

**MINUTES OF THE MEEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
August 11, 2010  
OLD BRIDGE, NEW JERSEY**

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

<b>Absent:</b>	Tara Flynn-Rozanski	Secretary
	James Phillips	Mayor

**Guests:** Library Staff: Marcy Kagan, Amy Trombetta, Darren Miguez and Kristen Reiner  
Member of the Public: Linda Seiler

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. Depew called the roll.

**Minutes**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the minutes from the July 14, 2010 Board meeting. Yes: Joseph Pruiti, Patrick Gillespie, Jeffrey Depew, Mary Chamberlain, David Merwin and Barbara Cannon. Joan George and Mary Ann Clementi-Jones abstained.

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the Executive Session minutes from the July 14, 2010 Board meeting. Yes: Joseph Pruiti, Patrick Gillespie, Jeffrey Depew, Mary Chamberlain, David Merwin and Barbara Cannon. Joan George and Mary Ann Clementi-Jones abstained.

## **Financial**

### **Payment of Bills**

**Motion:** made by Joan George, seconded by Patrick Gillespie, to approve the August 11, 2010 bill listing as presented for \$258,644.96. All in favor

## **Personnel**

### **Retirements**

**Motion:** made by Joan George, seconded by Barbara Cannon, to accept the retirement of part-time Laurence Harbor Branch Library Assistant I, Barbara Tye, effective October 31, 2010. All in favor

**Motion:** made by Joan George, seconded by Patrick Gillespie, to accept the retirement of part-time Circulation Library Assistant I, Linda Franchini, effective November 30, 2010. All in favor

### **New Appointment**

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to approve the hiring of part-time Electronic Resources Library Assistant II, Bert Alexander Colon, effective August 30, 2010, at an hourly salary of \$17.11. All in favor

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

The Director indicated to the Board that the library was losing data using the old wiring for the internet connection. The new cable company Cablevision has rewired the library for the internet connection and the library will have to wait one week or so to see if the internet connection works quicker than before.

The Circulation Data issue was discussed. It was stated that there has been a shift over the last two years in how books are classified at the Library. Mr. Pruiti, Mr. Miguez, and Mr. Lamb explained this shift. All the numbers that Mr. Lamb has been reporting in recent Board meetings are inaccurate, with the exception of total circulation numbers.

Several Board members expressed their feeling that there is no need to go back over the past two years of data. Mr. Pruiti instructed Mr. Lamb and Mr. Miguez to meet and report to the Board at the September meeting with numbers moving forward.

The Board reviewed and accepted the Director's Report.

## **Old Business**

### **Buildings and Grounds Committee**

Mr. Pruiti indicated both he and Mr. Lamb, the library's auditor and the Board's attorney met with the Township and found out the Library could not incur any debt services whatsoever. The Library cannot borrow any money, whether it is by ourselves or with the Township. Therefore, whether we fix the roof at the Central branch, make any repairs to the Laurence Harbor facility, or build a new Laurence Harbor facility the library would have to find its own funding.

Mr. Pruiti wants the bids to go out immediately for the roof repairs and for repairs to the Laurence Harbor facility, allowing enough time to get responses back by the September 13, 2010.

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to approve putting out the bids for the repair of the Central branch roof. All in favor

**Motion:** made by Jeffrey Depew, seconded by David Merwin, to approve putting out the bids for the Laurence Harbor repairs contingent upon a review of the specs from the architect by the Library Board members. All in favor

### **Friends Report**

Dr. George reported on the new way the Friends would like to handle their budget in the future. She stated that Supervisors will make a request for money to the Director, the Director will state whether the request is granted or denied, the Friends will then look at it and see if it fits into their framework and if it does then Mrs. Nowak will be told to purchase or go ahead with the plans. When the invoice comes in, the Friends will write a check for it. Barbara Cannon expressed concern about the time period for making these requests. Dr. George indicated that issue could be addressed, but the Friends' main concern was that they want to know what they are paying for and they want to pay the vendor. Mr. Merwin asked why the Board was getting involved in this issue. Dr. George explained that because the Director is being asked to approve the requests the Board needs to be aware of the issue. Mr. Pruiti requested that Mr. Lamb work with the Friends to establish procedures and then present it to the Board at the next meeting.

### **Foundation Report**

Mr. Pruiti suggested removing the Foundation Report from the agenda. If something from the Foundation needs to be, discussed Ms. Cannon can bring it up at the next meeting.

### **New Business**

Dr. George stated her desire to set up a discussion between Mary Ann Clementi-Jones, the Head of Language Arts in the Old Bridge schools, and Mr. Miguez. She would like to see the usable books boxed and distributed in the schools instead of throwing the books out.

Mr. Miguez stated that he has been working on a project wherein books can also be distributed to other organizations that serve people who otherwise would not have access to books. He felt that with the number of books being weeded all those needs could be met.

### **September Board Meeting**

**Motion:** made by MaryAnn Clementi-Jones, seconded by Jeffrey Depew, to approve the date change for the September Board meeting from the 15<sup>th</sup> to 22<sup>nd</sup> of September 2010. All in favor

### **Public Comments**

Linda Seiler asked if any of the discarded books go to the Friends Book Sale; Dr. George responded that the Friends do not sell discarded books. Ms. Seiler made several suggestions for other places to donate books.

Ms. Seiler also asked why the bid specs do not come under the law that requires closed bids. Mr. Pruiti responded that they are getting closed bids, and that they are abiding by all bidding laws.

Ms. Seiler then stated her concern as a taxpayer about the Library's break dancing program and the Library's liability for this program. Mr. Lamb stated that he had spoken to Scott Smith about the program and that Mr. Smith felt the Library should be okay. Mr. Pruiti directed Mr. Lamb to email Mr. Smith and get his response in writing. Mr. Pruiti also directed Mr. Lamb to speak with Marsha Rosenbaum at Township concerning the liability insurance. Mr. Miguez suggested checking with the schools since they also run a break dancing program and see how they handle their liability. Mr. Pruiti directed Mr. Lamb to contact the schools. The Board asked for a report on this issue at the September Board meeting.

### **TV Station**

Mr. Pruiti stated that Mr. Lamb has been in negotiation talks with Gene McLaughlin and Mike Jacobs and that the Library will have two hours for an introductory show and then a follow-up show. He asked for any ideas for programming, and stated that he would eventually like to get a one-hour slot per month. He indicated the first program would be in October or November.

### **Executive Session**

**Motion:** made by Patrick Gillespie, seconded by Jeffrey Depew, to go into Executive Session at 8:30 p.m. to discuss matters of personnel and Union negotiations. All in favor

### **Public Session**

**Motion:** made by David Merwin, seconded by Patrick Gillespie, to return to Public Session at 8:55 p.m. The Board announced matters of personnel were discussed and the following motions were made:

**Motion:** made by Mary Ann Clementi-Jones, seconded by Joan George, to accept the retirement of Patricia Byrnes, effective January 1, 2010. All in favor

**Motion:** made by David Merwin, seconded by Jeffrey Depew, to approve a new two-year contract for Executive Assistant, Maria Nowak, with a 2% salary increase effective January 1, 2010 and retroactive back to January 1, 2010 and a 2% increase effective January 1, 2011 and \$15.00 more a month bringing her compensation for attending monthly Board/Special meetings to \$90.00 a month starting with the September 2010 Board meeting. All in favor

Mr. Pruiti directed Mr. Lamb to give a report at the next meeting regarding the consequences of not hiring for the three open positions and a plan going forward based on whether or not these positions are filled.

The Board requested the Director email Attorney Scott Smith about writing up a new contract for Executive Assistant Maria Nowak to include her salary increase for 2010 and 2011 minus three floating holidays.

### **Adjournment**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to adjourn the meeting at 9:00 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: October 13, 2010

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

**RESOLUTION**

**The Library Board of Trustees of the Old Bridge Public Library on the 11<sup>th</sup> of August 2010 based on information provided by Scott Smith, hereby waives the 1.5% reimbursement towards Health Benefits for the Director Michael Lamb and the Executive Assistant Maria Nowak until June 30, 2012.**

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**Joseph Pruiti, President  
Library Board of Trustees**

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**Dated**