded by Annette Maxwell to approve the appointment of Full-time Youth Services Librarian Jennifer Fitzgerald effective October 1, 2018 at an annual salary of \$55,500.40. **Vote Yes:** Frank Weber, Barbara Cannon, Rocco Celentano, Paul Lawrence, Kevin Borsilli and Annette Maxwell. Joan George abstained.

Motion: made by Rocco Celentano, seconded by Annette Maxwell to approve the appointment of Library Page Jordyn Ruszczyk effective September 13, 2018 at an hourly rate of \$8.60. All in favor

Motion: made by Rocco Celentano, seconded by Annette Maxwell to approve the appointment of Library Page Nicole Kurywczak effective September 14, 2018 at an hourly rate of \$8.60. All in favor

Motion: made by Rocco Celentano, seconded by Annette Maxwell to approve the appointment of Substitute Library Page Charlene Balmaceda effective August 26, 2018 at an hourly rate of \$8.60. All in favor

Motion: made by Kevin Borsilli, seconded by Joan George to approve the appointment of Substitute Passport Agent Rose LaFergola effective October 2, 2018 at an hourly rate of \$16.63. All in favor

Minutes

Motion: made by Joan George, seconded by Paul Lawrence to approve the July 11, 2018 regular board minutes. **Vote Yes:** Frank Weber, Barbara Cannon, Joan George, Paul Lawrence, Kevin Borsilli and Annette Maxwell. Rocco Celentano abstained.

Finance

Dr. George announced she reviewed the bill listings for July and August and noted everything is in order.

Motion: made by Joan George, seconded by Rocco Celentano to approve the September 12, 2018 bill listing (July bills) in the amount of \$173,702.61. All in favor

Motion: made by Joan George, seconded by Rocco Celentano to approve the September 12, 2018 bill listing (August bills) in the amount of \$238,035.05. All in favor

Motion: made by Joan George, seconded by Barbara Cannon to approve the transfer of approximately \$800.00 from the General Account to the Sick Leave Account. All in favor

Executive Session

Motion: made by Joan George, seconded by Rocco Celentano to go into executive session at 8:00 p.m. to discuss matters of personnel. All in favor

The Board came out of executive session at 8:19 p.m. The following action was taken.

Motion: made by Rocco Celentano, seconded by Joan George to accept the retirement of Library Director, Nancy Cohen as submitted with the deep appreciation of her service. All in favor

The Board thanked Mrs. Cohen for her service and wished her the best of luck.

Technology

Mr. Lawrence announced the Board would like the Committee to review the current technology the Library has as well as the technical support contract.

Strategic Plan

Dr. George announced the Strategic Plan needs to be reviewed and updated. Mr. Weber indicated he would be happy to entertain anyone who would like to serve on the Strategic Plan committee.

YouTube

Dr. George suggested having Library workshops filmed and uploaded to the Library's YouTube channel. Mr. Weber suggested giving high school students the opportunity to film Library programs. Mr. Celentano suggested contacting the Superintendent.

Adjournment

Motion: made by Rocco Celentano, seconded by Annette Maxwell to adjourn the meeting at 8:32 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: October 10, 2018
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Nancy Cohen and Barbara Cannon