

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
FEBRUARY 9, 2011  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Joseph Pruiti	President
	Patrick Gillespie	Vice President
	Tara Flynn-Rozanski	Secretary
	Mary Chamberlain	Trustee
	Dr. Joan George	Trustee
	David Merwin	Trustee
	Barbara Cannon	Mayor's Alternate
	Joseph Sgalia	Supt. of Schools' Alternate
	James Hecht	Interim Director
	Anne Roman	Interim Director
	Maria Nowak	Executive Assistant
<b>Absent:</b>	Jeffrey Depew	Treasurer
<b>Guest:</b>	Marcy Kagan, Library 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. Maria Nowak called the roll.

**Financial**

**Motion:** made by David Merwin, seconded Patrick Gillespie, to approve the bill listing in the amount of \$161,180.92. All in favor

**Minutes**

**Motion:** made by David Merwin, seconded by Mary Chamberlain, to approve the January 19, 2011 Board minutes. Vote: Yes: Patrick Gillespie, Mary Chamberlain, Joan George, David Merwin, Barbara Cannon. Joseph Pruiti, Tara Flynn-Rozanski and Joseph Sgalia abstained.

**Director's/Department Reports**

Mrs. Chamberlain stated once again the report was clear and she is aware of the happenings at the library. Ms. Cannon said it was a good read.

Mr. Hecht indicated that we will put together a snapshot annual report in regards to circulation, visits to the library and programs for next month's meeting.

Mrs. Roman indicated to the Board the annual report to the State Library is due in the early part of April.

Mrs. Roman indicated there is some information C.L. Quillen, Head of the Adult Services Department, is putting together about the library's notary and passport services.

Mr. Merwin asked will the library be able to charge for the notary service. Mr. Hecht indicated we could charge a set amount of \$2.50 which the library does not charge.

Mr. Hecht indicated there were approximately thirteen hundred (1300) notary transactions done last year and approximately five hundred of those were done for people from out of town. He will present exact figures next month.

Mr. Pruiti stated maybe the library should charge the out-of-towners. Dr. George agreed.

Mr. Pruiti requested both Jim Hecht and Anne Roman look further into whether the library should charge for the notary service and to bring their findings to the March Board meeting.

Mr. Hecht indicated there are approximately twenty (20) notaries on staff. Dr. George asked if the library needs that many notaries on staff. Mrs. Cannon indicated the reason for so many notaries is so there would be one on for every shift.

Mrs. Roman stated if you advertise that notary services are available for all the hours the library is open then there is a need for many notaries.

Dr. George thanked the Interim Directors for their quick action on the library's meeting room policy and thought the suggestions were valid.

The Board reviewed and accepted the Director's Report.

## **Personnel**

**Motion:** made by Joan George, seconded by Mary Chamberlain, to approve the Personal Leave of Absence request for part-time Administrative Clerk, Kristen Reiner, from February 7, 2011 to April 8, 2011. All in favor

## **Old Business**

### **Friends Report**

No report

### **Oil Tank Removal**

Mr. Merwin indicated the oil tank has yet to be removed due to the inclement weather.

### **Central Roof**

Mr. Pruiti asked Mr. Merwin about the general condition of the roof.

Mr. Merwin stated one of the problems with the roof is the pricing the library was receiving because of the integrity of the insulation was still good. Mr. Merwin said he does not know if the InfraRed pictures taken last year can be utilized in the next contract. Mr. Merwin is concerned that during the winter, the water will freeze and expand and cause further damage to the existing cracks.

### **Laurence Harbor Branch**

Mr. Pruiti asked if the snow has impacted the Laurence Harbor Branch. Mr. Merwin indicated no one has reported anything further. Mr. Merwin stated one of the biggest things the library did was to direct the water away from the building.

### **2011 Holiday Schedule**

Mr. Pruiti asked if the Board adopts the 2011 holiday schedule there is anything that states the Board can come back at a later date and amend it. The answer to Mr. Pruiti's question was no.

Dr. George asked for a discussion. Mrs. Chamberlain indicated she cannot vote on the holiday schedule until the non-supervisory contract is signed as they are not going to have more days off then the supervisor's. Mr. Pruiti said that is why he asked the question of revisiting the holiday schedule if need be.

After a discussion on the 2011 holiday schedule, it was requested by several members of the Board that the three floating holidays be removed from the schedule.

Mr. Pruiti requested the three floating holidays be removed from the holiday schedule.

Mr. Pruiti indicated the holiday schedule will be subject to further evaluation during the year and the Board has the right and privilege to amend the holiday schedule.

Mr. Pruiti indicated for the time being that Board table the discussion on the holidays until the new Director is in place and the Board has a serious conversation on the budget and further holiday closings. Dr. George agreed.

**Motion:** made by Patrick Gillespie, seconded by David Merwin, to approve the 2011 Holiday schedule as presented.

<b>New Year's Day</b>	<b>Saturday, January 1 – Not a Holiday – CLOSED</b>
<b>Martin Luther King Day</b>	<b>Monday, January 17 – Holiday – OPEN</b>
<b>President's Day</b>	<b>Monday, February 21 – Holiday - OPEN</b>
<b>Good Friday</b>	<b>Friday, April 22 – Holiday – OPEN</b>
	<b>Sunday, April 24 – Easter - Not a Holiday – CLOSED</b>
<b>Memorial Day</b>	<b>Sunday, May 29 – Not a Holiday – CLOSED</b>
	<b>Monday, May 30 – Holiday – CLOSED</b>

<b>Independence Day</b>	<b>Monday, July 4 – Holiday – CLOSED</b>
<b>Labor Day</b>	<b>Saturday, September 3 – Not a Holiday - CLOSED</b> <b>Sunday, September 4 – Not a Holiday - CLOSED</b> <b>Monday, September 5 – Holiday – CLOSED</b>
<b>Election Day</b>	<b>Tuesday, November 8 – Holiday - <b>OPEN</b></b>
<b>Veteran's Day</b>	<b>Friday, November 11 – Holiday – <b>OPEN</b></b>
<b>Thanksgiving Day</b>	<b>Thursday, November 24 – Holiday - CLOSED</b>
<b>Day after Thanksgiving</b>	<b>Friday, November 25 – Holiday - <b>OPEN</b></b>
<b>Christmas Eve</b>	<b>Saturday, December 24 (1:00 p.m. closing)</b>
<b>Christmas Day</b>	<b>Sunday, December 25 – Not a Holiday – CLOSED</b> <b>Monday, December 26 – Holiday - <b>OPEN</b></b>
<b>New Year's Eve</b>	<b>Saturday, December 31 (1:00 p.m. closing)</b>

#### **2012 HOLIDAY SCHEDULE (preliminary)**

**New Year's Day**                      **Sunday, January 1 – Not a Holiday - CLOSED**  
**Monday, January 2 – Holiday - OPEN**

All in favor

#### **New Business**

#### **Meeting Room Policy**

Mrs. Chamberlain requested the reference desk be changed to the information desk in the meeting room policy.

Dr. George indicated she reviewed another library's meeting policy and in the policy it states the library has the right to review any of the publicity on the program.

Dr. George attended the Wellness program held at the library on Monday, February 7. Everyone attending the program was asked to fill out a survey that asked several questions of a personal nature such as age, weight, etc. It is likely that the presenter wanted this information in order to generate a client list for his business. The room was not set up when attendees arrived for the program and when the presenters finally arrived they too were surprised the room was not set up for their program.

Marcy Kagan indicated the room was not set up for the Wellness group because they are not a Library group and our custodians only set up for Library sponsored programs and events. This is clearly stated in our Meeting room policies on the back of the meeting room application which the Wellness group signed. Ms. Kagan stated she also requested information from the presenter showing they are a non-profit organization. She was sent information with a non-profit organization number.

Mr. Pruiti asked if the presenter misled the library. Ms. Kagan said yes.

Mr. Pruiti requested Ms. Kagan be more aware of what groups book the meeting room Based on recent experience and if not sure she should approach the Director for his/her opinion.

After a discussion on what groups can book the library's meeting room and the amended meeting room policy as presented to the Board the Board made a motion to accept the amended meeting room policy (see Meeting Room Policy below).

## **Meeting Room Policy**

The meeting rooms of the Old Bridge Public Library are available for use by nonprofit community groups for informational, educational or recreational meetings and programs in keeping with the mission of the Old Bridge Public Library.

Permission to use the meeting room does not constitute Library endorsement of the aims, policies or activities of any group or organization. The Old Bridge Public Library follows the guidelines of the American Library Association in promoting the use of its meeting rooms. The meeting rooms are available on an equitable basis regardless of the beliefs or affiliations of individuals or groups requesting their use.

### **Use of the meeting rooms is subject to the following policies of the Old Bridge Public Library:**

1. The meeting rooms are available during the regular operating hours of the Library. All programs must end fifteen (15) minutes before closing of the building.
2. The meeting rooms are available for use by nonprofit community organizations after a Meeting Room Application has been submitted and approved by the Library.
3. **Use of the meeting room in no way implies any partnership with a community organization, or approval of the contents of a program or meeting by the Old Bridge Public Library.**
4. **The Old Bridge Public Library name cannot be used in advertising the meeting or program except to be listed as the location of the meeting or program.**
5. The Old Bridge Public Library name and address may not be used as the official location and/or address for any organization.
6. **The selling or promotion of merchandise or services is prohibited in the meeting room unless the program is a library-sponsored event and the Library administration has approved this request in advance.**
7. **The collection of names and contact information of those attending a program is prohibited.**
8. Applications for use of the meeting rooms should be submitted at least one week but not more than two months before the actual event. No more than two applications can be accepted from an organization in a two month period.
9. A separate form must be completed for each meeting requested.
10. The Library must be notified if a meeting is canceled.
11. Library and Literacy programs take priority over all other uses of the meeting rooms. Should a need arise, the Library reserves the right to cancel any booking. The Library will make every effort to insure this does not happen.
12. All groups using the meeting rooms must sign in and out at the Information Desk and report the number of people who were in attendance at the meeting.

13. All meetings must be free and open to the public and may not disrupt the use of the library for others.
14. Supplies such as podium, blackboard and AV equipment (if available) will be provided if requested on the meeting room application.
15. Alcoholic beverages are prohibited in the Library and on its grounds.
16. The setting up of chairs and tables is the responsibility of the meeting room applicant.
17. At the end of the meeting, all chairs and tables must be put away and the room restored to its former condition. All garbage and trash must be cleaned up. A vacuum cleaner is provided in the meeting room kitchen.
18. Meeting room applicants are responsible for any damage that occurs to the room or equipment during the course of a meeting. The cost of repair or replacement will be billed to the meeting room applicant and must be paid to the Library before the applicant or group can use a Library meeting room again.
19. Minors between the ages of 15-18 may use the meeting rooms. In this case, an adult must fill out and sign the Meeting Room Application Form and assume responsibility for the use of the room.
20. In the event of an emergency closing of the Library, every effort will be made to notify the contact person listed on the Meeting Room Application form. However, the Library cannot guarantee that the organization will be notified. It is recommended that the meeting room applicant call the Library should there be a possibility that an emergency closing will be necessary.
21. Library Staff is not responsible for the supervision of children while adults are attending programs in the meeting room. Children under the age of eight (8) are not allowed unaccompanied in the library while their parent or guardian attends a program in the meeting room.
22. Banners, literature, photographs or signage may not be placed anywhere in the library without the permission of the Library.

Failure to abide by **any of** these policies may result in withdrawal of meeting room privileges.

**Motion:** made by Barbara Cannon, seconded by Mary Chamberlain, to approve the amended Meeting Room Policy as presented to the Board. All in favor

### **Audit Report**

Mr. Pruiti requested all Board members review the audit report presented to them this evening so they can vote on accepting the report at the March 9 Board meeting.

### **Executive Session**

**Motion:** made by Patrick Gillespie, seconded by David Merwin, to go into Executive Session at 7:37 pm to discuss matters of personnel relating to the hiring of a new Director and to discuss health benefits for library employees. All in favor

The Board discussed the candidates and decided that it would be advantageous to ask two additional candidates to return for second interviews. A special meeting will be held on Saturday, February 12<sup>th</sup> at 9:00 AM in the second floor conference room at the Old Bridge Township Municipal Building.

After discussing the increasing costs for employee health benefits, the Board agreed to issue an RFP for a Medical Insurance Broker to see if competitive rates could be found for the library's existing health insurance plans.

### **Public Session**

**Motion:** made by Mary Chamberlain, seconded by David Merwin, to go back into Public Session at 8:45 p.m. No action was taken.

### **Adjournment**

**Motion:** made by Mary Chamberlain, seconded by Barbara Cannon, to adjourn the meeting at 8:50 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: March 16, 2011