

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
JUNE 8, 2011  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	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
<b>Absent:</b>	Joseph Pruiti	President
<b>Guests:</b>	Library Staff Member Amy Trombetta	

The Vice 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.

**Financial**

**Action on Bills**

**Motion:** made by Jeffrey Depew, seconded by Mary Chamberlain, to approve the bill listing in the amount of \$160,482.75. All in favor

**Auditor**

**Motion:** made by Barbara Cannon, seconded by Jeffrey Depew, to approve the accounting firm of Suplee, Clooney & Company to perform the Library's audit for the Fiscal Year 2010/2011 for the amount of \$4,200.00. All in favor

**Minutes**

**Motion:** made by Mary Chamberlain, seconded by Joseph Sgalia, to approve the minutes from the May 11, 2011 Board meeting. Yes: Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Mary Chamberlain, Joan George, David Merwin and Joseph Sgalia. Barbara Cannon abstained.

The Board discussed how the Executive Session minutes are released to the public. It was suggested the Director call the Board Attorney for his legal opinion.

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

## **Personnel**

**Motion:** made by Mary Chamberlain, seconded by David Merwin, to accept the resignation of part-time Circulation Page Katie Meyer effective May 31, 2011 per the date of her letter. All in favor

## **Director's/Department Reports**

Ms. Hansen indicated to the Board Pioneer General Contracting is the only company to give the Library a proposal for the following:

Repair Side Steps	\$3,500
Replace on section of curb	\$ 750
Replace two sections of sidewalk	<u>\$ 450</u>
<b>TOTAL</b>	<b>\$4,700</b>

The Board discussed who has the responsibility of paying for the repairs and replacements. Ms. Hansen indicated she would write the Township a letter enclosing the proposal that was received. Dr. George suggested that a meeting be set up between the Library's Building and Grounds Committee and the Township Administration to discuss this and future repairs. Additionally, the Board decided to have their Attorney write the Township a letter. They voted to table any motion until the July Board meeting.

Ms. Hansen reported the Friends Annual Book Sale will be advertised on the Township's marquee. The Friends' Emergency Data form has been updated and distributed to the Friends.

Ms. Hansen indicated the three General Staff meetings held this week went well and were very productive.

Ms. Hansen informed the Board that the Library will be placed on the Rutgers Intern list. Hopefully, the Library will get an intern by the summer or possibly in the fall. There is a new Intern coordinator who is working on providing interns for all libraries that have requested one.

Family passes for patrons' use have been ordered for the American Museum of Natural History, Brooklyn Botanic Garden, and the Children's Museum of Manhattan at Mr. Sigalia's suggestion.

Ms. Hansen indicated that she met with Debbie Parks and Diane Meyer and went over all the outstanding items on the negotiating table. The Union requested a meeting after July 1, 2011.

The Library's vending machine will be removed on June 15. A new vending machine will carry healthy snacks and drinks. It will be placed by the entrance to the Administration offices for both staff and public use. The Library will also receive 25% of the profit from the vending machine. It will be used for a six month trial run to see if the items and the location in the Library are profitable.

The Freehold Apple Store will contact the Director when the iPad she ordered is available. Dr. George asked which model iPad was ordered with funds provided by the Friends. Ms. Hansen said the 16GB Wi-Fi which is the least expensive model made. In addition the Nook from Barnes and Noble will be purchased with the same funding.

The Board reviewed and accepted the Director's Report.

## **Old Business**

### **Township TV Station**

Mrs. Chamberlain asked if Ms. Hansen heard back from Joe Criscuolo on his meeting with the Township Council. Ms. Hansen said yes. The Township wants to hold off indefinitely on making a decision or until the election for Mayor is completed. Mrs. Cannon asked if the Library is still going to be able to broadcast shows. Ms. Hansen said yes.

### **Friends Report**

Dr. George indicated there was nothing noted in the Director's Report informing the Board that the Library recently received \$10,000 from the Friends. Ms. Hansen stated a thank you letter had been sent, but a further acknowledgement will be made.

It was felt that the revised Emergency Form for the Friends to fill out is more acceptable.

A discussion was held on the materials located in the Friends' sale room. Items discussed were:

- Signs on dolls indicating "do not touch"
- Children climbing shelves to get to the dolls
- Library staff cleaning up toys, puzzles in the room
- Questions regarding bedbugs in dolls, toys, etc.
- The blinds in the room being damaged by toys propped up against them
- Quiet study room directly next to book sale room and noise from book sale room
- Availability of large Children's Section at end of Library
- Children being left unattended in book sale room while caregivers are at Reference desk or elsewhere in the Library
- The book sale room purpose to be used as a place for Friends to sell books and to generate funds

Mr. Merwin indicated he will backup Ms. Hansen on this issue and the Friends should abide by the wishes of the Director. Dr. George asked if complaints were made directly to Ms. Hansen in her office. The response was that they had been.

Ms. Hansen told the Board she will help out on Monday evening, June 13 with the Book Sale. Mrs. Chamberlain suggested Ms. Hansen ask the Friends on what days they need help since their volunteer schedule was already completed.

Ms. Flynn-Rozanski asked Dr. George if she spoke to the Friends about the walker and wheelchair. Dr. George said she did as requested. They were concerned that issues were not raised by the interim directors or the Board prior to the purchase of the wheelchair and walker, but they will abide by whatever procedures are developed by the Director for their use.

The Board decided to develop plans to re-establish a “Volunteer Appreciation Night” in the future.

### **New Business**

Dr. George brought up the following concerns:

- Individuals are posting items on the Library’s lobby bulletin board selling services or items. She suggested an approval procedure for notices to be displayed where they would bear an official signature.
- Library’s website needs to be updated.
- Ensure that the program on Nutritional Supplements being held on June 22 does not have the same concerns about selling opportunities as the programs we have questioned in the past.

The Director advised she will look into Dr. George’s concerns and follow up at the July Board meeting.

### **Adjournment**

**Motion:** made by Mary Chamberlain, seconded by Tara Flynn-Rozanski, to adjourn the meeting at 8:15 p.m. All in favor

Respectfully submitted,

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

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