

**MINUTES OF THE MEEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
April 14, 2010
OLD BRIDGE, NEW JERSEY**

Present:	Joseph Pruiti	President
	Patrick F. Gillespie	Vice President
	Jeffrey Depew	Treasurer
	Tara Flynn-Rozanski	Secretary
	Mary Chamberlain	Trustee
	Dr. Joan George	Trustee
	David Merwin	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: Maggie Awadalla, Marcy Kagan, Nancy Cohen and Anita Roik

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.

Roll Call

Mr. Gillespie called the roll.

Mr. Pruiti indicated he is moving under old business letter D Time Clocks to be addressed first on the agenda.

Mr. Lamb introduced Supervisor of Electronic Resources Maggie Awadalla who will make a slide presentation on ADP product (ezLaborManager) Electronic Time Clocks.

Mrs. Awadalla explained this is a PC based system that would replace the paper timesheets currently used by the library staff.

Mrs. Awadalla's presentation included information on how the system would work for staff, supervisors and the payroll administrator. The following points were covered:

- Signing in and out
- Keeping track of hours worked
- Problems with tardiness and overtime
- Supervisors' ability to override the system when necessary
- Keeping track of employees' sick, personal, holiday and vacation time
- Payroll administrator will be able to review changes made on the time cards as well as who made the changes

- ADP's ability to customize the system for our library's needs
- Reduction in labor cost

Mrs. Chamberlain asked what would happen if an employee called out and the supervisor was not in. Mrs. Awadalla answered that the employee could report on-line and the supervisor could deal with this situation when they come back.

Mr. Pruiti requested the cost of the system. Mrs. Awadalla responded that after a 20% discount the library would pay \$175 installation fee and \$115 per pay. She indicated to the board this is just an agreement, not a contract.

Mr. Pruiti wanted to know if a supervisor could override the system if an employee came in at 6:30 and was due to start work at 7:00. Mrs. Awadalla said yes.

Mr. Pruiti asked if an employee would be able to sign in from home. Mrs. Awadalla said no.

Mr. Pruiti asked where the sign-in station would be in the library. Mrs. Awadalla said in the administration area and staff could use their own library computers to sign in.

Mrs. Cannon asked how far back an employee could review their time cards. Mrs. Awadalla said she was not sure; this is something that would need to be customized.

Mrs. Nowak asked if the system could keep track of individual employee's eligibility for holiday, sick or vacation pay. Mrs. Awadalla said yes.

Mr. Pruiti asked if employees could sign each other in. Mrs. Awadalla said yes, but the other tools within the system will inform you of what is going on.

Dr. George asked if this is for everyone on staff, including the director. Mr. Pruiti said yes.

Dr. George also asked if this system is used in any other libraries in the area. Mrs. Awadalla said ADP gave her references for other businesses but not for libraries.

Dr. George said there would be a need to develop procedures and, perhaps, policies for the use of this system, and she would like to know the supervisors' opinions on this system.

Mr. Pruiti asked that a demo be given to the supervisors and to Maria Nowak before the next board meeting.

Mrs. Cannon expressed the opinion that this type of system did not work in the past in the Township and suggested someone ask Tom Sommers what system had been used and what the problems were.

Mr. Pruiti requested Mr. Lamb start putting some policies together for the payroll system. He also asked for a report from Maria and the supervisors at the next board meeting on their opinion of the time-clock system. He asked Mrs. Awadalla to call several of the references given by

ADP to see how they like the system. Mrs. Chamberlain asked Mrs. Awadalla to see if she can get the name of a library that uses this system. Mr. Merwin requested that the staff also be given a demo on the system.

Mrs. Awadalla indicated to the Board time clocks will be flagged if not signed.

Mr. Pruiti feels that Maria will have less work and more control over the payroll with this system. Mrs. Awadalla agreed.

Mr. Gillespie asked if ADP generates all payroll checks and if the library receives transmittal reports. Mrs. Nowak said yes.

Mrs. Awadalla indicated it would take six to eight weeks to have this program implemented.

Mr. Pruiti wants a report at the May Board Meeting on the ADP time-clock payroll system.

Minutes

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the minutes from the March 10, 2010 Board meeting. All in favor

Financial

Payment of Bills

Motion: made by Patrick Gillespie, seconded by David Merwin, to approve the April 14, 2010 bill listing as presented for \$222,899.41. All in favor

Health Benefits

Mr. Pruiti indicated a law effective May 21, 2010 all public employees will be required to contribute 1.5% of their annual salary towards their health benefits.

Mr. Pruiti requested Mr. Lamb get this information out to the staff. This will affect the Director Michael Lamb and the Executive Assistant Maria Nowak effective the first payroll in June 2010. This will affect the Non-supervisors Union members once their union contract expires on June 30, 2010. The Supervisor's will be affected once their Union Contract expires on June 30, 2012.

Mr. Pruiti requested Mr. Lamb get in touch with Debbie Parks to see how employees should be notified of this. Mr. Lamb expressed the intent of attaching a letter to their paychecks.

Personnel

Resignation

Motion: made by Joan George, seconded by Mary Chamberlain, to accept, with regret, the resignation of Part-time Custodian, Matthew Bodak, effective April 2, 2010. All in favor

Mrs. Chamberlain asked if the custodian position has been posted. Mr. Lamb indicated the position would be posted this week.

Sensitivity Training

Mr. Lamb informed the Board that the sensitivity training session has been set for Wednesday, May 26, 2010 at 6:00 p.m.

Mr. Lamb indicated letters were sent out today to all library staff who did not attend the first two sessions notifying them of the new sensitivity training session date.

Staff Development Day

Mr. Lamb indicated to the Board that he would like to hold Staff Development Day on Friday, June 18, 2010. The main program for the staff will be Myers-Briggs Type Indicator given by Nena Davis from Sage Counseling & Consulting.

Ms. Cannon asked if this would help the library staff interact better with the public. Mr. Lamb said yes.

Mr. Lamb informed the Board the Friends of the Library pay for both the workshop and the luncheon on this day.

Mrs. Chamberlain stated she was pleased Staff Development Day was moved back to June.

Motion: made by Patrick Gillespie, seconded by Barbara Cannon, to approve closing the library on Friday, June 18, 2010 for Staff Development Day. All in favor

Executive Session

Motion: made by Mary Chamberlain, seconded by David Merwin, to go into Executive Session at 8:25 p.m. to discuss matters of personnel and Union Negotiations. All in favor

Public Session

Motion: made by David Merwin, seconded by Barbara Cannon, to go back into Public Session at 8:40 p.m. announced matters of personnel, Union Negotiations was discussed. This following motion was made:

Motion: made by David Merwin, seconded by Jeffrey Depew, to accept the resignation of Part-time LAII, Arline Fulton, effective April 8, 2010. All in favor

Director's Report/Department Reports

Mr. Lamb indicated circulation was down less than 1%.

Mr. Lamb informed the Board he set up a page on the library's website on the Laurence Harbor project and received several responses. The response so far is 3 to 1 for a new building.

Mr. Lamb indicated the library will be dropping our Ethernet in favor of a local cable company and that the wireless service in the library will be upgraded.

Mr. Lamb discussed the difference between Old Bridge Public Library's Fine Policy and LMxAC's Fine Policy. He will meeting with LMxAC Circulation Committee next week to discuss the differences. Mr. Lamb said that he would then meet with the Library's Policy Committee which consists of Jeffrey Depew and Mary Chamberlain.

Mrs. Chamberlain asked Mr. Lamb if he met with Lowy and Business Administrator Mike Jacobs on grant funding. Mr. Lamb said yes and if the library gets all their information together and he does not get any other applications the library can be reimbursed for anything we do up until April 2011. Mrs. Cannon asked if this is the CDBG grant. Mr. Lamb said yes. Mr. Lamb said this does not include architectural fees. Mr. Pruiti asked if bringing down the old building counts. Mr. Lamb said yes. Mr. Lamb said there is definitely money for the Library.

Mr. Merwin asked about the 27% drop in the juvenile circulation. Mr. Lamb stated the library has had a consistent drop in the juvenile circulation since he has been here at the library and he is not sure as to why. Mr. Merwin asked if it is the programs the library is offering. Mr. Lamb said no; it is the books and this is something the library needs to look into. Mr. Merwin asked if it is possible the numbers were incorrect. Mr. Lamb said no. Mr. Lamb stated this has been consistent for the last nine months.

The Board reviewed and accepted the Director's Report.

Old Business

Revised Circulation Policy

Mr. Lamb informed the Board he asked LMxAC to move up the block fine to \$20.00. LMxAC said they would go up to \$10.00. The LMxAC Executive Committee will vote on this next Wednesday as to whether or not to leave it at \$5.00 or move it to \$10.00.

Building & Grounds Committee Report

Update on Central Library Roof

Mr. Merwin indicated the infrared test was done on the roof and the library is waiting to receive the report. Once the report is received, the library can move forward.

Architectural Services for a Laurence Harbor Branch Building

Mr. Lamb indicated all the temporary repairs are completed. The retaining wall has been stabilized for now; but the problem now is the outer wall is separating from the inner wall and eventually the entire wall will need to be replaced. The water is draining and going to a dry well.

Mr. Lamb informed the Board the Architect met with both himself and the Laurence Harbor staff. Dr. George expressed a concern that the cost estimates for the Laurence Harbor project were put up on the library's web site and that the estimates may not be accurate in the end. Mr. Pruiti stated the library would find out soon enough what the cost for the Laurence Harbor project would be. Dr. George said at a time when the headline in the newspaper reads library are in trouble with closings and cutting of hours is why she feels the library should be accurate in reporting what we would be spending on the Laurence Harbor project.

Mr. Lamb stated it is not known at this time exactly how much this will cost; the number posted is an estimated range. Mrs. Cannon said this is why the library should not be posting numbers. Mr. Pruiti asked Mr. Lamb how he came up with this cost number. Mr. Lamb responded that this number was based on part of the range and the wall issue. He also stated he had a quote from the architect. Mr. Merwin stated that he agrees with the others that the library should not be posting numbers that are uncertain at this time.

Mrs. Flynn-Rozanski expressed her concerns that in these hard economic times why we are looking at building a new Laurence Harbor facility when South Old Bridge does not have their own library and the Central Branch is an awesome facility. Mr. Pruiti stated that this is a good point and that once we have all the figures we can make a better decision. Mr. Merwin also responded to this concern and stated that he felt that the circulation numbers from Laurence Harbor justify its existence, and that just because South Old Bridge does not have a branch does not mean that Laurence Harbor should not have one also. Mrs. Flynn-Rozanski asked if patrons from the Laurence Harbor area would be able to travel to the Central Branch. Mr. Merwin responded that there is no public transportation between the two areas. Mr. Pruiti stated that he felt the question at this time was not whether to keep the Laurence Harbor facility or not but whether to fix the current building or build a new one. He felt that if the costs came back as being prohibitive to do either then the question of closing the facility would become pertinent.

Dr. George stated that people have expressed concerns to her about why things such as computer classes are being duplicated at the Laurence Harbor Branch, especially when attendance is low.

Mr. Pruiti stated that once again, he wants to remind the Board that no decision has been made to build a new Laurence Harbor building; we are just in the pre-design phase, and we are trying to gather information so we can make some educated decisions.

Old Bridge Television Station

Mr. Pruiti informed the Board he met with Barbara Cannon and Michael Lamb at which time they came up with some ideas on the Old Bridge Television Station that he wants to share with

the Board. The Board does not necessarily have to discuss this now. Mr. Lamb distributed the draft Inter-governmental Agreement between the Library and Township on the OBTV 14 Administrator Coordinator position, which will be sent over to the Township Business Administrator Mike Jacobs, and his legal department will draw something up. Mr. Pruiti said he is sure they will have some issues with some of the ideas especially with the one on policy matters. Dr. George asked if the library's attorney has looked over the agreement. Mr. Pruiti said he thinks it is a little premature to have our attorney look it over. Mr. Pruiti said once the Township comes back with an Inter-governmental Agreement between the Library and Township we will then have our Attorney Scott Smith and the Board review it.

Mr. Pruiti requested the Board email the Director any comments they may have on the draft Inter-governmental Agreement between the Library and Township by the end of this week; as the target date to get this draft to Mike Jacobs is next week.

Dr. George expressed concerns for the need to create the position before assigning the salary and the need for the Board attorney to review the legality of the move. Mrs. Cannon agrees. Mr. Pruiti indicated if there are no layoffs at the Township this position would not be coming over to the library.

After a lengthy discussion, Mr. Pruiti indicated he would call Attorney Scott Smith tomorrow.

New Business

Friends

Dr. George indicated the Friends want to know where their money goes to and they do not want to contribute to the library's building maintenance costs. Mrs. Chamberlain stated a member of the public wanted a wheelchair in the library and Mr. Merwin wanted to know why someone disabled would not have a wheelchair of his or her own. Dr. George indicated with providing a wheelchair there are liability issues. Dr. George thanked Marcy Kagan for her book sale work. Dr. George encouraged all the Board members to attend the Friends Annual Book Sale. Mr. Lamb encouraged all Board members to become members of the Friends group. Mr. Merwin asked if the Friends group can tell the Library how to spend the funds they give to the library. Dr. George indicated the Friends could make suggestions to the library how they would like the funds spent. Mr. Merwin asked if the Friends have their own account or do they give the funds to the library. Dr. George said they give the funds to the library.

Foundation

Mrs. Cannon requested the Director call Eileen Rosenbaum to see where the Foundation is at and she expressed the desire to recruit new members.

Public Comments

Marcy Kagan questioned the Board's approval of the fee increase to \$1.00 from \$.25 for copies in the Electronic Resources Department. The Board expressed consternation about such a fee

increase and said the fee increase should have only gone to \$.50 per copy. Mr. Pruiti asked Mr. Depew if his committee was going to meet again to review this issue. Mr. Depew said yes.

Adjournment

Motion: made by David Merwin, seconded by Patrick Gillespie, to adjourn the meeting at 9:25p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: May 12, 2010

Minutes transcribed from tapes on file by Maria Nowak
Minutes reviewed by TKF