

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
MARCH 16, 2011
OLD BRIDGE, NEW JERSEY**

Present:	Joseph Pruiti	President
	Patrick Gillespie	Vice President
	Tara Flynn-Rozanski	Secretary
	Jeffrey Depew	Treasurer
	Dr. Joan George	Trustee
	David Merwin	Trustee
	Barbara Cannon	Mayor's Alternate
	Joseph Sgalia	Supt. of Schools' Alternate
	Sara Hansen	Director
	James Hecht	Interim Director
	Anne Roman	Interim Director
	Maria Nowak	Executive Assistant

Absent: Mary Chamberlain Trustee

Guest: Library Staff Members Marcy Kagan and Gail Sankner

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. The Secretary called the roll.

Mr. Pruiti thanked James Hecht and Anne Roman for all their hard work and for everything they did above and beyond their job requirements. Mr. Pruiti indicated it meant a lot to him personally to have had them both here at the library.

Financial

Action on Bills

Motion: made by Jeffrey Depew, seconded Patrick Gillespie, to approve the bill listing in the amount of \$159,370.63. All in favor

Library Audit

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to accept the Library Audit ending June 30, 2010. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Joan George, Barbara Cannon and Joseph Sgalia. David Merwin abstained.

Resolution

Motion: made Joan George, seconded by Patrick Gillespie, to approve the following resolution requesting the new Director Sara Hansen acquire signing privileges for all existing Library bank accounts

Whereas, effective March 16, 2011 the Old Bridge Public Library Board of Trustees desires the new Director Sara Hansen have signing privileges for all of the Library's existing bank accounts.

Now therefore be it resolved by the Library Board of Trustees that Sara Hansen's name be placed on any and all existing bank accounts.

All in favor

Minutes

Motion: made by Joseph Sgalia, seconded by David Merwin, to approve the Board minutes from the February 9, 2011 meeting. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Joan George, David Merwin, Joseph Sgalia, Tara Flynn-Rozanski and Barbara Cannon. Jeffrey Depew abstained.

Motion: made by Joan George, seconded by David Merwin, to approve the Executive Session minutes from the February 9, 2011 Board meeting. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Joan George, David Merwin, Joseph Sgalia, Tara Flynn-Rozanski and Barbara Cannon. Jeffrey Depew abstained.

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to approve the minutes from the February 12, 2011 Special Board meeting. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Joan George, David Merwin, Joseph Sgalia, Jeffrey Depew, and Barbara Cannon. Tara Flynn-Rozanski abstained.

Director's/Department Reports

Mr. Hecht indicated both he and Anne Roman outlined a number of recommendations which they passed on to Ms. Hansen in the last several days. Mr. Hecht stated once Ms. Hansen digests the recommendations at some point the Board might want to sit down with her and decide which recommendations are a priority for her to move forward.

Dr. George asked Mr. Hecht if he will be sharing the recommendations with the Board. Mr. Hecht said yes he could send the recommendations to the Board if it is what the Board would want. Dr. George stated it would seem to her if you want the Board to prioritize the recommendations they would need to know what the recommendations are.

Mr. Pruiti indicated that he would like Ms. Hansen to digest the recommendations and then she can share the recommendations with the Board at next month's meeting. Ms. Hansen agreed.

Ms. Hansen stated she, Jim and Anne had a lengthy discussion about having the entire Board get together to talk and discuss things in a retreat kind of setting. Ms. Hansen indicated another idea was for her to meet individually with each Trustee.

Ms. Roman stated some work can be done by committees. There are things that have to do with personnel issues. For example, some job descriptions need to be updated and more uniform, and there are financial issues. The committees can meet with Ms. Hansen and bring their recommendations back to the Board. Ms. Roman indicated these are things that she and Jim came up with together from talking with Supervisors and staff during the last five months. The recommendations reflect concerns that both she and Jim have and cover plans that the Supervisors feel should happen. Dr. George stated that is very valuable information.

As an example, Ms. Roman indicated there is a lot of confusion with the Circulation Policy. There were circulation rules the Board approved just a year ago that they were never implemented. It appears there was some confusion on what was approved and how it could fit into the SIRSI automation system and what interaction would occur with other libraries. At this time the library is still using most of the old circulation procedures despite changes approved by the Board. Ms. Roman indicated she made some recommendations to Ms. Hansen which also came from her conversations with staff.

Mr. Hecht stated there are some specific policies he and Ms. Roman looked at and that really need to be revised. They are recommending the entire Personnel Manual be reviewed as there is wording in the manual that needs to be tightened up.

Mr. Hecht informed the Board that there is a lot of material that needs to be addressed and possibly revised. It would be extremely difficult for Ms. Hansen to start working on all these issues at the same time. Mr. Hecht stated that there is a need to prioritize his and Ms. Roman's recommendations.

Mr. Pruitt stated Ms. Hansen should take her time to review the recommendations until the next Board meeting.

Mr. Pruitt indicated he likes Ms. Hansen's idea of meeting with each Board member individually. Mr. Pruitt asked each Board member to setup a meeting with Ms. Hansen between now and the next Board meeting.

Dr. George indicated that it is her understanding that individuals are not Trustees outside of regular meetings. Further she feels that meeting with Ms. Hansen individually has the potential to further divide the Board and is a waste of valuable time. Mr. Pruitt stated that is Dr. George's opinion. Dr. George supported Ms. Roman's suggestion that Board Committees meet with Ms. Hansen.

Mr. Pruitt indicated he met individually with Ms. Hansen on Monday. He would extend the same privilege to all the other Board members. Mr. Pruitt sees nothing wrong with it. He thinks it is good that Ms. Hansen gets to meet all the individual Board members and feels that there will be plenty of time to work on committees.

Mr. Pruiti directed Ms. Hansen to take a month or so to review all the recommendations and then come back to the Board with her suggestions as to whether she wants to distribute the information to committees or not.

Mr. Hecht indicated both he and Ms. Roman have recommendations for the Library Board. Mr. Pruiti suggested the recommendations be emailed to each Board member.

Mr. Hecht informed the Board both he and Ms. Roman will be back on Tuesday, March 29 to go over everything that was discussed in the past three days. He also stated that after that time Ms. Hansen can call either him or Ms. Roman.

Mr. Hecht indicated both he and Ms. Roman really want to see the Library progress and will do what they can to help. The Board thanked them both.

Dr. George mentioned the possibility of using outside consultants to accomplish some of the outstanding tasks. Mr. Hecht agreed that this is doable. Dr. George asked if the Board would have to go through ProLibra to engage him or Ms. Roman in that capacity. Mr. Hecht said he is not sure of the protocol there. Dr. George asked Mr. Hecht to let the Board know the procedure would be.

Ms. Roman indicated that it is important that Ms. Hansen makes decisions in conjunction with her supervisory team. If additional assistance is needed in doing some of the fact finding or pulling the information together maybe this is where she and Mr. Hecht can help. Ms. Roman said an important part of Ms. Hansen's role right now is to be out with the community and staff.

Ms. Hansen indicated before the next Board meeting she will be meeting with each Supervisor individually and then as a group. Ms. Hansen will start meeting individually with the library staff.

Ms. Hansen stated by the next Board meeting she would like to have all her notes distilled and sent out to all the Board members before the meeting. This will enable the Board to avoid starting from scratch with regards to talking about issues and should simplify the task of making a priority list.

The Board reviewed and accepted the Director's Report.

Personnel

Ms. Hansen requested the revised job descriptions for the Coordinators of Adult Services and Youth Services be tabled until the next meeting.

Ms. Hansen indicated she would prefer to meet with the two Coordinators to discuss their job descriptions and their department roles within the library. Ms. Hansen would like to add some things to the job descriptions such as having the responsibility of taking a look at innovations and trends that are going on in libraries throughout the country/world and bringing them to the library and seeing how it fits in to the mission of the Old Bridge Library. Ms. Hansen prefers to have a more streamlined job description for each Coordinator. The Board members agreed.

Old Business

Notary Services

Mr. Hecht indicated both he and Ms. Roman have no recommendations on the Notary Service and have handed the issue over to Ms. Hansen.

Mr. Pruitt asked Ms. Hansen if she understands the Notary issue as the Board would like to charge for the service to generate some additional revenue but does not want to penalize Old Bridge residents.

Dr. George asked if non-residents pay for a library card. Mr. Pruitt stated a patron does not need a library card to have a document notarized. Mr. Hecht indicated the library probably does not have many non-residents paying for library cards. Ms. Roman stated very few people purchase Old Bridge Library cards. We have many non-residents who use the library as Old Bridge through reciprocal borrowing privileges with other libraries in Middlesex and Monmouth counties. Mr. Pruitt asked Ms. Nowak what the library is now charging for the notary service. Ms. Nowak said it is a free service.

Mr. Pruitt requested Ms. Hansen to give the Board her recommendation at the next meeting as to whether or not the library should charge for the notary service for non-residents. Mr. Hecht indicated the most that can be charged is \$2.50 for a notary.

Friends Report

Mr. Pruitt asked Ms. Hansen if she has plans on meeting with the Friends. Ms. Hansen said yes.

Mr. Hecht indicated the Friends purchased a wheelchair and walker for the library. Ms. Hansen needs to work on a policy/procedure before both the wheelchair and walker are put out for the public. Both items need to be stamped Property of the Old Bridge Library. Dr. George requested a letter be sent to the Friends acknowledging the two gifts.

Mr. Depew requested that both the wheelchair and walker be labelled gifts from the Friends of the Old Bridge Library.

Ms. Roman indicated she requested Ms. Nowak to look into how the library can have the wheelchair and walker labelled Property of the Old Bridge Library and gift from the Friends of the Old Bridge Library.

Ms. Roman indicated maybe patrons who wish to use either the wheelchair or walker should sign a waiver form.

Motion: Joseph Sgalia, seconded by Patrick Gillespie, to accept the wheelchair and walker as gifts from the Friends of the Library. All in favor

Dr. George indicated she noticed in the minutes Darren Miguez made a request/suggestion the Friends purchase Eight by Eight children's books. Dr. George asked if this has been formalized as the request would have to go through Ms. Hansen

before it goes to the Friends. Ms. Hansen stated she had a lengthy discussion with both Mr. Hecht and Ms. Roman in regard to the Friends wish list and she will need to meet with Darren Miguez, C.L. Quillen and the other supervisors to really put together a comprehensive list for the Friends.

Mr. Pruiti informed Ms. Hansen there were issues in the past with the library purchasing equipment with the Friends funds without their knowledge or consent. Mr. Pruiti suggested when Ms. Hansen meets with the Friends he feels it is time to set up a procedure with them as to how exactly they would like to have there funds used.

Dr. George indicated that the Friends developed a form and a procedure last year which she suggest Ms. Hansen review.

Oil Tank Removal

Mr. Hecht indicated Tomasso Brothers obtained a construction permit from the Township to remove the oil tank. It has not been removed as of this date.

Meeting with Sara Hansen

Mr. Pruiti told the Board that when he met with Ms. Hansen on Monday morning he informed her one of the big issues that came across in the interviewing process was project management and moving forward with the roof and Laurence Harbor projects. Mr. Pruiti indicated Ms. Hansen knows time is of the essence to look at the funding issues and to contact the architect to see what is going on with the Laurence Harbor Branch. She needs to study what is happening with the Library roof.

Dr. George indicated the other item outstanding is negotiations. Mr. Pruiti stated he spoke about that as well with Ms. Hansen. Mr. Pruiti stated he spoke with Debbie Parks about a month before the library hired Ms. Hansen. Ms. Parks informed him she would like to have a meeting with the new Director. Mr. Pruiti indicated after Ms. Hansen meets with Debbie Parks the Board can discuss future plans for negotiations.

New Business

Medical Insurance Broker

Mr. Hecht indicated the library put out a RFP which was advertised on the library's website and three newspapers. Only a single response was received from LPL Financial. Mr Hecht indicated all of the components of the RFP were answered by the company. The RFP has been turned over to Ms. Hansen to determine whether to sit down with James Varaklis from LPL Financial to discuss the process of them becoming the medical insurance broker for the library or to put out another RFP. Mr. Hecht stated the library also contacted the medical insurance broker for LMxAC asking him if he was interested in responding to the RFP. He was not interested. Mr. Hecht indicated he contacted the person Mr. Merwin suggested, but that person could not offer lower rates.

Mr. Pruiti stated by no means is the Board looking to decrease the benefits the library employees are now receiving. The library is looking to get a better purchase price for the same benefits. Mr. Pruiti indicated that the latest news from the Governor's Office is he would like public employees to pay up to 30% of the value of their medical insurance. Mr. Pruiti said if the library is able to get a more reasonable rate the employee will benefit from the lower price.

Mr. Pruiti indicated in his meeting with Ms. Hansen that he suggested she could look into this issue further by polling other libraries to see if they would be interested in going together on medical benefits with Old Bridge Library. Ms. Roman indicated most libraries in Middlesex County receive their medical benefits through their townships.

Both Mr. Pruiti and Mr. Merwin agreed since it is not costing the library anything to look further into the medical benefits it is definitely an area to explore.

Mr. Pruiti indicated Ms. Hansen informed him there are many different things the library can do to lower the cost of medical insurance. One might be offering higher deductibles. Dr. George reminded the Board that they had contractual obligations that would necessitate negotiating changes of this type.

After a lengthy discussion, Ms. Hansen informed the Board she will look into this issue.

Annual Statistical Report

Mr. Hecht indicated the report submitted to the Board is the State Aid report that will be submitted to the State Library. The report will help the Board understand how the library compared 2010 to 2009.

RFP for Professional Services

Mr. Pruiti requested Ms. Hansen to prepare RFP's for professional services for the auditor and the attorney. Mr. Pruiti asked that the RFP's be presented to the Board at the next meeting for evaluation.

Mr. Hecht indicated this should happen at the January reorganization meeting each year.

Mr. Hecht informed the Board there are other statute required resolutions the Board needs to pass on based on responses for RFP's for exempt services. Mr. Hecht stated any service or products that the library receives from a company that exceeds \$17,500 have to go out to bid; ex: books as the library pays out over \$17,500 to Baker & Taylor each year.

Mr. Hecht indicated the RFP which the library put out for the medical insurance broker is a pro-type that Ms. Hansen can use going forward.

Mr. Hecht informed the Board the RFP's should go out every December so the Board can approve them at their January meeting of each year. These RFP's only have to be posted on the library's website.

Mr. Pruiti indicated if company does not submit their credentials they are not eligible to be hired as professionals. Mr. Hecht said yes and on the RFP there is a scope of work that needs to be filled out.

Circulation Numbers

After a discussion on the circulation numbers Mr. Pruiti indicated he does not really know if the Board needs the circulation numbers on a monthly basis, but perhaps semi-annually or annually. He will leave this up to Ms. Hansen.

Executive Session

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to go into Executive Session at 7:30 pm to discuss matters of personnel. All in favor

Public Session

Motion: made by David Merwin, seconded by Jeffrey Depew, to go back into Public Session at 7:43 pm. All in favor

The following action was taken:

Motion: made by David Merwin, seconded by Patrick Gillespie, to approve the hiring of Sara Hansen for the position of Director retroactive to March 14, 2011 at an annual salary of \$95,000.00. Vote: Yes: Joseph Pruiti, Patrick Gillespie, David Merwin, Joseph Sgalia, Jeffrey Depew, Barbara Cannon and Tara Flynn-Rozanski. No: Joan George.

Adjournment

Mr. Pruiti thanked Anne Roman and Jim Hecht again for all their work and welcomed Sara Hansen aboard.

Motion: made by David Merwin, seconded by Jeffrey Depew, to adjourn the meeting at 8:18 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: April 13, 2011