

**MINUTES OF THE MEEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
October 13, 2010  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Joseph Pruiti	President
	Jeffrey Depew	Treasurer
	Tara Flynn-Rozanski	Secretary
	Mary Chamberlain	Trustee
	Dr. Joan George	Trustee
	David Merwin	Trustee
	Barbara Cannon	Mayor's Alternate
	Mary Ann Clementi-Jones	Superintendent of School's Alternate
	Maria Nowak	Executive Assistant

**Absent:** Patrick F. Gillespie Vice President

**Guests:** Library Staff: Amy Trombetta, Gail Sankner, Darren Miguez, Kristen Reiner and Patricia Williams  
Board Attorney Scott Smith and Auditor Robert Butvilla

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

### **Roll Call**

The Secretary called the roll.

**Motion:** made by David Merwin, seconded by Barbara Cannon, to change the order of the agenda. All in favor

### **Financial**

#### **Discussion on Finances with Auditor Robert Butvilla**

Mr. Pruiti and Mr. Butvilla presented to the Board information on the reserves in the Library's budget. Discussion followed as to whether the reserves are restricted in any way, or could be shifted from their current designations to be used as needed. Barbara Cannon questioned how much should be left in any reserve as a cushion; Mr. Butvilla responded that ten percent is a good rule of thumb.

### **Payment of Bills**

**Motion:** made by Jeffrey Depew, seconded by David Merwin, to approve the October bill listing as presented for \$195,670.39. All in favor

## **Executive Session**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to go into Executive Session at 7:41 p.m. to discuss matters of personnel and August 11, 2010 Library Board minutes. All in favor

## **Public Session**

**Motion:** made by Mary Chamberlain, seconded by Joan George, to go back into Public Session at 8:23 p.m. The following actions were taken:

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the hiring of two Interim Directors from ProLibra, Jim Hecht and Anne Roman, effective October 18, 2010 at a salary rate of \$75.00 an hour. All in favor

**Motion:** made by Joan George, seconded by Barbara Cannon, to rescind the approved August 11, 2010 Board minutes. All in favor

**Motion:** made by Barbara Cannon, seconded by Mary Ann Clementi-Jones, to approve the amended August 11, 2010 Board minutes. All in favor

**Motion:** made by Joan George, seconded by David Merwin, to approve giving the Executive Assistant, Maria Nowak, a stipend of \$75.00 a day from September 29, 2010 to October 15, 2010 for her additional duties while the library was without a Director. All in favor

Mr. Pruiti indicated Attorney Scott Smith would email Maria Nowak a copy of her new contract for her to review. Once Mrs. Nowak reviews her contract and signs it, Mr. Pruiti will then sign the contract and Maria Nowak will then receive her salary increase for 2010 retroactive.

## **Building & Grounds Committee Report**

Mr. Pruiti reported the bids have been received on both the Central Roof project and the Laurence Harbor Branch repair. He stated it is his position that the Laurence Harbor Branch is not closing for repairs. He also indicated his feelings are it may be better to rebuild than to continue to patch the building.

Mr. Merwin stated that the repairs would be very extensive to bring the building up to today's standards. The lowest repair bid quote of \$239,000 would cover everything needed to be done except the oil tank.

Joan George commented that the emails indicating public opinion on this matter were never received. Maria Nowak responded that Amy Trombetta indicated she had them and would forward them to the Board. Joan George reiterated her feeling as to how important it is to get public opinion before proceeding. Mr. Pruiti asked Amy Trombetta to develop a questionnaire that patrons of Laurence Harbor can fill out.

Mr. Pruiti asked the Board to think about all the information presented and it will be discussed at the November Board meeting.

Mr. Merwin indicated he had received two quotes for dealing with the possible oil tank at Laurence Harbor. He suggested the Board go with the bid from Tomasso Brothers, which is for \$795.00 and includes detection of a tank and any leakage.

**Motion:** made by Joan George, seconded by Jeffrey Depew, to approve Tomasso Brothers to perform an electronic scan at the Laurence Harbor Branch to ascertain the presence or not of an underground oil tank. All in favor

### **Minutes**

**Motion:** made by David Merwin, seconded by Mary Chamberlain, to approve the minutes from the September 22, 2010 Board meeting. A discussion followed and the Board agreed the minutes should be amended. All in favor

**Motion:** made by Mary Chamberlain, seconded by Joan George, to approve the amended minutes from the September 22, 2010 Board meeting. All in favor

### **Personnel**

#### **Adult Services Forum**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve six librarians to attend the Adult Services Forum on October 18, 2010 at the cost of \$25.00 each. All in favor

#### **Hiring a Permanent Director**

Mr. Pruiti distributed a letter from ProLibra describing their recruiting services for hiring a Director.

Mr. Pruiti requested the Board review the letter and it can be discussed at a special meeting. After a discussion, the Board decided to hold a special meeting on October 20, 2010 at 6:00 p.m.

#### **TV Position and Programming**

Mr. Pruiti stated he would like to discuss the hiring for the TV position at the November Board meeting. He asked Darren Miguez to speak with Anne Roman and Jim Hecht and set up a meeting with the Township TV station to discuss programming.

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

The Board reviewed the department reports.

## **Library Program**

Mr. Pruiti requested Darren Miguez contact the Music & Art Academy to make sure they understand they will not be having a program at the Library.

## **Old Business**

### **Break dancing**

Mr. Pruiti requested Darren Miguez to follow up with the Township Parks & Recreation Department Director Tom Babcock in regard to the break dancing.

### **Friends Report**

Dr. George indicated the Friends would hold a three-day book sale in November.

## **New Business**

### **Public Printer Repair**

**Motion:** made by Joan George, seconded by Jeffrey Depew, to approve the repair of the public printer for \$420.00. All in favor

### **Public Printer Maintenance Agreement**

**Motion:** made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the purchase of a three-year maintenance agreement for \$399.00 for the public printer. All in favor

### **Passport Services Grand Re-Opening**

Mrs. Nowak presented the Board with a flyer and a \$2.00 discount coupon to be offered to patrons on Saturday, October 30 to celebrate the new extended passport hours. After a discussion, the Board agreed to the \$2.00 discount coupon on passport pictures for that day only.

**Motion:** made by Barbara Cannon, seconded by Jeffrey Depew, to approve the Passport Services Grand Re-opening and the \$2.00 discount coupon on pictures. All in favor

### **Agent Training**

The Board discussed an upcoming session for Passport Agent Training on Friday, October 22, 2010. If all agents and the Supervisor were to attend the Passport office would need to close on this day. The Board decided to send only the two newest agents and not to close the Passport office.

## **Senior Spaces Picture**

Mrs. Nowak indicated to the Board an author named Janet Jai is writing a book *Saving Our Public Libraries* and would like to use a picture of the rocking chairs in her book. The Board suggested Mrs. Nowak called Attorney Scott Smith and get his legal opinion.

## **Meeting Room Policy**

After a discussion of the policy, it was agreed more research was needed on this matter.

## **Adjournment**

**Motion:** made by Joan George, seconded by David Merwin, to adjourn the meeting at 9:13 p.m. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: November 10, 2010

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