

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

|                 |                              |                             |
|-----------------|------------------------------|-----------------------------|
| <b>Present:</b> | 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         |
| <b>Guest:</b>   | Eric Aronowitz               | Board Attorney              |
|                 | Gail Sankner and Marcy Kagan | Library Staff               |

The President called the meeting to order at 7:00 PM and announced that the meeting has been advertised and would be conducted in accordance with the Sunshine Law. The Secretary called the roll.

**Action on Bills**

Dr. George asked what the \$832.00 legal fees bill covered. Mr. Pruiti requested Maria Nowak show Dr. George the attorney's bill.

**Motion:** made by Jeffrey Depew, seconded by Patrick Gillespie, to approve the bill listing in the amount of \$197,866.61. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Mary Chamberlain, David Merwin, Barbara Cannon and Joseph Sgalia. No: Joan George.

**MINUTES**

**Motion:** made by David Merwin, seconded by Joan George, to approve the minutes from the November 9, 2011 Board meeting as amended. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Mary Chamberlain, Joan George, David Merwin, and Barbara Cannon. Joseph Sgalia abstained.

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew to approve the Executive Session minutes from the November 9, 2011 Board meeting. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Mary Chamberlain, Joan George, David Merwin, Barbara Cannon. Joseph Sgalia abstained.

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

Ms. Hansen informed the Board the Foundation held an open house on Thursday, December 8, 2011 here at the library. The members were given a tour of the library and discussed the needs of the library and fundraising ideas.

Dr. George suggested putting an ad on the township's TV station letting the community know the Foundation is looking for business sponsors. Mr. Merwin said the ad should also go on the library's webpage.

Dr. George indicated requested a legal written opinion on the permissible role of employees and trustees in relationship to the Foundation.

Ms. Hansen indicated to the Board the door statistics started on November 21. It will take a few months to identify patterns as to busiest hours/days.

Ms. Hansen informed the Board she has called Direct Energy three times for an energy audit and has yet to hear back from them. Mr. Merwin suggested Ms. Hansen call Beth over in the township's Finance Department and ask her to make the call for the library.

Ms. Hansen indicated to the Board there are companies which might provide the library a free roof if we install solar panels. Mr. Merwin suggested the library wait until the new Mayor is in office. Ms. Hansen indicated she will investigate options.

Ms. Hansen informed the Board that the Friends Annual Holiday Luncheon was wonderful and was well attended. Mrs. Chamberlain indicated all the library staff who attended the luncheon thanked the Friends. Ms. Hansen said thank you to Maria Nowak for organizing the event.

Ms. Hansen informed the Board the library intern from Rutgers passed the background check and will be starting in the Children's Department in January. She will work one hundred and fifty (150) unpaid hours during the winter semester.

Ms. Hansen indicated to the Board that an employee who is an MLS student would like to also be an intern at the library. Ms. Kagan indicated this could be a union issue since this is a paid employee of the library and a union member. Mr. Merwin indicated this could be a violation of the Garcia Law. Ms. Hansen said she will check with the Board attorney.

Ms. Hansen indicated she sent the library's capital request to have the steps replaced to the township. Mr. Merwin requested Ms. Hansen call over to the township about the sidewalk lights being out, presenting yet another safety hazard.

The Board reviewed and accepted the Director's report.

## **Old Business**

### **Strategic Planning**

Ms. Hansen indicated the Strategic Planning Committee held their first meeting on November 29, 2011. The committee members all have assignments which will start in January 2012.

### **2012 Library Board Meeting Schedule**

**Motion:** made by David Merwin, seconded by Mary Chamberlain, to approve January 11, 2012 date for the first Board meeting in 2012. The remaining meeting schedule was tabled until the January Board meeting for approval by the new Board. All were in favor

### **Friends**

Dr. George indicated the Friends made approximately \$600.00 from the coffee table book sale.

## **New Business**

### **2012 Holiday Schedule**

The Board tabled approving the 2012 holiday schedule until the January Board meeting.

### **Personnel**

#### **Resolution/Concerning Personnel Matters/Exclude Public from Meeting**

WHEREAS, pursuant to N.J.S.A. 10:4-12(8), a public body may exclude the public from that portion of a meeting at which the public body discusses any matters conditions of employment, evaluation of the performance of, promotion or disciplining of any specific prospective public officer or employee or current public officer or employee employed for appointed by the County, unless all the individual employees or appointees whose rights could be adversely affected request in writing such matter or matters be discussed at a public meeting; and

WHEREAS, the Board of Trustees desire at this time to discuss personnel matters and such other matters in relation thereto as may be necessary;

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of the Old Bridge Public Library that, pursuant to N.J.S.A. 10:4-12(8), as follows:

1. That the meeting to discuss personnel matters shall be conducted at a meeting "excluding the public" therefrom;

2. That at the time when the circumstances under which the said personnel matters may be disclosed to the public shall be and is hereby fixed when the matter is resolved.

### **Resolution/Concerning Labor Negotiations/Exclude Public from Meeting**

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 any collective bargaining agreement, or the terms and conditions which are proposed to be included in any collective bargaining agreement; and

WHEREAS, the Board of Trustees desire at this time to discuss personnel matters and such other matters in relation thereto as may be necessary;

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

1. That the meeting to discuss labor negotiations shall be conducted at a meeting “excluding the public” therefrom:

2. That at the time when the circumstances under which the said labor negotiations may be disclosed to the public shall be and is hereby fixed when the matter is resolved.

### **Executive Session**

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to go into Executive Session at 7:06 p.m. to discuss matters of personnel and union negotiations. Vote: Yes: Joseph Pruiti, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, Mary Chamberlain, David Merwin, Barbara Cannon and Joseph Sgalia. Joan George abstained.

### **Public Session**

**Motion:** made by Joan George, seconded by Patrick Gillespie, to go back into Public Session at 8:21 p.m. All in favor

The Board announced union negotiations and personnel were discussed and the following action was taken.

**Motion:** made by Joan George, seconded by Barbara Cannon, to approve the agreement reached on December 12, 2011 between the Old Bridge Public Library and the AFSCME Local #3231 non-supervisory unit Vote: Yes: Barbara Cannon, Mary Chamberlain, Jeffrey Depew, Tara Flynn-Rozanski, Joan George, Patrick Gillespie, David Merwin, Joseph Pruiti and Joseph Sgalia.

Dr. George stated the Board will be notified once the contract is ratified by the union members.

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to approve as presented the two year contract between the Library Board of Trustees and Sara Hansen, Library Director effective January 1, 2012 through December 31, 2013 with an annual increase of \$2,500 per year.

**Vote:**

**Yes:** Jeffrey Depew

**Yes:** Patrick Gillespie stated this issue should be addressed now.

**Yes:** David Merwin stated he is very supportive of Sara Hansen and thinks nothing will change whether the Board had performed an evaluation or not. Mr. Merwin does not think the Board is setting a precedent.

**Yes:** Joseph Sgalia feels Ms. Hansen is doing a wonderful job. The communications with the schools has been excellent and he would like to see this line of communication continue. Mr. Sgalia indicated it is both fitting and appropriate that the Board discuss and act on a contract now rather than wait three months as many people settle their contracts three months prior to the expiration of existing contract.

**Yes:** Joseph Pruiti

**No:** Barbara Cannon stated for the record that her vote has nothing to do with Ms. Hansen nor her approval or disapproval. Ms. Cannon indicated Ms. Hansen is doing a good job and is supportive of her. Ms. Cannon said there is a process and feels the process is being circumvented and thinks the library Board needs to do things the right way. An evaluation of the Director needs to be done and then the Board can talk about a salary adjustment for the Director. This is why she is voting no for what is being done at this point.

**No:** Mary Chamberlain stated she does not like setting a new precedent and this is the only reason she is voting no.

**No:** Tara Flynn-Rozanski stated she basically agrees with what Barbara Cannon had to say based on the process and the lack of an evaluation is the reason she is voting no, but that she believes Ms. Hansen is doing a terrific job.

**No:** Joan George said everyone stated exactly her thoughts. Procedure is very important and hopefully the Board will return to the use of committees. She indicated that the Personnel committee could convene and use current policy/past practice to do an evaluation in preparation for the March expiration date of Ms. Hansen's current contract.

Her no vote is a protest is to the way things were handled this evening. She also indicated that she will follow up in the future.

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve increasing the starting page salary to Federal/State minimum wage, currently at \$7.25 an hour. All in favor

Mr. Pruiti stated he enjoyed his tenure on the Library Board and it was a pleasure to work with everyone.

**Motion:** made by Patrick Gillespie, seconded by David Merwin, to adjourn the meeting at 8:50 PM. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: January 11, 2012

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