

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

Present:	Joseph Pruiti	President
	Patrick F. Gillespie	Vice President
	Tara Flynn-Rozanski	Secretary
	Jeffrey Depew	Treasurer
	Mary Chamberlain	Trustee
	David Merwin	Trustee
	James Phillips	Mayor
	Barbara Cannon	Mayor's Alternate
	Michael Lamb	Director
	Maria Nowak	Executive Assistant
Absent:	Dr. Joan George	Trustee
	Mary Ann Clementi-Jones	Superintendent of School's Alternate
Guests:	Library Staff: Marilyn Lubin, C.L. Quillen, Pat Borgstede, Darren Miguez, Amy Trombetta, Marcy Kagan, Gail Sankner, Mary Ecklund, Lynn Mazur, Pat Williams, Pat Cafaro, Vivian Matragrano, Rose LaFergola Fran White, President of the Friends and Diane Reinheimer	

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.

Motion: made by David Merwin, seconded by Jeffrey Depew, to approve change order of business from the current agenda to discuss the library roof. All in favor

Update on the Central Library Roof

Mr. Pruiti indicated to Mayor Phillips that it was the library's intention to bond with the Township under their Capital Ordinance for \$750,000 in order for the library to get a new roof and to pay back the Township through Debt Services Costs annually. Mr. Pruiti stated he requested Director Michael Lamb get in touch with Township Business Administrator Mike Jacobs to start work on an inter-local agreement as to the repayment of the bond.

Mayor Phillips stated he had a very animated conversation with the Board's Attorney Scott Smith today.

Mayor Phillips indicated a need for a new roof on the library building has been proven. Mayor Phillips stated if the library building was still a township facility, the Township would bond for a new roof and pay for it over a number of years. Mayor Phillips stated the experience now between the Township and the Library is the Township does not subsidize the library's operation; the library functions on their 1/3 a mil, which is a state law. The library is expected to live within its means. Mayor Phillips stated Mr. Smith has a problem with the nomenclature and the nomenclature requested by Mr. Lamb is that the library be allowed to pay debt service. Mayor Phillips indicated Mr. Smith's interpretation is that there cannot be a debt service component with a library budget, which does not ring true to Mayor Phillips. Mayor Phillips indicated Mr. Smith did say it is possible to set up and make payments from a capital reserve account. Mayor Phillips said he challenged Mr. Smith to find a way for the library to pay for a new roof that Mr. Smith would be comfortable with. Mayor Phillips indicated the timing in which you go out to bid for a roof is important.

After a lengthy conversation, the Board decided a meeting between representatives of the Library and Township should be arranged as soon as possible to discuss this issue. Mayor Phillips requested the Director Michael Lamb setup a meeting with the Library's auditor, its attorney, the Township's attorney, and Business Administrator. The Board would all like to see the meeting setup by July 21, 2010.

Motion: made by David Merwin, seconded by Mayor Phillips, to table the bid specs for the new roof until the Library and Township meet to discuss how the library will pay back the bond. All in favor

Motion: made by David Merwin, seconded by Jeffrey Depew, to approve change order of business from the current agenda to discuss concerns of the Friends of the Library. All in favor

Friends

Mayor Phillips thanked the Friends for their contribution to the Cultural Arts for the summer concerts. Diane Reinheimer indicated the Friends did not make this contribution. Ms. Reinheimer stated the Friends only became aware of the contribution to the Township from the article that ran in the Suburban thanking them. Ms. Reinheimer indicated the funds given to the Library by the Friends were for library programming only.

A discussion ensued with the Friends on their supposed contribution to the Cultural Arts. They claimed to never have approved this expenditure. Mayor Phillips apologized for the misunderstanding and stated he will acquire the funds elsewhere.

Motion: made by David Merwin, seconded by Patrick Gillespie, to send a letter to the Friends of the Library apologizing for the misunderstanding. All in favor

Motion: made by David Merwin, seconded by Jeffrey Depew, to go back to the current agenda. All in favor

Minutes

Motion: made by Patrick Gillespie, seconded by Jeffrey Depew, to approve the minutes from the June 9, 2010 Board meeting.

After a discussion on the minutes, the following was made:

Motion: made by Mary Chamberlain, seconded by Patrick Gillespie, to approve the amended June 9, 2010 Board minutes. Yes: Joseph Pruiti, Patrick Gillespie, Jeffrey Depew, Mary Chamberlain, David Merwin and Tara Flynn Rozanski. Abstention: Barbara Cannon

Financial

Payment of Bills

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to approve the July 14, 2010 bill listing as presented for \$189,491.59. All in favor

Motion: made by David Merwin, seconded by Patrick Gillespie, to approve the transfer of \$50,000 from the FY09/10 to the Capital Budget fund effective June 30, 2010. Yes: Joseph Pruiti, Patrick F. Gillespie Tara Flynn-Rozanski, Jeffrey Depew, David Merwin, Barbara Cannon. Mary Chamberlain abstained.

Motion: made by David Merwin, seconded by Patrick Gillespie, to approve the transfer of \$37,896.48 from the FY09/10 to the Library Emergency fund effective June 30, 2010. Yes: Joseph Pruiti, Patrick F. Gillespie Tara Flynn-Rozanski, Jeffrey Depew, David Merwin, Barbara Cannon. Mary Chamberlain abstained.

Motion: made by David Merwin, seconded by Patrick Gillespie, to approve the transfer to \$22,075.14 from the FY09/10 to Commitments Payable for outstanding bills as of June 30, 2010. All in favor

Motion: made by David Merwin, seconded by Patrick Gillespie, to approve the transfer of \$46.67 from Commitments Payable: books to Commitments Payable: audio-visual effective June 30, 2010. All in favor

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the revised FY09/10 budget from \$2,929,111.00 to \$2,901,801.52 effective June 30, 2010. All in favor

Director's Report/Department Reports

Mr. Pruiti indicated the Board has been discussing the issue of circulation date for some time. Mr. Pruiti said there were problems with the database and that the circulation data would be revised. Mr. Pruiti stated that he, the Director, and other employees of the library would have a full report at the August Board meeting with the correct circulation numbers.

Mr. Lamb indicated data he received came from reports generated by the Sirsi system. The former Director combined certain item types such as juvenile books into one book category that covered books from all departments of the library going forward. Because of this, the juvenile numbers look smaller than they actually are, and the adult numbers look higher than they actually are.

Maria Nowak informed the Board the annual NJ Library Trustee Association Conference will be held on Sunday, September 25, 2010 and if any trustee were interested, the NJ State Library would pay the full conference cost for one trustee from each public library.

Mary Chamberlain congratulated Mary Ecklund on being chosen Employee of the Year and requested a letter of congratulation be placed in Mary's personnel file.

The Board reviewed and accepted the Director's Report.

Old Business

Update on Laurence Harbor Branch

Mr. Pruiti indicated the architect is still working on ideas for the Laurence Harbor Branch and the Building and Grounds Committee will be meeting with the architect sometime soon.

Mrs. Flynn-Rozanski asked how much feedback the Director received from the public.

Mr. Lamb indicated his feedback on a new Laurence Harbor building is four to one in favor of a new building. The Laurence Harbor Branch Manager Amy Trombetta indicated she has been getting negative responses from patrons due to the economy and they are questioning the amount of \$500,000 to build a new building. It was suggested she have the patrons put their concerns in writing.

Update on Time Clocks

Mr. Pruiti asked Mrs. Nowak for an update on the new payroll system and time clocks.

Maria Nowak reported she is looking forward to the new system. She attended training on July 6 and July 9 and both went very well. The new payroll system should be in place by the first payroll in August. Mrs. Nowak indicated both she and the Director would be going to training for the new time clocks on August 5, 2010. The target start date for the new time clock is September.

Foundation Report

Mr. Lamb reported he spoke with Ellen Rosenbaum, President of the Foundation and the reason the library has not heard from her was due to personal issues. Mr. Lamb indicated Mrs. Rosenbaum would be willing to run a golf outing again for the Foundation.

Public Comments

Darren Miguez indicated that though there were issues with the information from the database, there were also mistakes in the methodology used to create the circulation reports that the Board had been looking at. Mr. Miguez noted that some of these issues were explained in the reports he had made available to the Board. Mr. Pruiti stated to Mr. Miguez that he would really like to find the underlying cause of this issue and that he would meet with Mr. Miguez and the Director next week to discuss this issue further.

Rose LaFergola stated she is a Passport Agent for the library and has been employed by the library approximately ten years. For many of those years she worked alone without any assistance or support. Ms. LaFergola indicated she put in a request for the day off for Saturday, July 17, and her supervisor denied it because the library cannot close a service if there is no other coverage.

Executive Session

Motion: made by David Merwin, seconded by Jeffrey Depew, to into Executive Session at 8:54 p.m. to discuss matters of personnel. All in favor

Public Session

Motion: made by David Merwin, seconded by Jeffrey Depew, 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 David Merwin, seconded by Jeffrey Depew, to adjourn the meeting at 9:31 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: August 11, 2010

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