

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
September 14, 2011  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Patrick Gillespie	Vice President
	Tara Flynn-Rozanski	Secretary
	Jeffrey Depew	Treasurer
	Dr. Joan George	Trustee
	David Merwin	Trustee
	Barbara Cannon	Mayor's Alternate
	Sara Hansen	Director
	Maria Nowak	Executive Assistant
<b>Absent:</b>	Joseph Pruiti	President
	Mary Chamberlain	Trustee
	Joseph Sgalia	Supt. of Schools' Alternate
<b>Guests:</b>	Library Staff Members Amy Trombetta and Darren Miguez Old Bridge Residents Carmelito Ruegold and Roslyn Karpel	

The Vice President called the meeting to order at 7:10 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 David Merwin, to approve the bill listing in the amount of \$156,085.94. All in favor

### **MINUTES**

**Motion:** made by Tara Flynn-Rozanski, seconded by David Merwin, to approve the minutes from the August 10, 2011 Board meeting. Vote: Yes: Barbara Cannon, Patrick Gillespie, Tara Flynn-Rozanski, Joan George and David Merwin. Jeffrey Depew abstained.

**Motion:** made by David Merwin, seconded by Tara Flynn-Rozanski, to approve the Executive Session minutes from the August 10, 2011 Board meeting. Vote: Yes: Barbara Cannon, Patrick Gillespie, Tara Flynn-Rozanski, Joan George and David Merwin. Jeffrey Depew abstained.

### **Personnel**

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

Ms. Hansen reviewed the information she distributed to the Board on the changes in both job descriptions. After a discussion, the Board decided to table the motion approving the revised job descriptions until the October Board meeting.

**Motion:** made by David Merwin, seconded by Joan George, to table the motion on the revised Coordinators' job descriptions until the October Board meeting. All in favor

## **Resignation**

**Motion:** made by Joan George, seconded by David Merwin to accept the resignation of part-time Librarian, Timothy Horras, effective September 14, 2011. All in favor

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

Ms. Hansen indicated she wrote a letter to township in regard to fixing the steps. Representatives of the township did return to look at the steps just prior to Hurricane Irene. Mr. Criscuolo's secretary indicated this week that they will return to fix the steps as soon as they are finished with repairs that have to be made due to hurricane damage.

Ms. Hansen reported due to the hurricane the library was closed on Monday, August 29 because of lack of power. The Laurence Harbor Branch was open. The library had several leaks and lost a few ceiling tiles.

Ms. Hansen indicated to the Board the first library program for OBTV15 was filmed on September 7. She felt that it went very well. Dr. George asked for the dates the program will be airing.

Ms. Hansen reported supervisors distributed new schedules to staff on August 19 and 22.

Ms. Hansen indicated the library is in the process of making up new signs with the library's new hours and holiday schedule. Ms. Hansen reported no signs were put on the front doors for the Labor Day Holiday weekend, only inside the building. This was an oversight that the new signs will address.

The Board reviewed and accepted the Director's report.

## **Old Business**

### **Friends**

Ms. Hansen indicated to the Board she spoke with the Friends about a Volunteer Reception. They stated they are not interested.

Dr. George stated she has been away and when she returned there seems to be some displeasure among the Friends. She thinks the reception idea should be postponed. The

intention of holding a thank you event was not just for the Friends but rather for all volunteers. It was mentioned that a similar occasion was held for the teen volunteers last month.

Mr. Merwin indicated we should set up a dessert reception with the high school kids and whoever wants to attend will attend. Ms. Hansen said the library should just hold the Volunteer Reception next year.

## **Foundation**

Dr. George indicated her understanding that the Foundation is a separate entity independent of the library. She suggested clarification by our attorney if confusion exists. It was suggested that Ms. Cannon reach out as liaison. Ms. Hansen indicated she made two phone calls to Ellen Rosenbaum's office and has yet to receive a response.

It was emphasized by Dr. George that the library needs to set a goal for the Foundation rather than to expect them to merely raise money for no identified purpose. An example might be the need to replace furniture.

Ms. Cannon said she would reach out to Ms. Rosenbaum as she feels the Foundation should be regrouped and thinks there may be other people who might be interested in working with the Foundation. It was suggested that former trustee Steve Goldman be contacted as he has expressed an interest in the past to work on the Foundation.

## **Strategic Planning**

Ms. Hansen informed the Board the New Jersey State Library in partnership with LibraryLinkNJ will be holding a full-day workshop on October 25, 2011 in Ridgewood, NJ on Strategic Planning and a half-day follow-up workshop on December 1, 2011 in Ridgewood, NJ for Library Directors and trustees. Registration for the workshop requires that a Trustee attend with the Director.

After a discussion, Mrs. Cannon said she would attend the workshops with Ms. Hansen. Dr. George requested Strategic Planning be placed on the October Board agenda.

## **New Business**

None

## **Public Comments**

Carmelito Ruegold, a private citizen, indicated to the Board she attended on behalf of Tim Horras. The Board informed Ms. Ruegold they could not discuss Tim Horras with her.

Roslyn Karpel, a private citizen, stated she attended to get approval to hang up a flier in the library for a cruise she was sponsoring on fitness. The Board informed Ms. Karpel the

flier should go to the Director for her approval. Ms. Hansen reviewed the flier and said it could not be hung in the library. The flier violates Board policy, as the library does not promote private profit making organizations.

### **Executive Session**

**Motion:** made by David Merwin, seconded by Tara Flynn-Rozanski, to go into Executive Session at 8:45 p.m. to discuss matters of personnel and union negotiations. All in favor.

### **Public Session**

**Motion:** made by David Merwin, seconded by Tara Flynn-Rozanski, to go back into Public Session at 8:50 p.m. All in favor

The Board announced matters of personnel and union negotiations were discussed and no formal action was taken.

**Motion:** made by David Merwin, seconded by Tara Flynn-Rozanski to adjourn the meeting at 8:51 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: October 9, 2011

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