

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
October 12, 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: Library Staff Member Darren Miguez

The Vice President called the meeting to order at 7:15 PM. and announced that the meeting has been advertised and would be conducted in accordance with the Sunshine Law. The Secretary called the roll.

The Vice President turned the meeting over to the President when he arrived at approximately 7:25 PM.

Financial

Action on Bills

Motion: made by Jeffrey Depew, seconded by David Merwin, to approve the bill listing in the amount of \$187,736.29. All in favor

MINUTES

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to approve the minutes from the September 14, 2011 Board meeting. Vote: Yes: Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Joan George, David Merwin and Barbara Cannon. Joseph Pruiti, Mary Chamberlain and Joseph Sgalia abstained.

A lengthy discussion was held relative to the need for releasing minutes of Executive Board meetings. It was determined that a legal opinion was needed. Ms. Hansen will ask for written clarification by our attorney.

Motion: made by David Merwin, seconded by Tara Flynn-Rozanski, to table approving the Executive Session minutes from the September 14, 2011 Board meeting until the November meeting pending legal advice from the Board Attorney. All in favor

Personnel

Revised Job Descriptions for Coordinator of Adult Services and Youth Services

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to approve the revised job descriptions for the Coordinators of Adult and Youth Services. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, David Merwin, Mary Chamberlain, Barbara Cannon and Joseph Sgalia. Joan George abstained.

Resignation

Motion: made by David Merwin, seconded by Jeffrey Depew, to accept the resignation of part-time Custodian, Russell Midtlyng, effective September 20, 2011.

Dr. George asked what is being done with the position. Ms. Hansen indicated the position as not been filled and our other part-time custodian is filling in on some of the hours. Ms. Hansen informed the Board she has yet to post any job openings since the library reduced hours.

Mr. Merwin asked if the library received a letter of resignation. Ms. Hansen indicated the library sent Mr. Midtlyng a certified letter with return receipt, which he received and signed for. Mr. Midtlyng's daughter came in the library to return his keys and he signed a letter asking she be allowed to pick up his last paycheck.

The vote was all in favor of accepting his resignation.

Motion: made by David Merwin, seconded by Jeffrey Depew, to accept the resignation of part-time Administrative Clerk, Kristen Reiner, effective October 10, 2011. All in favor

Mr. Pruiti requested Ms. Hansen do an analysis of the current payroll since the library reduced hours so the Board can see how much the library is saving compared to last year.

Mrs. Chamberlain asked if the library is still paying for unemployment benefits. Ms. Nowak said yes for one employee. Ms. Nowak indicated Ms. Hansen did appeal the unemployment.

Mr. Merwin stated he would like to make a motion to put a freeze on these two positions at this time. Mr. Pruiti indicated he does not think the Board needs a motion to freeze positions as the Board would have to approve any new hires moving forward with a motion. Ms. Hansen indicated she understood that since the summer the library has a hiring freeze.

Dr. George asked who will be Maria Nowak's backup if no one is hired at this time. Ms. Hansen said she would be Maria's backup. Dr. George stated that she feels that each position should have a backup person who is familiar with the job responsibilities.

Director's/Department Reports

Ms. Hansen indicated to the Board OBTV15 will tape another library show on Thursday, October 20 at 4:30 p.m. The show will focus on the Youth Services Department.

Ms. Hansen reported the library will be having more Nook classes for the public and the library's website will be updated with instructions for transferring e-books onto Nooks.

Dr. George asked when the library was going to have workshops on the Kindle and iPad. Ms. Hansen said workshops on the Kindle would be offered within the next month and there is a workshop scheduled for the iPad on November 18.

Dr. George reported she attended the Nook workshop offered by Barnes & Noble here at the library. It was a good basic workshop.

Ms. Hansen distributed reports she prepared on how the municipal allocation cut will affect the library. Ms. Hansen indicated the cut of \$39,616.20 is being taken from both the payroll and FICA line items. Ms. Hansen informed the Board that \$7,899 included in the cut is less in state aid than it had originally budgeted. Mr. Pruiti agreed with Ms. Hansen as this is the only place the library could make their cuts. Ms. Hansen indicated it will be extremely tight and this is why the library cannot afford to hire any new staff.

Ms. Hansen stated that her report projections did not allow for any staff raises or retroactive pay adjustments.

Ms. Hansen indicated to the Board she did not know if they wanted to consider closing any holidays coming up in the month of November. Mr. Pruiti indicated it is too close to consider closing the library for any more holidays for this year.

Mr. Merwin asked if the library pays its own electric bills. Ms. Hansen said yes. Mr. Merwin suggested Ms. Hansen get in touch with the Township to see about the cooperative they belong to possibly save money on the electric.

Ms. Flynn-Rozanski asked Ms. Hansen how the library could make money from RedBox. Ms. Hansen indicated there is a waiting list to get a RedBox at this time. The library would receive a portion of the rental fees. Mr. Pruiti suggested Ms. Hansen put the library on the list for a RedBox and when the time comes, the Board can make a final decision on whether or not they want the RedBox outside the library.

Ms. Flynn-Rozanski asked Ms. Hansen to explain Automatically Yours. Ms. Hansen indicated Automatically Yours was setup with Baker & Taylor as a convenience for the librarians. The librarians select the authors deemed most popular and their books are automatically sent to us.

Dr. George asked if the library has applied for any grants to purchase Nooks. Ms. Hansen said no. Dr. George indicated the Friends are somewhat confused as there is as rumor going around they are going to buy Nooks and the library is going to lend them out to the public. Dr. George stated if the library is planning to lend out Nooks to the public she would like to review the plans for distribution and security.

Ms. Hansen indicated there are funds available in the gift and grant account which she is planning to use to buy the Nooks. Barnes and Noble can set the Nooks up with books for the library. Ms. Hansen indicated she is working on all the details and at this point, it is still in the early stages. She reiterated that the Friends' funds will not be used.

The Board reviewed and accepted the Director's report.

Old Business

Strategic Planning

Ms. Hansen indicated to the Board both she and Barbara Cannon are registered for the workshop on Strategic Planning, which is being held on Tuesday, October 25, 2011.

Dr. George indicated Highland Park Public Library hired a firm that helps with Strategic Planning and asked if we have ever thought about taking a similar action. Ms. Hansen informed the Board LMxAC offers the service for \$5,000, and had asked the Board about hiring LMxAC at a prior board meeting. Most firms charge around \$15,000 to \$20,000. Mr. Pruiti indicated the last time we spoke about this we decided not to hire a firm.

Ms. Hansen indicated she did attend the LMxAC Director's meeting with guest speaker Michael Cerone, Esq. about the library "give back" / "take back" law which is why the strategic plan is extremely important to have in place.

Foundation

Mr. Merwin indicated to the Board he introduced former Board member Steve Goldman to Ms. Hansen on Old Bridge Day, as Mr. Goldman is interested in working with the Foundation.

Mrs. Cannon indicated she spoke with Ellen Rosenbaum and she is still interested in working with the Foundation. Ms. Rosenbaum agreed to meet with Foundation, but would like a 6:00 PM meeting and asked Ms. Cannon to give her a couple of dates.

Mrs. Cannon said they could meet the week of October 24. Mr. Pruiti asked the Board if they had any objections to Barbara Cannon and Ms. Hanson meeting with the Foundation. The Board said no.

New Business

Museum Passes

Mr. Merwin asked Ms. Hansen how lending out museum passes has been received by the public. Ms. Hansen indicated the library received the passes; but she will have to check on the status of lending them out.

Vending Machine Income

Mrs. Chamberlain asked if the Library has made any money from the vending machines. Ms. Nowak indicated to the Board the library received \$92.34 for the month of June and \$158.59 for the month of July.

Executive Session

Motion: made by Mary Chamberlain, seconded by Joan George, to go into Executive Session at 7:30 PM to discuss union negotiations. All in favor

Public Session

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to go back into Public Session at 7:52 PM. All in favor

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

Motion: made by Patrick Gillespie, seconded by David Merwin, to adjourn the meeting at 8:20 PM. All in favor

Respectfully submitted,

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

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