

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
APRIL 13, 2011
OLD BRIDGE, NEW JERSEY**

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

Guest: Library Staff Member C.L. Quillen

The President called the meeting to order at 7:07 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.

Mrs. Chamberlain thanked the Library Board and staff for all their cards, flowers and get well wishes. Mr. Pruiti welcomed Mrs. Chamberlain back.

Financial

Action on Bills

Motion: made by Jeffrey Depew, seconded David Merwin, to approve the bill listing in the amount of \$341,958.25. All in favor

FY2011/2012

Mr. Pruiti indicated Ms. Hansen is working on the next fiscal year's budget. By the May or June meeting she will have a preliminary budget ready to present to the Board.

Minutes

Motion: made by Joan George, seconded by Jeffrey Depew, to approve the Board minutes from the March 16, 2011 meeting. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Joan George, David Merwin, Joseph Sgalia, Tara Flynn-Rozanski, Barbara Cannon and Jeffrey Depew. Mary Chamberlain abstained.

Director's/Department Reports

Ms. Hansen informed the Board invitations to the May 6 First Friday event "Spring into Song" will be mailed out on Thursday, April 14. Ms. Hansen indicated she hopes all the Board members will attend the event. It is being held for the Board to introduce her to the Old Bridge community.

Ms. Hansen indicated the culinary students from Old Bridge High School are preparing desserts for the event. There will also be vocal students from Old Bridge and surrounding communities performing at the event.

Dr. George suggested the Friends be invited. She also requested invitations be sent to the PTA Presidents so they can forward the invitation to their members. Ms. Hansen indicated she spoke with the Friends about the event and they will be receiving invitations.

Mrs. Flynn- Rozanski asked Ms. Hansen where the students who will be performing are from. Ms. Hansen explained the teacher from the vocal group is from the Old Bridge School district Carl and her group has students from both the high school and surrounding towns.

After a discussion on where this vocal group is actually from, the Board asked for Darren Miguez to explain to the Board who he is working with on the First Friday event.

Mr. Miguez stated that he is working with the music teacher Nicole White from the Old Bridge Schools. The library approached Ms. White. The students are not being paid for their performance.

Ms. Hansen indicated she and Felisha McEachern have been working on a policy for use of the wheelchair and walker which is almost complete and will be presented to the Board at the May meeting.

Ms. Hansen informed the Board that a thank you note went out to the Friends thanking them for the wheelchair and walker.

Ms. Hansen indicated she coordinated the Staff's Wish List for Friends' 2011 Funds. She met with representatives of the Friends. They approved the Wish List and will be giving the Library a check for \$10,000 within two weeks. The remaining funds will come later on in a second check. Ms. Hansen distributed copies the Wish List to the Board.

Ms. Hansen informed the Board she has started to hold Supervisor meetings every two weeks.

Ms. Hansen indicated both she and Maria Nowak will be working on the RFP for the auditor once they received a copy from the Township.

Ms. Hansen reported she is developing teams with all the department heads. Each department head will lead a specific team and is hoping for good representation from the staff.

Ms. Hansen informed the Board her "Let's Talk About It" interview will be taped on Thursday, April 14 at 10:00 a.m. Ms. Hansen indicated the library will be coming up with a number of shows to film all at the same time (approximately six). Once they are ready for broadcasting the television station can start showing them with no delays in between shows. Mrs. Chamberlain asked if different departments are putting on a show. Ms. Hansen said yes. The shows will highlight different parts of the library for approximately 30 to 45 minutes for each segment.

Mr. Pruitt requested Ms. Hansen to email all the Board members once she knows the schedule for the airing of the library shows.

Ms. Hansen indicated she met with Union Representative Debbie Parks on Monday, April 11.

Dr. George asked if it is the intention to continue with the committee who were half way through negotiations. Mr. Pruitt said no. It is his intention to allow Ms. Hansen to absorb the union contract which she has already reviewed thoroughly. Mr. Pruitt indicated Ms. Hansen will meet with Debbie Parks again and then bring her ideas to the Board.

Dr. George stated negotiations are the responsibility of the Board and the Union; the Director's role is as an advisor to the Board. Dr. George does not think that the Trustees can abdicate that responsibility. Mr. Pruitt said he does not think the Board has and that Ms. Hansen needs to familiarize herself with the union contract. Dr. George felt that it would be useful for Ms. Hansen to meet with the committee that was almost finished with negotiations to share their progress.

Ms. Hansen indicated that is most definitely the next step. Meeting with Ms. Parks was just an initial meeting. Ms. Hansen indicated the next step will be to formulate the committee, whether it will be the same people from before or whether there are other people interested in being on the committee, and then negotiations will start up again.

Mr. Pruitt indicated it was Debbie Parks's request to meet with Ms. Hansen. Dr. George said she does not have a problem with them meeting but that the negotiations committee had already committed a good deal of time and energy and that starting over seems like a waste of time and energy.

Mr. Pruitt stated he feels it is important for Ms. Hansen to learn the union contract as she will have to administer the changes that will develop from the new contract. Ms. Hansen should study and learn the union contract and give the Board her input and then meet with the Negotiating Committee.

Mr. Pruitt indicated reviewing everything Ms. Hansen has done since she has started as Director. He commends her for doing a terrific job and to keep it up.

Old Business

Notary Services

Ms. Hansen indicated to the Board the notary supplies will be kept at the Reference desk. The first contact for the service will be the Reference and Electronic Resources desks with backup coming from the Circulation and Technical Services Departments. The Children's Department is the last called for backup on the notary service.

Ms. Hansen indicated C.L. Quillen put together a list of staff members who are notaries and those staff whose notary commission has either expired or whose commission is coming close to expiring.

The Board had a lengthy discussion on who should or should not be charged for the notary service. The Board agreed to the following action:

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to approve charging \$2.50 to anyone who does not hold an Old Bridge Library card. All in favor

Friends Report

Dr. George informed the Board the Friends' Annual Book Sale will be held June 10 through June 17. She said that offers of help or just stopping by the sale would show great support of the Friends' efforts to raise funds for the Library.

Mr. Merwin asked about advertising the sale on Facebook. Dr. George indicated the Friends advertised on the Library's website and on the township's marquee on Route 516.

Mr. Mewin indicated to Ms. Hansen she should contact Tom Badcock, the Director of the Parks & Recreation Department, about advertising the Friends' Annual Book Sale on the township's marquee.

A conversation ensued in regard to volunteers giving their names and addresses to the Library. Ms. Hansen indicated the Library could have volunteers fill out a card with his or her name, address, and an emergency contact.

Mr. Pruiti stated this could be a policy of the Library that anyone who works or volunteers at the Library would have to fill out a card.

Mr. Pruiti requested Ms. Hansen inform the President of Friends that the Library wants to institute a policy having all volunteers fill out a card with their name, address and emergency contact. Ms. Hansen indicated she will let the Friends know the Library is not looking to keep records on anyone; it is more for safety reasons and she will ask that all volunteers who are in the Library on a regular basis be required to provide the requested information.

Oil Tank Removal

Ms. Hansen reported the oil tank was not removed as scheduled on Friday, April 8 due to the rain. Tomasso Brothers has rescheduled the removal for Friday, April 15.

Medical Insurance Broker

Ms. Hansen indicated she met with James Varaklis and gave him all the necessary information he requested. Mr. Varaklis did indicate to Ms. Hansen it will be pretty difficult to match the benefits the library currently offers.

New Business

RFP for Library Attorney

Dr. George asked why the RFP's were split into two. Ms. Hansen said the Township indicated the Library should do this, but you could just hire one attorney.

Ms. Hansen thanked Maria Nowak for doing the bulk of the work on the RFP's.

Ms. Hansen informed the Board the Library followed all the proper procedures. The RFP's were posted on the Library's website on March 28, 2011 and the responses were opened exactly at 10:00 a.m. on April 12, 2011.

Ms. Hansen indicated the Library received three RFPs for Professional Legal Services.

- Eric M. Aronowitz, Esq. fee \$135.00 per hour for Special Counsel
- Scott T. Smith, Esq. fee \$140.00 per hour for both Special Counsel and Labor Services
- Douglas S. Zucker, Esq. fee \$175.00 per hour for Labor Services

Several of the Board members expressed their concerns about changing attorneys now with a new Director just coming on. It was mentioned that the current attorney has been successfully representing the Library for the last 14 years.

Ms. Flynn-Rozanski indicated she has been on the Board five years and Scott Smith has been the Library's attorney all this time without a problem. She questioned why the Library is looking for someone else.

Ms. Hansen stated this is something the Library should do at their annual reorganization meeting. This was one of the recommendations made by Anne Roman and Jim Hecht. An RFP should be used to hire an attorney, an auditor and for vendors from whom the library purchases their books. They felt that this procedure will tighten up the Library's procedures on how the Library does things.

Mr. Pruiti asked Ms. Hansen if the agreement is for a twelve month term, is until December 31, 2011, or is until the Board has their reorganization meeting. Ms. Hansen said the RFP did not indicate. Dr. George would like to know from the Library

Association whether it is a requirement that you do an RFP yearly. Dr. George would like a legal opinion as professional services maybe treated differently.

Ms. Cannon stated there is something to be said for continuity of service.

Mr. Merwin indicated the reason for putting out an RFP is to get the best prices.

After a lengthy discussion the Board took the following votes:

Motion: made by Mary Chamberlain, seconded by Barbara Cannon, to approve the hiring of Attorney Scott Smith for all legal services for the Old Bridge Public Library at an hourly rate of \$140.00.

Vote: Yes: Mary Chamberlain
Tara Flynn-Rozanski
Barbara Cannon
Joan George

No: Jeffrey Depew
Joseph Sgalia
Patrick Gillespie
David Merwin
Joseph Pruiti

The motion to hire Attorney Scott Smith was not passed.

Motion: made by David Merwin, seconded by Patrick Gillespie, to approve the hiring of Attorney Eric Aronowitz for all legal services for the Old Bridge Public Library at an hourly rate of \$135.00.

Vote: Yes: Jeffrey Depew
Joseph Sgalia
Patrick Gillespie
David Merwin
Joseph Pruiti

No: Mary Chamberlain
Tara Flynn-Rozanski
Barbara Cannon
Joan George

The motion to hire Attorney Eric Aronowitz was passed.

The Board requested Ms. Hansen to inform Mr. Aronowitz that his hiring as the Attorney for the Old Bridge Library was approved. Dr. George requested that a letter be sent to Attorney Scott Smith to thank him for his years of service to the Old Bridge Library.

The Board discussed the dates of the term of employment for the new attorney. Dr. George suggested asking Mr. Aronowitz what dates would be appropriate since he is now the library's attorney.

Mr. Pruiti requested Ms. Hansen call Mr. Aronowitz and ask his opinion on this matter.

Inter-local Agreement re: Township of Old Bridge TV Station Employee

Mr. Pruiti indicated the Inter-local Agreement between the Library and the Township has been discussed many times in the past. Ms. Hansen distributed the agreement to the Board.

Mr. Pruiti informed the Board the agreement was worked on by the Township's Attorneys.

Mrs. Chamberlain asked if the Library's Attorney was asked to review the agreement for the Board. Mr. Pruitt stated we could have our attorney review the agreement.

The Board discussed the agreement and then decided to go into Executive Session.

Executive Session

Motion: made by David Merwin, seconded by Mary Chamberlain, to go into Executive Session at 8:10 pm to discuss the Inter-local Agreement between the Township of Old Bridge and the Old Bridge Public Library. All in favor

Public Session

Motion: made by David Merwin, seconded by Jeffrey Depew, to go back into Public Session at 8:44 pm. The Board announced they discussed the Inter-local Agreement between the Township of Old Bridge and the Old Bridge Public Library. The Board decided to table further discussion until the May Board meeting. All in favor

Workshops

Dr. George indicated she has suggested to Darren Miguez that there is a need for workshops on how to use a Kindle and Nook. The Friends are willing to purchase both the Kindle and Nook. Ms. Hansen indicated both items are on the Staff's Wish list that has been approved by the Friends. Ms. Hansen stated she has sent an email to both Darren Miguez and Tim Niland about the workshops which are in the works.

Public Comment

C.L. Quillen indicated she has been giving lessons to patrons on how to use a Kindle or Nook when they come into the library. Ms. Quillen said she has spoken with other libraries who have tried to teach patrons as a group. Workshops must be carefully planned and advertised since several variables must be addressed.

Adjournment

Motion: made by Tara Flynn-Rozanski, seconded by David Merwin, to adjourn the meeting at 8:49 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: May 11, 2011

Transcribed from Tape by Maria Nowak
Reviewed by Tara Flynn-Rozanski