

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
August 10, 2011  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Joseph Pruiti	President
	Patrick Gillespie	Vice President
	Tara Flynn-Rozanski	Secretary
	Mary Chamberlain	Trustee
	Dr. Joan George	Trustee
	David Merwin	Trustee
	Joseph Sgalia	Supt. of Schools' Alternate
	Barbara Cannon	Mayor's Alternate
	Sara Hansen	Director
	Maria Nowak	Executive Assistant
<b>Absent:</b>	Jeffrey Depew	Treasurer
<b>Guests:</b>	Library Staff Members Marcy Kagan, C.L. Quillen, Dena Price, Amy Trombetta, Gail Sankner, Darren Miguez, Marilyn Lubin, Lynn Sacs and Diane Rabuffo	

The President called the meeting to order at 7:05 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 David Merwin, seconded by Patrick Gillespie, to approve the bill listing in the amount of \$258,885.74. All in favor

#### **Fiscal Year Budget 2011/2012**

Ms. Hansen indicated the Board started to discuss the budget for 2011/2012 at their July meeting and it was then the Board requested she put together numbers on cost savings for them to review at the August meeting.

Mr. Pruiti stated the discussion on cost saving numbers and the budget needs to be done in Executive Session. Dr. George asked how this would be done in Executive Session.

Ms. Hansen indicated that the nature of the conversation was about five different items she has laid out in the packet starting with closing on certain holidays, reducing Sunday hours, closing hours at both the Central and Laurence Harbor Branch and an overall reduction of part-time hours. She said that the board attorney indicated that because the

issues to be discussed would affect personnel, matters can be addressed in an Executive Session. Ms. Hansen informed the Board the attorney would be available for them to call him if necessary.

Mr. Pruitt indicated the budget for 2011/2012 has been put together by the Director and the Board has to vote on it tonight. One of the line items is deficient by approximately \$80,000 to \$90,000 and he feels the Board needs to be able to discuss the budget freely in Executive Session. Dr. George felt that these matters should be addressed at a regular meeting.

### **Strategic Planning**

Mr. Pruitt tabled the discussion on Strategic Planning until the September Board meeting.

### **MINUTES**

**Motion:** made by Patrick Gillespie, seconded by Barbara Cannon, to approve the minutes from the July 13, 2011 Board meeting as amended. Vote: Yes: Barbara Cannon, Patrick Gillespie, Tara Flynn-Rozanski and Joseph Pruitt. Mary Chamberlain, Joan George, David Merwin and Joseph Sgalia abstained.

### **Personnel**

#### **Resignation**

**Motion:** made by David Merwin, seconded by Joan George to accept the resignation of Adult Services Librarian, Richard Bidnick, effective July 13, 2011. All in favor

#### **New Appointment**

**Motion:** made by David Merwin, seconded by Mary Chamberlain to accept the approve the hiring of Circulation Page, Selene Nelson, at an hourly rate of \$7.15 pending return of working papers. All in favor

### **Revised Job Descriptions for Coordinator of Adult Services and Youth Services**

Dr. George requested to see the original job descriptions. She would like Mrs. Hansen to outline the proposed changes and to hold a discussion before any changes are voted on. Mr. Pruitt asked Ms. Hansen to email and mail the original job descriptions to all Board members.

Mr. Pruitt tabled the motion on the Coordinators' job descriptions until the September Board meeting.

Ms. Chamberlain inquired about the status of an employee on leave. Mr. Pruitt asked this be tabled for Executive Session.

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

Ms. Hansen indicated to the Board the steps on the side of the building have been patched but they still need some work. Several Board members indicated the patch job done by the Road Department is terrible. Ms. Hansen has called over to Mr. Donetelli at the Road Department but still has not heard back from him. Mr. Merwin indicated Ms. Hansen should be calling the Business Administrator Joe Criscuolo in regard to the step repairs. Mr. Pruiti indicated a letter should go to Mr. Donetelli with a copy to the Mayor and the Business Administrator informing them that the Board does not feel the patchwork done on the steps is a satisfactory resolution to the problem.

Ms. Hansen informed the Board of her appointments to the LMxAC Executive Board and the NJLA Personnel Administration Committee. Dr. George asked how many times each group meets requiring Mrs. Hansen's attendance. Ms. Hansen indicated the LMxAC Executive Board meets once a month and the NJLA Personnel Administration Committee meets approximately three to four times a year.

Mrs. Chamberlain asked what happened to Bookends, the newsletter that was produced by the Library staff. After the Board discussed the Bookends, Mr. Pruiti suggested Ms. Hansen put together a quarterly newsletter and present it to the Board at the September meeting.

The Board discussed getting the Foundation up and running again now that the Library has a new Director. Ms. Hansen said she would reach out to Ms. Rosenbaum.

The Board reviewed and accepted the Director's report.

## **Old Business**

Ms. Hansen indicated to the Board the Friends have given the library the balance of \$7,700 from the original \$17,700 the Friends designated for the library.

Ms. Hansen informed the Board the Friends have cleaned out their book sale room of all the dolls and the stuffed animals. Ms. Hansen contacted the Board Attorney and he informed her it is an attractive nuisance. Mr. Pruiti requested Ms. Hansen email and mail the Board members the Attorney's response.

Mr. Merwin asked where the library is at planning the party to honor the Friends and all volunteers. Ms. Hansen said the library has yet to move on this. Dr. George asked who is paying for the party. Mr. Merwin indicated the library will be paying for the party. Dr. George indicated it can be something modest in these times. Ms. Hansen stated she needs to put a team together so they can plan the party.

## **Executive Session**

**Motion:** made by David Merwin, seconded by Joseph Sgalia, to go into Executive Session at 7:32 p.m. for the purposes of discussing the fiscal year budget for 2011/2012 and matters of personnel.

Vote: Yes: Joseph Pruiti, Patrick Gillespie, David Merwin, Mary Chamberlain, Barbara Cannon, Joseph Sgalia and Tara Flynn-Rozanski. Joan George abstained.

## **Public Session**

**Motion:** made by Mary Chamberlain, seconded by David Merwin, to go back into Public Session at 9:06 p.m. All in favor

### **The following action was taken:**

**Motion:** made by David Merwin, seconded by Joan George, to close the following holidays for an approximate savings of \$6,000.

- Wednesday November 23, 2011 (the day before Thanksgiving) close at 1:00 p.m
- Saturday, December 24, 2011
- Monday, December 26, 2011
- Saturday, December 31, 2011
- Monday, January 2, 2012
- Monday, February 20, 2012

Vote: Yes: Joseph Pruiti, Patrick Gillespie, Joan George, Tara Flynn-Rozanski, David Merwin, Joseph Sgalia, and Barbara Cannon. Mary Chamberlain voted against the motion.

**Motion:** made by David Merwin, seconded Joseph Sgalia, to approve the change in the open hours on Sunday from 1:00 p.m. – 5:00 p.m. for an approximate savings of \$4,000. All in favor

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to approve reducing the Central Branch open hours as follows Monday through Saturday for an approximate savings of \$36,000.

- Monday 10 a.m. – 9 p.m.
- Tuesday 10 a.m. – 9 p.m.
- Wednesday 10 a.m. – 9 p.m.
- Thursday 10 a.m. – 9 p.m.
- Friday 10a.m. – 5p.m. except for the First Friday of each month 10a.m. – 9p.m.
- Saturday 10 a.m. – 5 p.m.

Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, David Merwin, Joseph Sgalia and Barbara Cannon. Mary Chamberlain and Joan George voted against the motion.

**Motion:** made by Joan George, seconded by Patrick Gillespie, to approve reducing the Laurence Harbor Branch open hours as follows for an approximate savings of \$8,700.

- Monday 1p.m. – 5p.m.
- Tuesday 1 p.m.– 8 p.m.
- Wednesday 1p.m. – 5p.m.
- Thursday 1p.m. – 5p.m.
- Saturday 1p.m. – 5 p.m.

Vote: Yes: Joseph Pruiti, Patrick Gillespie, Joan George, Tara Flynn-Rozanski, David Merwin, Joseph Sgalia, and Barbara Cannon. Mary Chamberlain voted against the motion.

The Board reviewed Ms Hansen's hours per department analysis and approved the Director reducing part-time hours by 51.5 hours across the board.

**Motion:** made by Mary Chamberlain, seconded by Joseph Sgalia, to approve the library's fiscal year 2011/2012 budget as presented in the amount of \$2,764,066.00. All in favor

### **Public Comments**

Marcy Kagan asked for clarification on staffing levels. Mr. Pruiti stated this is a reduction in staffing hours, but fortunately no positions would have to be eliminated.

Gail Sankner asked when all the changes will go into effect. Ms. Hansen indicated September 6th.

### **Adjournment**

**Motion:** made by David Merwin, seconded by Patrick Gillespie to adjourn the meeting at 9:14 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: September 14, 2011

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