

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
May 12, 2010  
OLD BRIDGE, NEW JERSEY**

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

Absent: Tara Flynn-Rozanski Secretary

**Guests:** Diane Reinheimer and Linda Seiler

The President called the meeting to order at 7:35p.m. and announced the meeting has been advertised and would be conducted in accordance with the Sunshine Law.

**Pledge of Allegiance**

**Roll Call**

Mr. Gillespie called the roll.

**Minutes**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the minutes from the April 12, 2010 Board meeting. All in favor

**Financial**

**Payment of Bills**

**Motion:** made by Patrick Gillespie, seconded by David Merwin, to approve the May 12, 2010 bill listing as presented for \$213,203.17. All in favor

**Personnel**

Mr. Lamb stated that Jennifer Jacobsen has requested an additional one-month leave of absence due to the birth of her baby.

**Motion:** made by Dr. George, seconded by Patrick Gillespie to approve an additional one-month leave of absence until July 1, 2010 for Jennifer Jacobsen.

**Vote:** Yes: Dr. George, Mary Ann Clementi Jones, Jeffrey Depew, Barbara Cannon, Joseph Pruiti, and Patrick Gillespie No: Mary Chamberlain

Mary Chamberlain indicated she voted no because of her concern that granting this additional month would set a precedent for all employees to perpetually extend any leave of absences they may request.

### **Sensitivity Training**

Mr. Lamb stated that due to a lack of response for attendance, the sensitivity training session scheduled for May 26, 2010 has been cancelled. After a lengthy discussion, the Board requested the Director to reschedule the sensitivity training before July with no option for non-attendance.

### **Executive Session**

**Motion:** made by David Merwin, seconded by Dr. George to go into Executive Session at 8:00 p.m. to discuss matters in reference to Union negotiations. All in favor

### **Public Session**

**Motion:** made by David Merwin, seconded by Mary Ann Clementi-Jones to go into Public Session at 8:10 p.m. All in favor

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

Mr. Lamb indicated circulation dropped 8%.

Mr. Lamb discussed his meeting with Congressman Rush Holt and how the proposed budget cuts would affect Old Bridge Public Library. The Board requested a detailed report on all the services that will be lost and alternative ideas to compensate for these losses to be presented at the June board meeting. Suggestions were made as to informing the public about what may be lost and ways to voice their opinion to their political representatives.

Mary Chamberlain discussed the drop in juvenile circulation and indicated that there is a very high attendance at all programs offered and therefore felt the drop in circulation is not a concern. Mr. Pruiti stated his concern that the 39% drop in juvenile circulation seemed to be a very big number and asked Mr. Lamb to check the math behind this number and other reasons as to why it would be so high.

Dr. George expressed concern about the items on the agenda for the General Staff Meeting on May 19, 2010 and questioned whether they were appropriate for this type of meeting. She felt that topics should include items that the staff can do something about. Discussion followed as to how best to handle these topics.

### **Old Business**

### **Revised Circulation Policy**

Mr. Lamb informed the Board the Circulation Policy is coming along. He indicated the Policy Committee needs to meet to determine the block fine amount.

## **Building & Grounds Committee Report**

### **Update on Central Library Roof**

David Merwin stated that the report from the roof contractor has been received and is included in the Board's packets for this meeting. He gave a general overview of the report and asked that Board members study the report. He felt that the recommended action by the contractor should be taken. He asked that the Building and Grounds Committee schedule a meeting and that Owen Henry be asked to attend. He indicated that the next step in the process would be to obtain bid specs.

### **Old Bridge Television Station**

Mr. Pruiti stated that because the Township passed the budget, at this time the television station is an issue that does not need to be addressed. It will be tabled for at least a few months. He asked that Mike Jacobs be contacted and told to stop the inter-local agreement.

Barbara Cannon asked if it is possible to continue to address the need of the Library to have more programming time on the television station. Mr. Pruiti suggested that Mr. Lamb set up a meeting with Mike Jacobs to discuss this issue.

Dr. George expressed concern about the legality of the television station position. Mr. Pruiti stated that because the issue will be tabled the legality aspect could be addressed when the issue is revisited in a few months.

### **Update on Time Clocks**

Mr. Pruiti indicated that Mr. Lamb is in the process of having the staff participate in demonstrations of the possible new time clock system and is getting their opinions; he stated that therefore the Board will hold off on discussions about the clocks during this Board meeting and will take up this issue at the next Board meeting after staff demonstrations are completed.

Dr. George stated that a library staff member gave her a petition regarding the time clocks with 19 signatures from staff members. Mr. Pruiti read the petition. He expressed his opinion that the concerns stated by the staff are a paper tiger. He questioned why the staff felt the need to express their concerns in the form of a petition rather than stating them verbally.

Mrs. Nowak explained how the Library's current pay system through ADP is billed. She also voiced her concerns about the possible new computerized time clock. Mr. Pruiti stated that he believed she should have been given a more detailed demonstration since she is the timekeeper at the Library. Mary Chamberlain asked if any references have been obtained from other libraries currently using this system. Mrs. Nowak replied that she has obtained one reference from a business in Lawrenceville with 70 employees. She stated that she has also spoken with employees at township offices that use a similar, but not exactly the same, system that the library is considering.

Mr. Pruiti stated that he believes the benefits of a "time and attendance" computerized system far outweigh the small expense to the library for this system.

Dr. George stated that she believes everyone, from the Director on down, should be using the time clocks. Mr. Pruiti replied that he believes that because the Director is management he does not have to be subject to timekeeping. Mr. Pruiti stated that the Board watches the Director; the time clocks watch the staff.

Mr. Pruiti stated that the next step in the process of considering time clocks is to finish getting staff interaction and input, and asked Mrs. Nowak to travel to Lawrenceville to observe their system in person.

Dr. George asked if any research has been done as to why time clocks were not successful at the Library two years ago. Mr. Pruiti stated this is a question that should be explored, but reminded the Board that the system currently being discussed is different from the one-used two years ago.

### **Friends**

Diane Reinheimer, President of the Friends, gave the report. She asked if Mr. Lamb had been instructed to go to department heads to get a “wish list” of items they would like to have which are not budgeted for. Mr. Lamb replied that he had a list, but did not know this was an issue. Ms. Reinheimer explained that the Friends have money they would like to, as members of the public and patrons of the Library, on items that they would like to see in the Library, which would not be budgeted. Mr. Pruiti suggested the Friends give Mr. Lamb a list of things they would like to see. Ms. Reinheimer explained that this kind of exchange has taken place, but there has been disagreement on what kinds of items the Friends should be responsible for. Discussion followed as to how decisions have been made in the past in regards to how the Friends’ funds would be spent, and current procedures for these decisions. Mr. Lamb expressed what he believes his role to be in this process.

Mr. Pruiti asked how much money the Friends take in per year and how much of this is given to the Library. Discussion followed as to how this amount of money relates to the total Library budget, and what appropriate uses for the Friends’ money might be.

Mr. Pruiti asked the Director to re-send an e-mail to department heads requesting a list of items they might like to have. He also asked that, in addition, a meeting be set up between the Friends and Mr. Lamb that he will also attend in order to find a way to work together to spend the Friends’ money appropriately.

Mrs. Nowak stated she sent the e-mail to Parks and Recreation that the Friends had requested advertising their Annual Book Sale on the marquis on Route 516.

Dr. George announced that the book sale would be held June 5 – 11. She also asked Board members to join the Friends’ Group.

### **Foundation Report**

Mr. Lamb stated that he has not been able to contact Eileen Rosenbaum for a report. Barbara Cannon asked Mr. Lamb to make it a priority to contact her so the Board can have a report at the next meeting.

## **New Business**

**Motion:** made by Mary Chamberlain, seconded by Patrick Gillespie, to hold the June 9, 2010 Board meeting at the Laurence Harbor Branch. All in favor

## **Public Comments**

Linda Seiler was introduced. She suggested that the Board consider the Senior Center in Laurence Harbor that is no longer being used as a possible new location for a Laurence Harbor Library. Mr. Pruiti replied that this site has been considered but is not wanted for several reasons.

Ms. Seiler also stated that she had spoken with Mr. Lamb that morning and had asked that a speakerphone be set up in one of the Library's conference rooms that could be used for a monthly meeting for breast cancer survivors. She said she would like to thank Mr. Lamb for being willing to see if one of the conference rooms has a telephone jack. Mr. Lamb stated that he did not yet have an answer for her.

Ms. Reinheimer asked a question about the potential loss of Inter-Library Loan because of State budget cuts. She asked the Director when he received the cards to be sent to Representatives. The Director replied that the Library printed the cards. She expressed concern that the cards were not available at the Old Bridge Library until much later than they were at other libraries. Mr. Lamb and Mr. Pruiti stated this was an issue they could work on. Discussion followed as to possibilities to be able to continue to pay for the courier service if it were to be cut after December. Ms. Reinheimer stated that this was something the Friends would be interested in helping with.

## **Adjournment**

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

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: June 9, 2010

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