

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
MAY 11, 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
Guests:	Attorney Eric M. Aronowitz	
	Township Business Administrator Joe Criscuolo	
	Library Staff Member Marcy Kagan	

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 introduced the Library's new attorney, Eric Aronowitz, and asked him to say a few words.

Mr. Aronowitz thanked the Library Board for the opportunity to serve as their attorney. He expressed the hope that he will meet all needs in a satisfactory manner. He stated that he will always be available either by email or phone. Mr. Aronowitz indicated to the Board he is the President of the South Plainfield Public Library Board of Trustees.

Mr. Pruiti asked the Board to move forward in the Agenda to the discussion of the Inter-local Agreement, as our guest Township Business Administrator Joe Criscuolo attended the meeting to address any concerns from the Board.

Old Business

Inter-local Agreement re: Township Cable Station

Mr. Pruiti informed the Board that Mr. Criscuolo submitted last month's inter-local agreement to Ms. Hansen and in turn it was given to Mr. Aronowitz to review. He has made some changes.

Mr. Pruiti indicated to the Board that Joe Criscuolo attended to answer any questions Board members might have with respect to the inter-local agreement. He was made aware that some Board members have expressed concerns.

Ms. Hansen distributed:

- A copy of the original inter-local agreement
- A new inter-local agreement
- Questions she submitted to the East Brunswick Library on their TV station and answers provided
- Questions she submitted to the Township and answers provided

Ms. Hansen stated she spoke to both the TV Station Supervisor and the Library Director and they both think it is a wonderful opportunity for the Old Bridge Library. It will give the Library great exposure. The East Brunswick Library Board of Trustees has come up with the policies and procedures for the TV station. The Library would be more than happy to walk Ms. Hansen through their TV station and open their policies and procedures to her; but it is their Board of Trustees who set the tone on how the TV station is run. Ms. Hansen indicated the Township of East Brunswick pays for the TV station in its entirety through their agreement with Cablevision. The library sells banners for advertising and with the funds from this income it helps offset the cost to keep the TV station running.

Mr. Pruiti asked Mr. Criscuolo the Township's vision for the TV station since there is much concern and apprehension on the part of the Library Board as to who will be in charge of the TV station.

Mr. Criscuolo indicated the Township's vision is to enhance the content of the TV station. At this time there are several programs produced by the volunteers. All of the TV equipment is state of the art and the Township does not sell any advertising. Material aired on the TV station is strictly limited to information supplied by non-profit or volunteer organizations. Mr. Criscuolo thought it was a good opportunity to have a partnership with the Library where the Township provides the infrastructure which is in place such as the studio, lighting and equipment. There is \$5,000 to \$6,000 in the budget to keep the equipment up to date.

Mr. Merwin indicated some of the biggest concerns of the Library Board is control of the TV station. Mr. Merwin stated right off, "You say the Township does not have advertising." If the library were to take over the TV station it does not plan to charge the local sports leagues to place their messages on the station. East Brunswick Library has a community bulletin board which does all the notification and at the bottom they have a banner. Mr. Criscuolo indicated the Library would have to check with Cablevision and Verizon as East Brunswick Library structure may be a little different.

Ms. Hansen indicated the TV station needs to remain neutral and has to have their policies and procedures in place. Mr. Pruiti requested Ms. Hansen get a copy of East Brunswick Library's policies and procedures.

Ms. Cannon stated currently the volunteers are the persons who are making the decisions on the content of what goes on the air. Ms. Cannon stated she agrees with Ms. Hansen that policies and procedures must be in place to determine how political candidates and the Mayor's program are handled. The recruitment of more volunteers is necessary because you cannot expand the content with just three volunteers.

Mr. Criscuolo indicated to the Board he needs to take this inter-local agreement to the Township Council for approval.

Mr. Pruiti feels the Township is ready to work with the Library. Mr. Criscuolo agreed and if the Library can get more volunteers to help with programming that would be fantastic.

Mr. Merwin stated the question still remains who is going to be in charge. Mr. Pruiti said, "I think the Library." Mr. Merwin said he needed a definitive answer from the attorney.

Mr. Aronowitz indicated control of the TV station had not been decided. Mr. Aronowitz informed the Board he had a long conversation with Mr. Criscuolo and the Township Attorney Carol Berlen on the agreement and that is the issue. Mr. Aronowitz indicated it was discussed that if the Township is going to have the Library take over the part-time employees and volunteers, then the Library either takes it all or not at all. There also was a discussion on who will maintain the equipment. Mr. Criscuolo's position was the Township wants to keep ownership and maintenance responsibility of any equipment already in place the date the agreement becomes effective. If more equipment needs to be purchased after the effective date, the purchasing party will be responsible for maintaining and keeping up the equipment.

Mr. Aronowitz indicated he thinks it is going to be a problem in terms of whether or not the Township Council wants to give the Library Board full control over the TV station.

Dr. George indicated the verbiage in the agreement states the Library will pay part-time personnel; but there is only one person. Dr. George requested that be changed to one person. Dr. George asked who pays the students to record meetings, and Mr. Criscuolo indicated the Township pays for the students.

Mr. Aronowitz indicated this is the first step that will hopefully lead to an agreement between the Library Board and Township Council.

Mr. Merwin suggested forming a committee to work out the inter-local agreement, consisting of three Board members, three Township members, and one outside party member as the deciding vote. Mr. Pruiti indicated this cannot be done until the Township Council agrees in theory that they want to turn over the control of the TV station to the Library Board.

Dr. George would like the answers to the Board's questions on the inter-local agreement to come from the Board's attorney, not the Township's attorney.

Mr. Pruiti requested Mr. Criscuolo approach the Township Council at their next meeting with the inter-local agreement between the Township of Old Bridge and the Old Bridge Public Library.

Mr. Pruiti stated if the Township Council approves turning over the TV station to the Library Board, then we will create a committee before the next meeting.

Mr. Criscuolo indicated he will take this inter-local agreement to the new Mayor and if he still wants to proceed it will then be taken to the Township Council.

Mr. Pruiti thanked Mr. Criscuolo for attending the Library meeting.

Financial

Action on Bills

Motion: made by Patrick Gillespie, seconded by Joan George, to approve the bill listing in the amount of \$156,608.53. All in favor

Minutes

Motion: made by Joan George, seconded by David Merwin to approve the Board minutes from the April 13, 2011 meeting. All in favor

Dr. George inquired as to why the Friends did not receive a written invitation to the First Friday event held on May 6, 2011. Mr. Pruiti requested the Director reach out to the Friends and apologize for the miscommunication. He also directed her to find out why an invitation was not sent. Mrs. Chamberlain commented on what a nice job Mr. Pruiti did at the event recognizing the Friends.

Dr. George requested the airing dates of Ms. Hansen's interview be shown on the Township's TV station.

Dr. George asked the status on Ms. Hansen speaking to Tom Badcock on advertising the Friends' Book Sale on the Township's marquee. Ms. Hansen said she had not yet spoken with him because it was too early. Dr. George requested Ms. Hansen at least make the arrangements to have the Book Sale advertised the week before the sale starts.

Dr. George stated that the employee Emergency Data form that was given to the Friends to fill out was not appropriate for volunteers. Too much personal information was requested such as prior medical conditions and medications taken. Dr. George will speak to the Friends President Fran White to see what information is gathered on their application form. It may not be necessary to develop an additional form; rather it is important to see that each volunteer has an application on file.

Dr. George asked if we received an answer to our inquiry on the length of service for the attorney. Mr. Pruiti said one year from the appointment date. An RFP will go out yearly in April for legal services.

Dr. George requested a list of proposed workshops the library is anticipating holding for the public, with regards to technology such as the Nook, Kindle and iPad.

Motion: made by Patrick Gillespie, seconded by Mary Chamberlain, to approve the Board minutes from the April 13, 2011 Executive Session. All in favor

Mr. Pruiti requested Ms. Nowak use bullet points when doing Executive Session minutes.

The Board tabled approving the Board minutes from the March 16, 2011 Executive Session minutes until the June meeting.

Personnel

Mr. Pruitt requested the Director give a brief description on what is going on with the open positions so the Board is familiar.

Ms. Hansen indicated prior to her coming on as Director there were some positions left open. Within the first few weeks interviews were started. The Library had one open part-time position in Electronics Resources, two part-time positions in Circulation which originated from a full-time position split into two part-time positions, and one part-time Children's Librarian position. Ms. Hansen indicated interviews were held for all four positions.

Additionally, Ms. Hansen informed the Board there is an intern position open; however, interviews were not held for that position as she has an alternative plan that she will propose later in the meeting.

Mr. Pruitt indicated the Board has been apprehensive in hiring anyone as the Library was on a hiring freeze because of our financial status. Mr. Pruitt asked Ms. Hansen if the need for these positions has been evaluated and she is comfortable that the positions are vital for the Library to fill at this time. Ms. Hansen said yes. Mr. Merwin asked if these are the positions the Interim Directors recommended to the Board. Ms. Hansen said yes. Mr. Merwin asked if the jobs were posted. Ms. Hansen said yes. Mr. Pruitt indicated to Ms. Hansen that Mr. Merwin's concerns are that the Board be notified beforehand of any open position she wishes to fill.

Dr. George asked why the full-time position was divided into two part-time positions. Mr. Pruitt indicated the two Interim Directors Anne Roman and Jim Hecht approached the Board with this and the Board gave their approval to do so. Mrs. Chamberlain said that is absolutely correct. Ms. Hansen said there is a lot more flexibility as both positions will be working here and at the Laurence Harbor branch. After a discussion Mr. Pruitt stated we can move forward with this as the Board has already approved the change.

Dr. George asked if information is gathered on applicants' relationships to Board Members, Township employees, or Library employees. Ms. Hansen said she will check the Library's job application. Mr. Pruitt asked Dr. George if she has concerns about a specific individual. Dr. George said she did not. She is aware that the Board of Ed includes that information on their applications and the hiring information is presented to Board Members. Ms. Hansen said there is a nepotism clause in the personnel policy manual. Ms. Hansen said that it does not apply to any of the candidates.

Mrs. Chamberlain stated the Library just recently eliminated an Electronic Resources position about three months ago. Mrs. Chamberlain stated she sees there is a position for hire in that department on the agenda. Ms. Hansen said that was correct.

Motion: made by David Merwin, seconded by Patrick Gillespie, to accept the resignation of part-time Circulation Page Lauren Parnagian effective May 11, 2011. All in favor

Motion: made by David Merwin, seconded by Barbara Cannon, to approve the hiring of part-time Circulation Library Assistant I, Lauren Parnagian effective May 12, 2011 at an hourly rate of \$14.41. All in favor

Motion: made by David Merwin, seconded by Barbara Cannon, to approve the hiring of part-time Circulation Library Assistant I, Colleen Van Riper effective pending background check at an hourly rate of \$14.41. All in favor

Motion: made by Tara Flynn-Rozanski, seconded by David Merwin, to approve the hiring of Electronic Resources Library Assistant I, Dennis Kuhn, effective pending background check at an hourly rate of \$14.41. Vote: Joseph Pruiti, Jeffrey Depew, Patrick Gillespie, Tara Flynn-Rozanski, David Merwin, Joan George, Barbara Cannon and Joseph Sgalia. Mary Chamberlain abstained.

Motion: made by Tara Flynn-Rozanski, seconded by Patrick Gillespie, to accept the resignation of part-time Children's Intern, Gretchen Wetter effective May 11, 2011. All in favor

Motion: made by Mary Chamberlain, seconded by Barbara Cannon, to approve the hiring of part-time Children's Librarian, Gretchen Wetter effective May 12, 2011 at an hourly rate of \$26.41. All in favor

Director's/Department Reports

Ms. Hansen indicated to the Board she would like to work with Rutgers to get a free intern. Presently, the Library pays an intern about \$17,500.00 a year. Ms. Hansen informed the Board Rutgers has a program where libraries can get an intern without cost. She will be meeting with the person who runs the program next week. The Board approved of Ms. Hansen's idea.

Ms Hansen reported to the Board she is still awaiting quotes from three companies on how much it will cost the Library to repair the stairway and part of the sidewalk on the staff entrance side of the building. Dr. George asked why this is not our landlord's problem. Mr. Pruiti asked Ms. Hansen if she spoke with Joe Criscuolo about this issue. Ms. Hansen said she did, and he was the one who gave her the names of the three companies to call. Mr. Pruiti suggested Ms. Hansen reach out to Joe Criscuolo to get his help on getting the stairway and sidewalk repaired. Ms. Hansen stated the other problem is a bush you have to walk around because it is filled with bees. Both Mr. Pruiti and Mr. Merwin suggested Ms. Hansen call Rocky Donatelli at the Road Department and ask him to either send someone to spray the bush or have the spray sent up to the Library. Tibi could do the spraying.

Ms. Hansen informed the Board James Varaklis called her back and informed her there is no insurance company that could offer the Library the same insurance the Township is now giving us. They will not even bid on it due to the level of coverage and because of the small number of employees. Mr. Pruiti indicated this is an issue that will need to be addressed with the Union. Mr. Pruiti stated the State will introduced and vote on a law by July in regard to state employees and the amount that they will have to pay towards insurance coverage. Mr. Pruiti indicated it is in the best interest of the employees to pay for health insurance and the Library to make sure that we structure the agreement with the contract going forward to take advantage of any changes that the Library should make. Mr. Pruiti said there is nothing the Board can do right now until the Board negotiates with the Union.

Ms. Hansen reported the Laurence Harbor oil tank was not removed due to its location under the foundation of the library building. The oil tank was emptied and filled with stone. Mr. Merwin indicated the company did what they were required to do by the DEP rules.

Ms. Hansen thanked Mr. Merwin for inviting her to the Laurence Harbor First Aid Annual Dinner.

Mrs. Hansen informed the Board she attended the NJLA conference and is in the process of writing her report.

Ms. Hansen reported the \$2.50 notary fee has not been a problem and the Library is getting people to sign up for library cards.

Ms. Hansen reported all of the Department Heads will hold a strategic meeting on June 9 to discuss how to make the teams successful. After the meeting all teams will meet between June 9 and June 30.

Dr. George indicated on the department reports there is one Supervisor who on several occasions has not submitted her departmental reports. The reports are part of the Supervisor's job and Dr. George would like to know what actions are taken when a report is not submitted. Mr. Pruiti asked which Supervisor it is. Dr. George said the notation is in the report material sent to the Board. Ms. Hansen said she will talk with the person concerned and give her some guidance on how to write a report.

Friends Report

Dr. George reminded the Board of the Friends Annual Book Sale being held here at the Library from June 10 through 17. She asked them to attend or to help.

New Business

RFP for Library Auditor

Ms. Hansen indicated the RFP for the auditor will be going out within the next few days once she gets some questions answered from the Mr. Aronowitz.

Walker/Wheelchair Materials

Mr. Pruiti informed the Board Ms. Hansen sent Mr. Aronowitz a copy of the Wheelchair/Walker policy and Waiver and Release form to review. Mr. Aronowitz stated he reviewed both the policy and Waiver and Release form and had some real concerns with the way they were drafted. Mr. Aronowitz indicated he tried to tighten up the Waiver and Release form the best he could, but after he did this he started to think about the whole concept in making the wheelchair and walker available to patrons. Mr. Aronowitz informed the Board if you weigh the potential liability against the public relations aspect he does not think it is a very good idea to do. If a patron needs a wheelchair or walker they come to the Library with their own. Mr. Aronowitz indicated even if the Library gets a patron to sign the Waiver and Release form he can guarantee if a disabled or elderly person gets injured in the Library a jury would totally disregard the waiver and the Library would be looking at a serious payout.

Dr. George indicated the Library has a PR problem. The Library has a Friends group who feel it was important to have a wheelchair and walker in the Library because they have had requests for them. Patrons who do come to the Library with a wheelchair leave it in the car. The Friends felt

it would be easier if the Library had one available. They proposed the purchase in the past and the interim directors did not voice any concerns.

Mr. Pruitt asked the cost of the wheelchair. Dr. George said she did not know cost. Mr. Pruitt suggested reimbursing the Friends. Mr. Aronowitz suggested the Library keep both the wheelchair and walker available for emergencies only.

After a discussion, the Board agreed to provide the wheelchair or walker to patrons in cases of emergency only. The Board instructed the Director to inform the staff.

Mr. Pruitt requested Dr. George inform the Friends of the Board's discussion on the wheelchair and walker.

June Board Meeting

Motion: made by Mary Chamberlain, seconded by David Merwin, to approve holding the June 8, 2011 Board meeting at the Laurence Harbor Branch at 7:00 p.m. All in favor

Roof

Mr. Merwin would like to put out an RFP or bid for a consulting firm to come in reference to the roof/solar panels. Mr. Merwin indicated he has spoken to Owen Henry and there is a good possibility if we got the solar panels the Library could get the roof for free. Mr. Pruitt indicated right now there are a lot of tax breaks and grants for energy. Mr. Merwin indicated what we learned from last year this would probably have to be a bid spec because if you remember the way the pricing came in last year \$18,000, \$19,000, \$22,000 and \$600.00. Mr. Merwin indicated by changing the type of roof the Library might potentially save about \$700,000.00. Mr. Pruitt informed Ms. Hansen the Library will have to move quickly because as of December 31, 2011 the tax credit goes away. Mr. Pruitt said the Library wants to get a consultant that will allow the Library to seek as much opportunity as possible in the solar field and a new roof. Mr. Merwin indicated he was going to suggest the Library piggyback with the Township because they have flat roofs.

Ms. Hansen asked if there is a Building and Grounds Committee she can work with on this project. Mr. Pruitt said it was Mr. Merwin and he. Mr. Merwin indicated to Ms. Hansen he will get Owen Henry to come in and speak with Ms. Hansen and the Building and Grounds Committee. Mr. Merwin said the first thing is to get a bid boiler plate from the Township. Mrs. Cannon asked if the Township is ready to move on this. Mr. Merwin said he does not think the Library needs the Township on board immediately. Mr. Pruitt indicated before all this can be done Ms. Hansen needs to do some background investigation and find out what kinds of consultant the Library needs and what funds are available. Mr. Pruitt indicated no motion is needed for the committee to get together to discuss the roof/solar panels. Mr. Merwin stated he wants to be ready to go out to bid next month.

Free Museum Program

Mr. Sgalia informed the Board of a program he participates in at other libraries involving museum discount passes. The libraries purchase the passes and make them available to families. Mr. Sgalia explained the program to the Board. Mr. Pruitt indicated this program is a good idea

and suggested to Ms. Hansen that perhaps the Library could do a pilot program to see how it is received by our patrons and if successful, we could move forward. Mr. Sgalia gave Ms. Hansen the information on the program and will have C.L. Quillen look into the program.

Adjournment

Motion: made by Mary Chamberlain, seconded by David Merwin, to adjourn the meeting at 8:40 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: June 8, 2011

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