

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

Present:	Joseph Pruiti	President
	Patrick Gillespie	Vice President
	Tara Flynn-Rozanski	Secretary
	Jeffrey Depew	Treasurer
	Barbara Cannon	Mayor's Alternate
	Sara Hansen	Director
	Maria Nowak	Executive Assistant
Absent:	Mary Chamberlain	Trustee
	Dr. Joan George	Trustee
	David Merwin	Trustee
	Joseph Sgalia	Supt. of Schools' Alternate
Guests:	Library Staff Members Marcy Kagan, C.L. Quillen	

The President called the meeting to order at 7:06 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 Patrick Gillespie, seconded by Barbara Cannon, to approve the bill listing in the amount of \$197,420.28. All in favor

Motion: made by Tara Flynn-Rozanski, seconded by Jeffrey Depew, to approve the transfer of \$900.00 from Commitments Payable to the Fund Balance effective June 30, 2011. All in favor

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to approve the transfer of \$15,429.25 from the FY10/11 to Commitments Payable for outstanding bills effective June 30, 2011. All in favor

Motion: made by Jeffrey Depew, seconded by Tara Flynn-Rozanski, to approve the revised FY10/11 budget from \$2,827,850.00 to \$2,805,601.60. All in favor

Mr. Pruiti indicated to the Board he would like to briefly discuss items E and F before any motions are made and passed.

Mr. Pruiti suggested that we use some capital funds to close the deficit in the budget. Mr. Pruiti indicated this was previously discussed by the Board when the Library's budget was formulated. Mr. Pruiti indicated the Library cannot continue to operate in this manner. Mr. Pruiti informed the Board that the Director will share some highlights from the Library's budget for FY2011/2012 which we need to start working on. Mr. Pruiti indicated more cuts will be necessary and it is up to the Board to take some measures at the August Board meeting.

Ms. Hansen distributed to the Board budget options she would like the Board to consider for the FY2011/2012. Mr. Pruiti requested Ms. Hansen send the list to the missing Board members. Mr. Pruiti indicated we are going to try and formulate a budget, but at the very least we are going to have to set some policies going forward for next month because the longer we wait the less of an impact it will have on the next fiscal year. Under a new law, municipalities may ask for any surplus over 20% of expenditures to be returned to the municipality for tax relief. The State Library requires a Strategic Plan covering a minimum of three years. Ms. Hansen will start to work on a three-year plan and prepare a draft for the August meeting.

Ms. Hansen indicated she consulted with the auditor in regard to the Library's Capital Budget, Library Emergencies account and the Gifts & Grants account.

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to approve the transfer of \$42,135.84 from the FY10/11 budget to the Capital Budget effective June 30, 2011. All in favor

Motion: made by Jeffrey Depew, seconded by Barbara Cannon, to approve the transfer of \$54,958.56 from Library Emergencies to the Capital Budget effective June 30, 2011. All in favor

Mr. Pruiti indicated the Library greatly cut the operating expenses last fiscal year.

Mr. Pruiti informed the Board the Library has cut operating expenses in the current budget as low as the last fiscal year if not more. Mr. Pruiti welcomes the Board to review the analysis Ms. Hansen put together; there is not more we can cut from the operating expenses except for salaries.

Ms. Hansen indicated the bottom line is the Library is short approximately \$50,000 to \$60,000 for the budget year 2011/2012 and some of the reasons for this are:

- Decrease in municipal allocation
- Decrease in state aid
- Decrease in interest from bank accounts
- Increased in PERS
- Increase in health insurance costs

Ms. Hansen indicated some ways to balance the budget are: reduction in holiday hours, reduction in Sunday hours, reduction in hours open at both Laurence Harbor and Central branches. The Board discussed Ms. Hansen's suggestions on balancing the budget. Mr. Pruiti stated Ms. Hansen's options need to be considered before the Board can even talk about layoffs.

Ms. Hansen stated her suggestions can save the Library approximately \$20,000 to \$30,000 and probably would not affect part-time staff more than ½ hour to an hour a week. This would be a start to balance the budget, but still does not quite get the Library to where it should be.

After a lengthy discussion on the Library's budget Mr. Pruiti requested Ms. Hansen look at staffing levels for when the Library is open as there are peak and non-peak times and to bring back some suggestions to the Board at their August meeting.

Mr. Pruiti indicated it will be the Board's decision on which options they want to take in order to balance the budget for FY2011/2012.

Mr. Pruiti stated there is definitely a need for capital funds for equipment and furnishing.

Mr. Pruiti indicated there is a gift account Ms. Hansen would like to use to subsidize the book purchasing. Ms. Hansen stated the Library's book budget has been cut year after year.

Ms. Hansen indicated the law NJAC5:21-12.3 for capital budget can be used for furnishings, equipment, replacement of roof and HVAC systems and several other items.

Mr. Pruiti requested Ms. Hansen put together the monetary value on her options for the August meeting.

Minutes

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to approve the minutes from the June 8, 2011 Board meeting. Vote: Yes: Barbara Cannon, Patrick Gillespie, Jeffrey Depew and Tara Flynn-Rozanski. Joseph Pruiti abstained.

Personnel

Motion: made by Barbara Cannon, seconded by Jeffrey Depew, to accept the resignation of Technical Services page Nicholas Goolic, effective June 20, 2011. All in favor

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to accept the resignation of part-time Youth Services Librarian Gretchen Wetter, effective August 14, 2011. All in favor

Mr. Pruiti requested Ms. Hansen keep these vacancies closed due to monetary issues until the Board makes decisions on the Library's budget. Ms. Hansen was asked if the librarian position is needed. Ms. Hansen stated Ms. Wetter was just appointed to the librarian position and previously held the intern position in the department. There are now two positions vacant in the Youth Services Department. Ms. Hansen stated the Library might still want to fill the part-time librarian position in the Youth Services Department. Ms. Flynn-Rozanski asked about the intern program from Rutgers. Ms. Hansen indicated she has been keeping up communication with Rutgers, however they have not scheduled their students as of yet.

Mr. Pruiti requested Ms. Hansen see if she could allocate resources from other areas in the Library without affecting the operations of the Library and if this position is essential she will have to present it to the Board and they will make the final decision.

Director's/Department Reports

Ms. Hansen stated she would like the Board to consider extending borrowing privileges for one week to seniors who are dropped off once a week by the bus from their housing facility. Mr. Depew stated he does not have a problem with this; but the Library would have to do this as a policy. Ms. Hansen indicated the Library can do this as an automatic renewal. Mr. Pruiti stated that would be fine with the stipulation it is for senior citizens only. The Board agrees and if it does not work the Board will revisit the issue.

Ms. Hansen asked the Board if the discarded library books can be sold. Mr. Pruiti asked that discarded library books be placed on the August Agenda.

Ms. Hansen reported the Library now has two iPads, two Kindles and two Nooks and will be attending a workshop on e-Readers and legal issues such as copyright. Ms. Hansen presented the Board with a draft as to what the Library's website would look like with regards to downloading e-audios and e-books. Classes on how to use iPads, Kindles and Nooks will begin in September.

Ms. Flynn-Rozanski asked if the Library will be lending out the iPads, Kindles and Nooks. Ms. Hansen said not at this time. Ms. Hansen indicated she has a student from Rutgers who has taken on the Library for a grant writing class. He will be researching grants for the Library to buy more e-Readers to lend out to the public.

Ms. Hansen indicated the Library has a lot of adults who are interested in volunteering here are the Library. There is a concern about the adults passing a background check and in speaking with C.L. Quillen we thought if an adult wants to volunteer he or she could pay for his or her own background check (\$18.00), after volunteering for a certain amount of hours (20) the Library would reimburse him or her the \$18.00.

The Board discussed the background issue for adult volunteers and decided volunteers would be reimbursed the \$18.00 after volunteering for 10 hours.

The Board reviewed and accepted the Director's report.

Old Business

Mr. Pruiti indicated the biggest issue with the dolls and toys in the Friends Book Sale room is the safety. Mr. Pruiti requested Ms. Hansen take a picture of the dolls and toys and send it to the Insurance Agent and the Board's Attorney for their opinions. Mr. Pruiti stated he places this issue in the same category as the break dancing, in that until the Board was made aware of the issues with the break dancing, we were unaware of how serious the issue was.

Mr. Pruiti indicated if both the Insurance Agent and our Attorney tell us there is not a problem and there is no liability issue then he would not have a problem with it either.

Adjournment

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to adjourn the meeting at 7:57 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: August 10, 2011

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