

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
DECEMBER 4, 2018**

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

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

HVAC

Mrs. Cohen announced one HVAC Unit is not working and noted parts are on order through H.G. Clarke. Mrs. Cohen anticipates the unit will be repaired next week.

Friends

Mrs. Cohen announced a new cash register has been purchased. Mrs. Cohen indicated the register takes dual register tape. Mrs. Cohen explained having the dual tape will allow both the Library and the Friends to have a copy of each sale.

New Business

Monthly Meeting Schedule

There was brief discussion regarding the meeting dates for 2019.

Motion: made by Joan George, seconded by Frank Weber to accept the 2019 Board of Trustees Monthly Meeting Schedule as amended with date changes in September and October. All in favor

January 9, 2019	May 8, 2019	September 12, 2019
February 13, 2019	June 12, 2019	October 10, 2019
March 13, 2019	July 10, 2019	November 13, 2019
April 10, 2019	August 14, 2019	December 11, 2019

2019 Holiday Schedule

The Board reviewed and discussed the 2019 Holiday/Closure Schedule.

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to approve the 2019 Library Holiday Schedule. All in favor

New Year’s Day	Monday, January 1 – Holiday – CLOSED
Martin Luther King Day	Monday, January 21 – Holiday – OPEN
President’s Day	Monday, February 18 – Holiday – CLOSED
Easter	Sunday, April 21 – Not a Holiday - CLOSED
Memorial Day	Monday, May 27 – Holiday - CLOSED
Independence Day	Thursday, July 4 – HOLIDAY – CLOSED
Labor Day	Monday, September 2 – Holiday – CLOSED
Election Day	Tuesday, November 5 – Holiday - OPEN
Veteran’s Day	Monday, November 11 – Holiday – OPEN
Day before Thanksgiving	Wednesday, November 21 – Close at 5:00 p.m.
Thanksgiving Day	Thursday, November 28– Holiday - CLOSED
Day after Thanksgiving	Friday, November 29 – Holiday – OPEN (Holiday for non-supervisory unit only)
Christmas Eve	Tuesday, December 24 – Close 2:00 p.m.
Christmas Day	Wednesday, December 25 – Holiday - CLOSED
New Year’s Eve	Tuesday, December 31 – Close 2:00 p.m.
New Year’s Day	Wednesday, January 1, 2020 – Holiday – CLOSED

Directors Report

Cleaning Service

Mrs. Cohen informed the Board that Township is looking to cancel the current cleaning service contract. Mrs. Cohen indicated the cleaning people do not always show up for work and noted there is no backup. Mrs. Cohen indicated the cleaning company does not return telephone calls. Mrs. Cohen indicated Township will be going out to bid.

Libraries and Autism Grant

Mrs. Cohen announced the Library has applied for a \$1,500.00 Library Autism Grant through an organization called Library Connections. Mrs. Cohen indicated the sensory play times have been successful. Mrs. Cohen indicated every other Friday evening the Library has 30-40 participants. Mr. Goldman asked if the Marketing person writes the grants. Mrs. Cohen indicated Pham Condello, Supervisor of Youth Services wrote the grant. Mrs. Cohen explained Mrs. Condello has a great deal of experience when it comes to special needs and plans the sensory play times and selects the materials that are used. Dr. George stated if the Library is awarded the grant the Board should be made aware. Mr. Weber suggested researching other special needs grants. Mr. Weber recommended reaching out to Camp Robin.

LMxAC Resolution

Mrs. Cohen announced she will be attending another Town Hall meeting next week to see if there are any new developments in terms of funding. Mrs. Cohen explained LMxAC was part of many groups formulating this Resolution. Mrs. Cohen indicated this is a lobbying effort that LMxAC wants the Library Boards' to approve. Mrs. Cohen explained LMxAC wants the Directors to send the Resolution out to four different organizations to show the State Library, the New Jersey Trustees' Association and legislator groups that Library Boards' care about funding of the delivery of materials. Mr. Goldman asked Mrs. Cohen to make sure Senator Sam Thompson receives a copy as well as other assembly members. Mr. Goldman asked Mrs. Cohen to send copies to the Mayor and Business Administrator.

Motion: made by Barbara Cannon, seconded by Frank Weber to accept the LMxAC Resolution. All in favor

Robotic Mini-Camp

Mrs. Cohen announced during the month of December, Youth Services will be holding a Robotic Mini-Camp with the Hummingbird Robotic Kits that were received earlier this year. Mrs. Cohen explained they will be running a three-day camp during winter recess for the older kids. Mrs. Cohen indicated Adult Services Librarian Dena Price was the person who figured out how to use the kits and will be running the camp. Mr. Goldman suggested having the program advertised.

Statistics

Mrs. Cohen announced some statistics have decreased from last year. Dr. George indicated Laurence Harbor stands out and noted the hours were extended and the statistics are half of what they were in 2017. Mr. Borsilli pointed out eMedia Downloads are slightly higher. Mrs. Cohen indicated eMedia Downloads are trending upwards and will continue to do so.

LMxAC

Mr. Weber announced LMxAC's Board of Directors proposed automatically renewing material that is not returned up to two times. Mr. Weber explained LMxAC would charge the Library \$.145 cents to do this. Mr. Weber explained this becomes part of increased circulation and noted would eliminate fines. Mr. Weber indicated some of the other libraries that participated lost half of their monthly fine income. Mrs. Cohen indicated she voted "no" at the LMxAC meeting where approval for the auto renewal pilot program was requested.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel/Negotiations

Discussion in executive session.

Policy

No report.

Technology

No report.

Personnel**Minutes**

Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the November 14, 2018 regular board minutes. **Vote Yes:** Frank Weber, Steven Goldman, Joan George, Annette Maxwell, and Kevin Borsilli. Barbara Cannon, Rocco Celentano and Zainab Syed abstained.

Finance**Action on bills**

Dr. George announced she reviewed the bill listing and noted everything is in order.

Motion: made by Kevin Borsilli, seconded by Annette Maxwell to approve the December 4, 2018 bill listing in the amount of \$197,547.70. All in favor

Replenishment of Sick Leave Account

Mrs. Nowak explained \$45,000.00 covers three straight pay outs of the cap amount of \$15,000.00 in accumulated sick time that the State allows. Mrs. Nowak indicated the \$45,000.00 covers three staff members who are eligible to retire at any time.

Motion: made by Kevin Borsilli, seconded by Steven Goldman to replenish the Sick Leave Account in the amount of \$45,000.00 for future retirees' funds to be transferred from the Payroll Line Item. All in favor

2019 Budget

Motion: made by Steven Goldman, seconded by Joan George to accept the proposed 2019 Budget. All in favor

Executive Session

Motion: made by Joan George, seconded by Steven Goldman to go into executive session at 7:45 p.m. All in favor

The Board came out of executive session at 8:10 p.m. The following action was taken.

Motion: made by Frank Weber, seconded by Annette Maxwell to hire Patricia Anderson as Interim Director through Pro Libra at a rate not exceed \$92.00 per hour for three days a week not to exceed 24 paid working hours until a permanent director is hired. All in favor

Comments

Mr. Goldman thanked Mrs. Cohen for the hard work that she's put in over the years. Mrs. Goldman recognized this is not an easy Library to manage and personally thanked Mrs. Cohen for everything she's done. Mr. Goldman wished Mrs. Cohen good health and happiness in all her future endeavors.

Mrs. Cannon stated that Mrs. Cohen has been a fantastic Director and noted the Library has flourished under her directorship. Mrs. Cannon indicated Mrs. Cohen has accomplished so much in almost every area of the Library.

Mr. Goldman asked that everyone make a good effort in 2019 to attend Board Meetings. Dr. George suggested having new faces on Board committees in 2019.

Adjournment

Motion: made by Rocco Celentano, seconded by Frank Weber to adjourn the meeting at 8:23 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: January 9, 2019
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Nancy Cohen and Barbara Cannon