

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
March 10, 2010  
OLD BRIDGE, NEW JERSEY**

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

**Guests:** Marcy Kagan, Bruce Howard, Martha Gesimondo, Rosemary Panepinto and Union Representative Debbie Parks

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

Mr. Pruiti requested it be noted in the minutes the February 10, 2010 Board meeting was canceled due to inclement weather.

### **Roll Call**

Mrs. Chamberlain called the roll.

### **Minutes**

**Motion:** made by Patrick Gillespie, seconded by Jeffrey Depew, to approve the minutes from the January 10, 2010 Board meeting. Vote: Yes Patrick Gillespie, Joan George, Jeffrey Depew, Joseph Pruiti, Barbara Cannon, Mary Ann Clementi-Jones, Mary Chamberlain and Tara Flynn-Rozanski. David Merwin abstained.

### **Financial**

#### **Payment of Bills**

**Motion:** made by Jeffrey Depew, seconded by David Merwin, to approve the February 10, 2010 bill listing as presented for \$141,589.48. All in favor

**Motion:** made by Jeffrey Depew, seconded by David Merwin, to approve the March 10, 2010 bill listing as presented for \$192,516.54. All in favor

## **Personnel**

### **Personal Leave of Absence**

**Motion:** made by Jeffrey Depew, seconded by Patrick Gillespie, to approve Circulation Library Assistant I, Anny Lantigua, personal Leave of Absence from May 15, 2010 to July 30, 2010.  
Vote: Yes Joseph Pruiti, Patrick Gillespie, Jeffrey Depew, Barbara Cannon, Mary Ann Clementi-Jones, and Dr. Joan George. Mary Chamberlain and David Merwin abstained.

### **New Appointment**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the hiring of Technical Services Page, Nicholas Goolic, at an hourly rate of \$7.15, effective March 11, 2010. All in favor

### **Update on Sensitivity Training**

Mr. Lamb indicated the third and final Sensitivity Training will be held in the evening sometime in April and all staff members who did not attend the first two training sessions will be required to attend the final training session.

Mrs. Chamberlain asked how many staff members still have not attended the training session. Mr. Lamb said twenty-two (22) staff members.

The Board asked if the Sensitivity Training is helping. Mr. Lamb said yes.

Mrs. Chamberlain asked how many full-timers are on staff. Mr. Lamb stated eight (8) non-supervisory and six (6) supervisory.

### **Update on Passport Services Position**

Mr. Lamb indicated the split of the position would be hiring two people in house. Mr. Pruiti asked why we are looking to split the position. Mr. Lamb indicated it would help with staffing issues when it comes to covering for vacations. Mr. Lamb stated staff members current regular hours cannot conflict with the passport hours. Mr. Gillespie asked if the passport service is still a moneymaker for the Library, Mr. Pruiti said yes. Mrs. Cannon stated since the service is a moneymaker the library should try and keep the hours filled. Mr. Lamb distributed a letter he received from Union President Diane Meyer approving the split of the passport position.

The letter read as follows:

*“This letter is to confirm that there are no contractual restraints against management splitting the present Passport position into blocks of hours that presently employed staff can apply for. This is past and present practice, where an employee*

*works in two different departments of the library. The union would request that the following wording be used, in order to avoid any confusion about changing hours to fit these hours. Hours can only be added to an employee's existing permanent hours, not to exceed 30 hours a week."*

Dr. George questioned the 30 hours and asked what the department supervisors thought. Mr. Lamb indicated twenty-nine (29) hours is the cut off per week. Dr. George asked that this be corrected. Mr. Pruiti asked Mr. Lamb to inform Ms. Meyer of the cut off being twenty-nine (29) hours.

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

Mr. Lamb indicated circulation was down due to snow closings.

Mr. Pruiti indicated he would not have closed the library early the last time if he had to do it over again and in general, it is impossible to make a decision to close the night before.

Mr. Lamb reported the Laurence Harbor Branch retaining wall collapsed and is bowed due to the snow. Mr. Gillespie asked if it is unsafe. Mr. Lamb said yes evidently, as the retaining wall is holding up the foundation of the building.

Mr. Pruiti stated this would be addressed later in the meeting.

Mr. Lamb indicated he spoke with the Television Manager Gene McLaughlin. Mr. Lamb was informed that the television station has a volunteer group who reports to the Mayor and that editorial decisions are made on a consensus basis. Mr. Pruiti said there is only one paid part-time employee on the television stations' staff. Mr. Lamb indicated he met with the Township Business Administrator Mike Jacobs. Mr. Jacobs is looking forward to working with the Library as partners. Mr. Lamb stated he spoke with Cindy O'Connor the East Brunswick Television Station Manager for East Brunswick. Mrs. Chamberlain asked Mr. Lamb if he spoke with the Director of East Brunswick Library. Mr. Lamb said yes. Mr. Lamb indicated East Brunswick's Television Station is a completely different system. Mr. Lamb stated Mayor Phillips is looking at this as a partnership in that the Township would still be involved in running the Television Station. Mrs. Chamberlain said the Library would be just paying the bills. Mr. Lamb said the Township would be paying and housing all the television equipment.

Mr. Pruiti indicated to Mrs. Chamberlain what the Library would get is programming to expose more of what the Library is doing. Mr. Pruiti stated the Library has no say in the editorial context of the programming. He feels that the Library does not want to get involved. Mrs. Cannon stated the library has a say over what we are going to put on the air and the library should have an agreement as to when it goes on the air. Mr. Pruiti said the Television Station would be discussed later in the meeting.

The Board reviewed and accepted the Director's Report.

## **Old Business**

Mr. Depew indicated there were some revisions in the Circulation Policy. Copies were distributed.

Mr. Lamb indicated there were changes in signing up for library cards and increases in fees. Mr. Depew stated the fee changes are on page 5 of the Circulation Policy.

Dr. George asked where the fees on audio-visual in the circulation policy are. Mr. Depew said non-print items are on page 4 of the Circulation policy.

After a further discussion of the Circulation Policy, the following motion was made.

**Motion:** made by Patrick Gillespie, seconded by Joan George, to approve the Circulation Policy as presented. All in favor

## **Acceptable Behavior Policy**

Mr. Pruiti expressed his concerns about the Quiet Study Rooms and moving of patrons' belongings and felt this is exposing the staff to a liability and personal issues with the patrons.

Mr. Pruiti indicated he asked Mr. Lamb to take a hard look at the Quiet Study Room issues as to whether or not it is a real problem. Both he and Mr. Lamb do not think it is; but he spoke with David Merwin who indicated that he gets different reports at times. Mr. Pruiti stated in terms of how it affects the library, both he and Mr. Lamb do not think it is a problem, which requires moving of patron's belongings.

Dr. George asked about the visit from the public who talked about the library being dirty and the eating of food in the library and asked if this is a problem. Mr. Pruiti said he has spoken to Mr. Lamb about this and he does not perceive it as a problem. Mr. Pruiti asked Mr. Lamb to keep an eye on this.

After a lengthy discussion, on the Acceptable Behavior Policy the Board made the following motion:

**Motion:** made by Patrick Gillespie, seconded by Mary Clementi-Jones, to approve the amended Acceptable Behavior Policy as presented. Vote: Yes: Joseph Pruiti, Patrick F. Gillespie, Jeffrey Depew, Tara Flynn-Rozanski, Barbara Cannon, Mary Ann Clementi-Jones, David Merwin. Joan George and Mary Chamberlain abstained.

## **Building & Grounds Committee Report**

### **Central Library Roof Proposals**

Mr. Pruiti indicated the Library received three proposals on the professional consulting services to evaluate the Central Library's roof.

- Roth Bros. \$1,800.00
- Remington, Vernick & Vena Engineers \$28,490.00
- Feitlowitz & Kosten Architects \$36,550.00
- 

After a discussion, on the proposals and the Central Library's roof the Board made the following motion:

**Motion:** made by Joan George, seconded by Mary Chamberlain, to accept the proposal from Roth Bros. for \$1,800.00 for professional consulting services to evaluate the Central Library's roof. All in favor

### **Architectural Services for a New Laurence Harbor Branch Building**

The Library received one architectural proposal to survey the existing library site and to do a pre-design for a new Laurence Harbor Branch building.

- RFP Architects \$7,965.00

Mr. Pruiti indicated the architect would come and meet with the library staff and do a survey of the existing site and then give the Board an idea of what we can expect to construct on that site.

Mayor Phillips indicated there was some confusion between Mike Jacobs and Mike Lamb about what is going on here and he wanted to attend the meeting to clarify it. Mayor Phillips stated the Township had a number of projects slated for the Community Development Block Grant; but for some reasons are not going anywhere. There was recently a public hearing for people to come forward with ideas as to how they could use the money; there were no suggestions made at this hearing. The mayor therefore felt this grant is a possibility to be used for funding for this project, but is concerned about the time limitations of the grant being available. Mr. Pruiti indicated that the demo phase of this project could possibly fall under the use of this money. Mayor Phillips stated that approval for the use of this grant would have to come from the Township Council and suggested that the Library put in a request for the grant.

Dr. George expressed concern that other libraries in the county are cutting hours and laying off staff; her feelings are that there is going to be a need to sell this project to the people of the township. Mr. Pruiti stated that repairing the Laurence Harbor building could cost up to \$350,000, and the architect has stated a new building could be built for a half million dollars. This is why we are going into the pre-design phase. Mayor Phillips suggested to Mr. Lamb to meet with Mike Jacobs and Carol Lowy to discuss how to apply for the funds and the possible

use of funds. Mr. Pruiti asked Mr. Lamb to give the Board a report at the April Board meeting on his meeting with Mr. Jacobs and Ms. Lowy.

Mr. Pruiti requested Mr. Lamb put some information on the website by next week regarding the potential improvements or replacing the current Laurence Harbor building with a new building. The Board will look into putting out a video on the Township Television Station, which documents the repairs needed to the building. Included in the video would be a request for feedback from the public.

Mr. Pruiti appointed a committee who will work on the website and produce a television show on the project.

- Committee will consist of Joseph Pruiti, David Merwin, Barbara Cannon, Michael Lamb, Member from the Laurence Harbor staff and a Member from the Public

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to approve the architectural services of RFP Architectural for \$7,965.00 for the pre-design of a new Laurence Harbor building. All in favor

### **Old Bridge Television Station**

Mr. Pruiti indicated that Mayor Phillips approached the Library several weeks back on taking on the payroll of the part-time person who works at the Television Station. Mr. Pruiti said the library would benefit from access to programming power as well as supervision over the Television Station. Mr. Pruiti indicated the Board needs to move swiftly on this and he is proposing the Library Board vote on this tonight to pick up part-time position salary and make her an employee as of Monday, March 15; as a non-union employee who serves at the pleasure of the Board and under the direct supervision of Michael Lamb. Dr. George suggests the Board go into Executive Session for discussion of personnel issues.

### **Executive Session**

**Motion:** made by Mary Chamberlain, seconded by David Merwin, to go into Executive Session at 9:08 p.m. to discuss matters of personnel. All in favor

### **Public Session**

**Motion:** made by Patrick Gillespie, seconded by David Merwin, to go back into Public Session at 9:23 p.m. and announced matters of personnel were discussed and no action would be taken at this time. All in favor

### **New Business**

#### **Library's Automatic Doors**

Mr. Lamb informed the Board the Library received a letter from the vendor who repairs the Library's automatic doors indicating the Library's automatic doors do not meet the ANSI

standards for automatic door safety. The proposal to furnish and install six (6) Optex I One Sensors would be \$2,645.00.

After a discussion, the Board took no action on the Automatic Doors.

### **Repair of the Laurence Harbor Branch Retaining Wall**

**Motion:** made by Joan George, seconded by Patrick Gillespie, to accept the proposal from Champion Contracting Corporation for \$1,650.00. All in favor

### **Time Clocks**

Mr. Pruiti indicated there is no motion required by the Board at this issue. Mr. Pruiti is requesting Mr. Lamb and the IT person Maggie Awadalla to get pricing ideas and to have a report for the Board at the April Board meeting.

Mr. Pruiti indicated Mr. Lamb is having issues with people walking away from their post and people reporting hours to Maria. Mr. Pruiti indicated in one pay period there was a wasted \$5,000 and electronic time clocks are a strong managerial tool. Mr. Pruiti stated he is not sure the library will go in that direction; but he thinks the Board needs to explore time clocks. Mr. Merwin stated a backup to time clocks is closed circuit television. It was pointed out that time clocks were installed and removed as ineffective in the recent past.

### **Executive Session**

**Motion:** made by David Merwin, seconded by Mary Chamberlain, to go into Executive Session at 8:38 p.m. to discuss staff grievances and union contract negotiations. All in favor

### **Public Session**

**Motion:** made by Joan George, seconded by Jeffrey Depew, to go back into Public Session at 7:56 p.m. All in favor

Mr. Pruiti announced matters of personnel were discussed and the following action was taken:

**Motion:** made by Joan George, seconded Mary Chamberlain, to authorize Mr. Pruiti to sign the letters to the Unions resolving the staff grievances. All in favor

**Motion:** made by Joan George, seconded by David Merwin, to approve the letter of intent to start union negotiations. All in favor

Debbie Parks indicated to the Library Board the Union's Unfair Labor charge will be withdrawn.

Mr. Pruiti thanked Ms. Parks for attending the Board meeting.

### **Board Meeting Start Time**

Mr. Depew indicated at a policy meeting it was brought up to changing the start time of the Board meetings to 7:00 p.m. Mr. Pruiti asked this be placed on the April Board meeting Agenda.

### **Public Comments**

None

### **Adjournment**

**Motion:** made by David Merwin, seconded by Jeffrey Depew, to adjourn the meeting at 9:30 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: April 14, 2010

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