

**MINUTES OF THE MEEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
January 13, 2010  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Mary Chamberlain	President
	Patrick F. Gillespie	Vice President
	Dr. Joan George	Treasurer
	Tara Flynn-Rozanski	Secretary
	Jeffrey Depew	Trustee
	David Merwin	Trustee
	Joseph Pruiti	Trustee
	James Phillips	Mayor
	Barbara Cannon	Mayor's Alternate
	Mary Ann Clementi-Jones	Superintendent of School's Alternate
	Michael Lamb	Director
	Maria Nowak	Executive Assistant

**Guests:** Diane Meyer, Felisha McEachern, Gail Sankner, Marcy Kagan, Bruce Howard, Marilyn Lubin, Union Representative Debbie Parks and Linda Seiler

The President called the meeting to order at 7:30 p.m. and announced the meeting had been advertised and would be conducted in accordance with the Sunshine Law. Mrs. Cannon called the roll.

Mrs. Chamberlain indicated Governor Corzine passed a bill this year that allows the Board President to swear in a new Board member.

Mrs. Chamberlain swore in Dr. Joan George who was reappointed to the Library Board.

### **Roll Call**

Mrs. Cannon called the roll.

### **Reorganization**

Mrs. Chamberlain turned the meeting over to Mary Ann Clementi-Jones to conduct the election for the office of President for the year 2010.

### **Nominations for the Office of President**

Mary Chamberlain nominated Joan George for President, seconded by Barbara Cannon.

Mayor James Phillips nominated Joseph Pruiti for President, seconded by David Merwin.

### **Votes for Joan George**

Mary Chamberlain and Mary Ann Clementi-Jones.

### **Votes for Joseph Pruiti**

Mayor James Phillips, David Merwin, Jeffrey Depew, Patrick Gillespie.

Ms. Clementi-Jones turned the meeting over to the newly elected President Joseph Pruiti.

### **Nominations for the Office of Vice President**

David Merwin nominated Patrick Gillespie, seconded by Joseph Pruiti. There were no other nominations. Vote: All in favor

### **Nominations for the Office of Secretary**

Jeffrey Depew nominated Tara Flynn-Rozanski, seconded by Patrick Gillespie. There were no other nominations. Vote: All in favor

### **Nominations for the Office of Treasurer**

David Merwin nominated Jeffrey Depew, seconded by Joseph Pruiti. There were no other nominations. Vote: All in favor

### **Minutes**

**Motion:** made by Patrick Gillespie, seconded by Joan George, to approve the minutes from the December 9, 2009 Board meeting. Vote: Yes: Patrick Gillespie, Joan George, Jeffrey Depew, David Merwin, Joseph Pruiti, Barbara Cannon and Mary Ann Clementi-Jones. Mary Chamberlain abstained.

### **Financial**

#### **Payment of Bills**

**Motion:** made by Jeffrey Depew, seconded by David Merwin, to approve the bill listing as presented in the amount of \$284,658.04. All in favor

### **Personnel**

#### **Resignation**

**Motion:** made by David Merwin, seconded by Joan George, to accept the resignation of Passport Clerk, Dorothy Gallop, effective January 13, 2010. All in favor

## **New Appointment**

**Motion:** made by David Merwin, seconded by Mary Chamberlain, to approve the hiring of Adult Services Intern, Dorothy Gallop, effective January 14, 2010 at an hourly rate of \$18.18. All in favor

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

Mr. Lamb informed the Board the Chess Club would like to hold a Chess Tournament here at the Library and has requested the library hold funds collected from players who want to participate in the tournament. Mr. Lamb indicated to the Board he was not comfortable with holding funds.

After a lengthy discussion, the Board decided to table this issue until the February Board meeting to give the Director, Michael Lamb, more time to get more information about the Chess Tournament.

**Motion:** made by Mary Chamberlain, seconded by David Merwin, to table further discussion on the Chess Tournament until the February Board meeting. All in favor

The Board reviewed and accepted the Director's Report.

## **Old Business**

### **Update of Library Policies**

#### **Circulation Policy**

Mr. Lamb indicated to the Board the attorney reviewed the Circulation Policy and he just has to make some changes and should have it ready for the February Board meeting for the Board's review.

#### **Quiet Study Room Policy**

**Motion:** made by Joan George, seconded by David Merwin for the purpose of discussion.

The Board discussed the Quiet Study Room Policy in regards to conducting public business in the rooms and the question of tutoring and whether it falls under public business policies. The removal of personal items after a certain amount of time was also discussed. It was recommended that a form be developed that lists the items being removed and covers staff members that remove the items. The Board suggested the attorney look over the form to make sure that it is legal.

Joan George removed her motion from the table.

**Motion:** made by Mary Chamberlain, seconded by David Merwin, to table approving the Quiet Study Room Policy until the February Board meeting. All in favor

## **New Business**

### **Building & Grounds Committee Report**

Mr. Pruiti indicated to the Board it would cost approximately \$180,000 to repair the existing Laurence Harbor Branch and he feels it is a waste of money and is suggesting building a new library building. After speaking with an architect the cost for a new building could be approximately \$500,000 to \$650,000.

Mr. Pruiti opened the floor for discussion. The Board held an extensive discussion and the following points were discussed:

- Need to sell the idea of a new library building in Laurence Harbor to the entire Old Bridge Community
- Need to get input from the Laurence Harbor community, LH Director and staff as to what is needed in a new facility
- Wisdom of planning to spend funds at this particular time in a poor economy with lay-offs and cutbacks
- Thought that repairing the existing library building would be a temporary solution to the condition of the building
- Plan to put out an RFP for the pre-design on a new library building including input from the Library Director, staff and the Old Bridge Community
- What to do with the funds that were designated funds for a South Old Bridge Branch Library
- Identify status of Woodhaven Project and determine exactly what is the intended use for the funds

**Motion:** made by Patrick Gillespie, seconded by Jeffrey Depew to approve sending out the RFP for architectural services on a new library building in Laurence Harbor. Vote: Yes: Mary Chamberlain, Patrick Gillespie, Tara Flynn-Rozanski, Jeffrey Depew, David Merwin, Joseph Pruiti, Barbara Cannon and Mary Ann Clementi-Jones. Joan George abstained. Joan George changed her vote to yes as long as there is no cost to the library.

### **Old Bridge Television Station**

Mayor Phillips proposed to the Board a shared service agreement with the Township regarding the Township television station. The Township would be responsible for all the television equipment and the Library would be responsible for the part-time employee salary. Entering this agreement would allow the Library more input into programming.

Dr. George indicated the Library would have to come up with some guidelines as to what types of programming they can put on the television station.

There was some Board concern as to who would supervise this employee.

Dr. George asked if there are funds in the library to pay this employee. Mr. Pruiti stated he was confident the library can absorb her salary since there are only six months left in the current fiscal year and the Library has a surplus on which it can rely. Mr. Lamb agreed with Mr. Pruiti.

Mr. Pruiti asked Mr. Lamb to meet with the Township Business Administrator Mike Jacobs to gather more information on this project and bring it back to the table at the February Board meeting so the Board can vote on it.

### **Passport Service**

Mayor Phillips informed the Board with the passing of the Township Passport Agent he asked that the Library be responsible for all the Township passport needs.

### **Mural Agreement**

**Motion:** made by Mary Chamberlain, seconded by Patrick Gillespie, to approve the MURAL Reciprocal Borrowing Agreement. All in favor

### **Library Board Committees for 2010**

Mr. Pruiti indicated he will keep the committees the same from 2009.

### **Negotiating Committee**

Dr. George scheduled a Negotiating Committee meeting for Wednesday, January 27, 2010 at 4:30 p.m.

### **Public Comments**

AFSCME Union Representative Debbie Parks asked the Board if they are prepared to discuss the outstanding grievances.

Mr. Pruiti said no and asked Ms. Parks if she could send him information.

Dr. George stated Debbie Parks did notify the Board at the December Board meeting she would be attending the January Board meeting.

Mr. Merwin asked if the grievances are written. Ms. Parks said yes. Mr. Merwin stated he asked at the December Board meeting if all the grievances had been satisfied. Board members agreed that Mr. Merwin did ask that question and Director Michael Lamb had said yes.

Ms. Parks indicated the Union has not received written responses according to the Union Contract.

Ms. Parks informed the Board she has been representing the Union members for almost eight years, and she has never experienced the current lack of communication which she finds to be

disrespectful. The Union was informed they would be given a draft copy of the Quiet Study Room Policy prior to it being brought to the Board; this never happened. The Union was also told they would be given copies of the Supervisors' Job Descriptions prior to the Board voting on them. This did not happen. The Union received the job descriptions after the Board voted on them. Ms. Parks stated she is totally dismayed by the fact that our contract on these issues is not being followed. In the eight years prior to these current grievances, the Union may have filed one grievance as the Union was always able to work things out. Ms. Park said she will forward the Board all the information.

Mr. Pruiti stated he would like to read the grievances.

Dr. George stated this meeting is in public session and the Board is discussing personnel issues; she said the Board should be in Executive Session. Mr. Merwin said no names were mentioned.

Dr. George said that was irrelevant and the need to go into Executive Session was obvious since a discussion was taking place.

### **Executive Session**

**Motion:** made by Tara Flynn-Rozanski, seconded by Mary Chamberlain, to go into Executive Session at 8:55 p.m. to discuss matters of personnel. All in favor.

Minutes of this meeting will be available as soon as is practical.

### **Public Session**

**Motion:** made by Tara Flynn-Rozanski, seconded by Patrick Gillespie, to go back into Public Session at 9:26 p.m. and announced matters of personnel were discussed. All in favor

Mrs. Seiler indicated she placed a complaint over the weekend in regard to not being able to find a clean table to sit at with her mother; there were stains and food all over. She felt it was disgusting. Mrs. Seiler said she has not heard back regarding her complaint. She said this is an ongoing problem and the Library should have a designated area where food is allowed, preferably with a linoleum floor. To be able to eat anywhere in the library is totally unacceptable. Mrs. Seiler said she will call in the Health Department if needed.

Mr. Lamb stated the Library's policy is that patrons are allowed to have snacks in the library. Mr. Pruiti asked Mr. Lamb to look into updating the Library's policy on snacks in the library. Mr. Pruiti requested Mr. Lamb put on the Board's agenda for the February meeting to discuss no snacks in the library. Mr. Lamb said most libraries allow snacks.

Mrs. Seiler stated the Township television station was a very interesting proposal. Mrs. Seiler stated since 2002 she has been trying to volunteer for the Township television station as those committee members are a closed shop and if the television station comes over to the Library she expects it to be an open shop. Mrs. Seiler said she gave Gene McLaughlin a three page proposal on things for the television station. He took the proposal and nothing ever happened with it. The

television station is underutilized and she thinks the Library can do wonderful things with it; but it needs to be opened up.

Mrs. Seiler said the Board could consider a prefab building for Laurence Harbor. Mr. Pruiti said the architect said no on a prefab building because of the irregular size of the lot the Library has now.

Mr. Merwin said the architect will be looking into all options.

Mrs. Seiler stated has the Library thought of doing a combination library and recreational shared service building or using the current Senior Center.

Mrs. Seiler suggested using industrial strength zip locks bags when removing personal items from the quiet study rooms.

### **Adjournment**

**Motion:** made by David Merwin, seconded by Jeffrey Depew, to adjourn the meeting at 9:39 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: March 10, 2010

**Minutes transcribed from tapes on file by Maria Nowak**  
**Minutes reviewed by Tara Flynn-Rozanski**