

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
November 9, 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
	Sara Hansen	Director
	Maria Nowak	Executive Assistant
Absent:	Joseph Sgalia	Supt. of Schools' Alternate
Guest:	Eric Aronowitz	Board Attorney

The Vice President called the meeting to order at 7:05 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 Board was informed on the proper procedures for maintaining executive session minutes. Board Attorney Eric Aronowitz explained that Executive Session minutes should be just a general summary of what was discussed. Both regular and executive session minutes are not for public record until they are approved by the Board. Once they are approved they become a matter of public record that is accessible upon request.

Ms. Hansen asked if an employee is discussed by the Board in regard to health issues is it appropriate to use their name in the minutes. Mr. Aronowitz said no. He indicated that initials are permissible.

Ms. Hansen asked if written request should be required from persons to review the minutes. Mr. Aronowitz said yes. He also indicated that it was expected that minutes would be reviewed and approved in a reasonable time usually at the next Board meeting.

Dr. George said that these instructions were essentially the same as those given by the Board's prior attorney. After a discussion it was agreed the minutes will continue to be summarized.

Mr. Aronowitz indicated Ms. Hansen informed him about the steps by the staff entrance which were repaired by the Township but are still cracked and uneven.

Mr. Aronowitz said that he spoke with the Township Attorney Carol Berlen regarding the steps being a potential hazard. He told her that in his opinion, the library is a Township building and any liability lies with the Township.

Mr. Aronowitz indicated Business Administrator Joe Criscuolo emailed him, Ms. Hansen and Ms. Berlen the following:

“A request to the township council should be made during the next budget cycle, requesting that the steps be considered as a capital project and bond for it. If approved we can have the steps put in with the curbing bid to be completed.”

Ms. Hansen indicated the township budget items are due by November 15, 2011. The Board asked Ms. Hansen to submit a budget request to the township requesting the steps be replaced as soon as possible being it is a safety issue at this point. The Board also asked that a follow up letter be drafted by Eric Aronowitz and sent to the Township to communicate that the steps pose an immediate risk.

Library's Electric Bills

Ms. Hansen indicated she spoke with the Township and they are participating in the Middlesex Regional Energy Pool, which uses Direct Energy for their electric. Ms. Hansen indicated she sent the Energy Pool contract to join the pool to Eric Aronowitz for review. Mr. Aronowitz suggests an opt-out clause in case the pricing does not work for us.

Mr. Pruiti suggested Ms. Hansen talk to the Township to see if the library can join Direct Energy with them and if it would give everyone additional savings.

After a discussion, the Board requested the Ms. Hansen call Direct Energy and get an energy audit on the library's electric bills for both the Central and Laurence Harbor Branches.

Mr. Pruiti requested Ms. Hansen report back to the Board at the December meeting on this issue.

Action on Bills

Motion: made by Joan George, seconded by Patrick Gillespie, to approve the bill listing in the amount of \$154,532.32. All in favor

MINUTES

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the minutes from the October 12, 2011 Board meeting. All in favor

Motion: made by Joan George, seconded by Jeffrey Depew, to approve the Executive Session minutes from the October 12, 2011 Board meeting. All in favor

Director's/Department Reports

Ms. Hansen distributed flyers to the Board on the library's Nook lending program. One flyer informs the patrons they can now borrow a Nook here at the library. The other is an agreement the patron will be required to fill out to borrow the Nook.

Ms. Hansen indicated the library purchased twelve Nooks, covers, protection plan and a protective film kit. The plan as yet to start as Ms. Hansen informed the Board she was waiting for the Board meeting.

Ms. Hansen indicated to borrow a Nook the patron must be an Old Bridge cardholder in good standing and an Old Bridge resident. Ms. Hansen stated in the collection development budget there is \$2,400 budgeted for the purchase of books for the Nook.

Dr. George indicated she would make the Nooks available to patrons who are interested in trying out a Nook, but she would have them purchase and download their own books. She asked for the names of other libraries with electronic book lending programs. Ms. Hansen said she would provide the names.

Mrs. Cannon asked if the purpose to lending out Nooks to the public is just to acquaint them with the Nook. Ms. Hansen said yes and, among other things, to put technology into people's hands who may not be able to afford it.

Mr. Pruiti suggested changing the purchasing policy to only two titles a year.

After further discussion, the Board agreed to move forward on the Nook lending program as presented by Ms. Hansen, with the one change regarding the twice a year purchasing policy.

Ms. Hansen indicated to the Board she did a payroll comparison and the library is saving approximately \$12,000 a payroll. Ms. Hansen thanked Maria Nowak for doing the payroll comparison spreadsheet.

Mr. Pruiti was pleased to hear the Board's cost cutting strategic was working.

Ms. Hansen indicated the circulation staff is watching the people counter for November 8, 11 and 25, 2011 to see how much of the public use the library on these holidays.

The Board requested a people count certain hours of a day at both branches.

Example: (Central) Monday 10 – 1, Tuesday 1 – 5, Wednesday 5- 9

Example: (LH) Monday 1 – 5, Tuesday 5 – 8, Wednesday 1 - 5

Mr. Pruiti suggested Ms. Hansen look into getting a new people counter.

The Board reviewed and accepted the Director's report.

Old Business

Strategic Planning

Ms. Hansen reported both she and Barbara Cannon attended the Strategic Planning workshop on Tuesday, October 25, 2011.

Ms. Hansen indicated to the Board she is in the process of forming a committee who will work on developing a strategic plan for the library. The committee will consist of her, several Board members, three members of the library staff and several members of the public. The strategic plan should be completed within three (3) months.

Foundation

Ms. Hansen indicated the Foundation met and talked about fundraising ideas and recruiting new members for the Foundation.

Mrs. Cannon stated the Foundation is looking for people from the business, professional and education area and if anyone has any recommendations to please let the Foundation know.

Other Fundraising

Ms. Hansen indicated the Ridgewood Library had an interesting simple fundraising going on at their library which we would like to do here.

Mrs. Chamberlain indicated it is poor timing when you are trying to get the Foundation off the ground to raise money. Several trustees stated that Ridgewood and Old Bridge were very different communities in relationship to income. Some felt that this type of funding raising effort might be met with negative feelings from taxpayer who see the library assessment included as a separate item on tax bills.

Mr. Pruiti indicated the library should give the fundraising idea a try.

Museum Passes

Ms. Hansen indicated the museum passes have been made available to the public.

Friends

Dr. George indicated the Friends will be selling gift certificates to purchase items in their book store.

The Friends will have a coffee table book sale on November 18 & 19 from 10:00 AM to 4:30 PM and November 20 from 1:00 PM – 4 PM.

Mrs. Cannon asked if the Friends were taking books from the library's discards.
Dr. George said not at this time as they have many donations.

New Business

2012 Library Board Meeting Schedule

Ms. Hansen informed the Board in the Library Board's by-laws the Board is allowed to combine their July and August meetings.

The Board tabled the motion on the 2012 meeting schedule until the December meeting.

Old Bridge Library Named "One of the Best Public Libraries in Central Jersey"

Mrs. Chamberlain requested a letter be given to all employees congratulating and thanking them for all their hard work on winning the award for "One of the Best Public Libraries in Central Jersey" and that a copy of the letter be placed in everyone's personnel file.

Personnel

Ms. Hansen indicated to the Board the library is in need of pages as it has been tough getting the books back on the shelves. It was suggested that the openings could be posted at the schools to recruit interested students.

A question was raised asking if a Trustee's child could be employed. Ms. Hansen will seek the advice of Mr. Aronowitz, as he had left the meeting earlier.

Ms. Hansen indicated that we are currently paying less than minimum wage to pages. Trustees seemed to be unaware of this practice and felt that salaries need to be upgraded. Mr. Pruiti requested Ms. Hansen put together a recommendation along with a cost analysis for the Board and present it to them at the December meeting.

Motion: made by Mary Chamberlain, seconded by Joan George, to approve the retirement of Herb Gordon, effective November 1, 2011. All in favor

Mr. Merwin requested a letter be sent to Herb Gordon thanking him for his services to the Old Bridge Library.

Resolution/Exclude Public from Meeting

The following resolution was signed by the Board President Joseph Pruiti before the motion to move into Executive Session was passed.

WHEREAS, pursuant to N.J.S.A. 10:4-12(4), a public body may exclude the public from that portion of a meeting at which the public body discusses any matters involving, inter alia, any collective bargaining agreement, including the negotiation of terms and conditions thereof; and

WHEREAS, the Library Board of Trustees desires, at this time to discuss contract negotiations with AFSCME Local 3231 and such other matters in relation thereto as may be necessary;

NOW, THEREFORE, BE IT RESOLVED by the Old Bridge Public Library Board of Trustees that, pursuant to N.J.S.A. 10:4-12(4) as follows:

1. That the meeting to discuss contract negotiations with AFSCME Local 3231 shall be conducted in a meeting “excluding the public” there from;
2. That the time when the circumstances under which the said matters may be disclosed to the public shall be and is hereby fixed when the matter is resolved.

Executive Session

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to go into Executive Session at 7:16 p.m. 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 7:39 p.m. All in favor

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

Motion: made by Mary Chamberlain, seconded by Tara Flynn-Rozanski, to adjourn the meeting at 8:30 PM. All in favor

Respectfully submitted,

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

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