

**MINUTES OF THE MEEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
June 9, 2010
OLD BRIDGE, NEW JERSEY**

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

Absent: Barbara Cannon Mayor's Alternate

Guests: Maggie Awadalla, Lynn Mazur, Nancy Cohen, and Dena Price

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

The Secretary called the roll.

Minutes

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to approve the minutes from the May 12, 2010 Board meeting. Yes: Joseph Pruiti, Patrick Gillespie, Jeffrey Depew, Mary Chamberlain, Joan George, David Merwin and Mary Ann Clementi-Jones Abstention: Tara Flynn-Rozanski

Financial

Payment of Bills

Motion: made by Jeffrey Depew, seconded by David Merwin, to approve the June 9, 2010 bill listing as presented for \$271,601.41. All in favor

Personnel

Motion: made by David Merwin, seconded by Patrick Gillespie to approve hiring part-time custodian Russell Midtlyng pending a favorable background check. All in favor

Standing Ovation Award

Mr. Lamb explained the purpose of the Standing Ovation Award, and stated that the award has included in the past a parking space and 4 hours of vacation time. He asked for the Board's approval of the 4 hours vacation time for the winner of this year's award.

Motion: made by David Merwin, seconded by Patrick Gillespie to approve 4 hours of vacation time for the winner of the Standing Ovation Award. All in favor

Update on Sensitivity Training

Mr. Lamb stated Sensitivity Training was held on Thursday, June 3, 2010. Twenty-two employees attended. Mrs. Nowak stated the employees that have not received the training are two employees on leave and a page that was on his senior class trip. Options were discussed for these employees to receive training. Tara Flynn-Rozanski asked if the training had originally been optional and then made mandatory because of lack of attendance. Mr. Pruiti responded that the training had originally been misconstrued as optional.

Director's Report/Department Reports

Mr. Lamb thanked Maria Nowak for her help on the report. He stated they were unable to get the circulation data before the Board meeting. Mr. Lamb distributed the circulation data to the attending Board members. Mr. Pruiti asked if Mr. Lamb was able to get any of the information requested at last month's Board meeting regarding the significant drop in Juvenile circulation. Mr. Lamb responded that he has e-mailed other directors in the Middlesex Library System and they have provided some information. He has also talked with Darren Miguez, the Head of Youth Services. Mr. Miguez is in the process of interviewing his staff to look at ideas as to why the drop in circulation. Mr. Lamb stated he has also run some trend analysis for Mr. Miguez to compare Old Bridge Library's Juvenile Circulation to other libraries. Mr. Pruiti asked Mr. Lamb for any initial thoughts on information he has received. Mr. Lamb responded he felt children are currently using on-line resources more than books. He stated the Youth Services staff has been actively weeding their collection. They have not made any major changes in the collection and have not shifted the collection around, so those reasons have been ruled out. Mr. Lamb wants to discuss all the information in more detail with Mr. Miguez.

Tara Flynn-Rozanski asked if on-line use has actually increased significantly enough within the last year to account for the drop in circulation. Mr. Lamb responded with his hypothesis that teachers are requiring information for reports to be obtained from the Internet. Tara Flynn-Rozanski responded that, as a teacher, she does accept information obtained from the Internet; however, she and her fellow teachers always require information obtained from up to date books.

Mr. Pruiti asked for information on five or ten year trends in circulation. Mr. Lamb responded that he does not have data that goes that far back. He showed a comparison in trends between Old Bridge Public Library and Middlesex County Library.

Mr. Gillespie asked if accounting procedures for circulation have changed. Mr. Lamb responded that possibility has been reviewed and no procedures have changed. Mr. Gillespie asked if anyone has checked for transposition of the numbers. Mr. Lamb responded that he has checked this and the numbers are correct.

Mrs. Chamberlain asked if, when the previous Director was at Old Bridge Public Library, circulation from Youth Services was counted with general circulation. Mr. Lamb responded that he would look into that.

Dr. George suggested this issue also be discussed with the Youth Advisory Board.

Mr. Pruiti stated this issue can be discussed further when the Board has more information. He requested Mr. Lamb have a full report at the next Board meeting.

Old Business

Update on Central Library Roof

David Merwin stated that he has discussed the Roof Assessment Report with Owen Henry. Mr. Pruiti asked if Mr. Henry has expertise in this field. Mr. Merwin responded yes, that Mr. Henry has kept the Old Bridge Public Library's roof going for a long time. Mr. Merwin indicated Mr. Henry felt that while not an emergency, it would be prudent to replace the roof as it is at the end of its life expectancy. Mr. Merwin stated he asked Mr. Henry to attend tonight's meeting; Mr. Henry had another obligation but had indicated if the Board had any questions they could call him.

Dr. George asked what needs to be voted on in regards to this issue. Mr. Pruiti responded the Board needs to vote on preparing the bid specs.

Mr. Merwin indicated that while Mr. Henry agreed with the report he did not agree with the price quoted. The report stated the work could be done for \$800,000; Mr. Henry felt it can be done for \$500,000. Discussion followed as to when the work could be scheduled and how the timing could affect the price.

Mr. Pruiti discussed financing of the roofing project and felt it is feasible for the Library to take on this debt over the next twenty years. He agreed with the report and Mr. Merwin and Mr. Henry's recommendation to replace the roof. He felt the work should be scheduled in the fall after work on local schools has been completed in order to get a good price. He recommended the Library join with the Township in their bond process for capital improvements. Discussion followed as to prices to give the Township, and the wording of the bond to limit use of the funds to repair/replacement of the roof. Mr. Pruiti requested Mr. Lamb to initiate the bond process with the Township.

Motion: made by David Merwin, seconded by Dr. George, to approve the Library going to the Township to join with their capital projects for bonding \$750,000 for a new roof for the Central Library. All in favor

Motion: made by David Merwin, seconded by Dr. George, to approve the Library to authorize Roth Bros. to write the bid specs for the roof of the Central Library as per the Library's original contract with the company. All in favor

Update on Laurence Harbor Branch

Mr. Pruiti indicated he is setting up a meeting with the Buildings and Grounds Committee, the Architect and Mr. Lamb for sometime in the next couple of weeks and will have a report for the July Board meeting.

Old Bridge Television Station

Mr. Pruiti indicated that he had asked Mr. Lamb to get in touch with the Township Television Station personnel and schedule time to discuss programming for the library. He stated that if anyone has ideas for programming they should submit them to Mr. Lamb.

Update on Time Clocks

Mr. Pruiti asked Mr. Lamb about feedback from the staff regarding the Time and Attendance System. Mr. Lamb responded that a report was included in the Board Packet.

Mary Chamberlain expressed concern that no other libraries use this system. Mr. Pruiti responded that he felt this was not enough of a reason to give up on the new system, and stated what he feels to be the merits of the system.

Dr. George expressed concern about how the new system will actually be used, and suggested a meeting of the Personnel committee to address this issue. She also expressed her belief that the Director should be using the same system as all employees as the Director sets the tone for the staff. Mr. Pruiti responded that Mr. Lamb has agreed to use the system.

Maggie Awadalla was asked the time frame for implementing the new system. She responded six to eight weeks, including testing and training.

Mr. Pruiti reiterated his feeling that overall this is a very inexpensive system in which there is no investment and if it doesn't work he will be the first one to pull the plug on it.

Mrs. Nowak asked that she be fully involved in setting the parameters of the system. Mr. Pruiti responded they would make sure that happens.

Mr. Merwin expressed his concern about setting policies and procedures for the use of the system, especially in the beginning stages. He does not want to see any disciplinary action taken for mistakes based on unfamiliarity with the system. Mr. Pruiti requested Mr. Lamb put something together that addresses the points of concern that can eventually be added to the

policy manual. He also suggested the policy committee meet to work on these issues as well. Dr. George suggested the personnel committee might be a more appropriate committee to discuss these issues. Mr. Pruiti responded he did not have a problem with that.

Mr. Depew stated that both the current system and the new system will be used in parallel for a while until the new system is fully implemented.

Tara Flynn-Rozanski asked what didn't work about the system that was tried a few years ago. Mrs. Nowak responded everything; it was not adding up right and people were forgetting to click in and out. Mr. Pruiti suggested Mrs. Nowak be involved in the personnel committee meeting. Mrs. Nowak agreed. He requested this meeting take place before the next Board meeting in July.

Mr. Merwin asked for a definite date as to when this system will be implemented. He suggested the Library be on-line by Labor Day. Mr. Pruiti stated he did not feel they were ready to project a definite date, but felt that they would be ready by the next Board meeting. He suggested September 1 as a good goal.

Dr. George asked if the staff questions printed in the Board's Time Clock report have been answered. Mr. Lamb responded that some have, but not all. He also stated that the Board asked for comments from the staff, not questions.

Mrs. Chamberlain asked Mr. Lamb if he had attended a demonstration of the system. Mr. Lamb responded that he had. Mrs. Chamberlain asked if he had any concerns. Mr. Lamb stated he was concerned about how many PC's might be needed, and the amount of time it takes each morning for the computers to come on. He also stated he liked the accessibility of information for the employees at any time. He was concerned that the system would make more work for the supervisors; however, in speaking with another vendor that uses this system he was reassured that this had not been a problem in their organization.

Mrs. Nowak stated the representative of ADP had emphasized the importance of paying attention to detail, especially if there are Union Contracts involved.

Mr. Pruiti requested Mr. Lamb, pending a successful upcoming vote on the time clocks; inform the Library staff of the passage and if anyone has any questions they should bring them up to Mr. Lamb at the next mandatory Staff Meeting or before.

Motion: made by David Merwin, seconded by Patrick Gillespie, to go ahead with the implementation of the computerized time clock system. All in favor

Friends

Dr. George expressed concern that the signage requested by The Friends to be posted on Rte. 516 advertising the Book Sale was not there. Mrs. Nowak stated she had e-mailed Lisa at Parks and Recreation with the information. Mr. Pruiti stated he felt Parks and Recreation had dropped the ball.

Dr. George reported the sale was going fairly well. She stated the one area in which they were not doing well was in the sale of children's books.

Foundation Report

There was no report due to Barbara Cannon's absence.

New Business

Public Comments

Maggie Awadalla stated she was not certain she could be ready to implement the time clock system by next month. Mr. Pruiti responded he would leave it up to her, and asked her for a time schematic to be reported at the next Board meeting as to when each stage of the system would be ready to be implemented.

Nancy Cohen stated her observation that the Youth circulation problem may be due to the fact that more promotion of the Library is needed in the school system. It was agreed that more outreach might be needed. Mary Ann Clementi-Jones stated she knows that Darren Miguez, along with other Youth Services staff, have presented many informative sessions in the area schools, and that maybe more of this can happen. She requested Mr. Lamb speak about this with Mr. Miguez, and stated she would also contact him. She indicated the summer reading list was generated between both the school system and the Library. Mr. Pruiti suggested Mr. Lamb send more employees to the schools, especially the middle schools, since all middle school librarian positions have been eliminated.

Dena Price asked if the circulation numbers for Youth Services included circulation of Young Adult books, or just children's books. Mr. Lamb responded it is a combination of Young Adult and Children. Ms. Price stated she sees many teens studying in the Library and using Library materials; she suggested it may be possible they are simply not checking them out, and therefore they are being used and the numbers are not in the statistics. Mr. Pruiti suggested the start of an Outreach Committee, and stated that Tara Flynn-Rozanski had volunteered to head the committee. Mary Ann Clementi-Jones suggested a survey to be circulated in the fall to school children asking their areas of interest and what they like about the Library. Mr. Pruiti asked that she work with Tara Flynn-Rozanski on this. They will set up a time in July. Mr. Merwin asked if it was better to go to the schools or to the PTA. Mr. Pruiti responded he thought both would be helpful.

Executive Session

Motion: made by David Merwin, seconded by Mary Chamberlain, to into Executive Session at 8:45 p.m. to discuss matters of personnel. All in favor

Public Session

Motion: made by Dr. George, seconded by David Merwin, to return to Public Session at 9:30 p.m. The Board announced matters of personnel were discussed and no action was taken.
All in favor

Adjournment

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to adjourn the meeting at 9:32 p.m. All in favor

Respectfully submitted,

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

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