

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
November 10, 2010
OLD BRIDGE, NEW JERSEY**

Present:	Joseph Pruiti	President
	Patrick F. Gillespie	Vice President
	Jeffrey Depew	Treasurer
	Tara Flynn-Rozanski	Secretary
	Mary Chamberlain	Trustee
	Dr. Joan George	Trustee
	Barbara Cannon	Mayor's Alternate
	Mary Ann Clementi-Jones	Superintendent of School's Alternate
	Anne Roman	Interim Director
	Maria Nowak	Executive Assistant

Absent: David Merwin Trustee

Guests: Library Staff: Marcy Kagan and Darren Miguez
Member of the Public: Linda Seiler, Josh Goodman and Ed Medina

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.

Payment of Bills

Motion: made by Patrick Gillespie, seconded by Joan George, to approve the October bill listing as presented for \$210,532.07. All in favor

Budget Status Review

Interim Director Anne Roman informed the Library Board of the \$27,340 reduction in State Aid from the annual check that was received in October. The Library's proposed budget for FY 2010/2011 reflects anticipated income of \$56,028. All NJ public libraries received a similar cut in state aid in 2010. She recommended the budget be amended to reflect this change.

Motion: made by Barbara Cannon, seconded by Mary Chamberlain, to amend the budget for this fiscal year to reflect the change in State Aid income. All in favor

Anne Roman stated that the law requiring the municipality to annually appropriate a sum equal to one-third of a mill on every dollar of assessable property within the township has not changed.

Unfortunately, with property values declining, the equalized evaluation has gone down. Eileen Palmer, Executive Director of LMxAC prepared a spreadsheet for member libraries that shows an average decline of 4% in the amount of minimum funding (1/3 of a mill). The one-third of a mill for Old Bridge Public Library in calendar year 2011 has changed from \$2,610,743 in 2010 to \$2,508,366 in 2011. A difference of \$102,377 compared to last year – a 4% decrease. The library is now facing a projected shortfall of \$78,500.00 in income based on a decrease in state aid (\$27,340) and \$51,188 less from the municipality in the first 6 months of 2011. She suggested talking with the library supervisors for ways to reduce the budget and proposed a meeting with the Personnel and Finance Committees before the December Board of Trustees meeting.

Minutes

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to approve the minutes from the October 13, 2010 Board meeting. All in favor

Motion: made by Mary Chamberlain, seconded by Patrick Gillespie, to approve the minutes from the November 1, 2010 special Board meeting. All in favor

Personnel

Motion: made by Barbara Cannon, seconded by Jeffrey Depew, to accept the resignation of Part-time Librarian Jeanne Brimat, effective October 29, 2010. All in favor

Director's Report

Anne Roman stated she wanted to thank the staff for being extremely welcoming and helpful to both Jim Hecht and herself. She also reported that Pro Libra has placed the ad for a new Library Director on the NJLA Hotline, Infolink, and the Rutgers Skills Website for library jobs. She indicated she had spoken with Margaret Bennett from ProLibra who stated a brisk response has already been received.

Anne Roman also reported that Governor Christie has recently signed A2911 into law. The new law requires a free municipal library to transfer any budget surplus over 20 percent of its operating expenditures for the previous year to the municipality in which it resides. The only funds that are excluded are those restricted for capital projects and grant funds.

Circulation was reported to be up slightly from last year at both the Central Branch and the Laurence Harbor Branch.

A discussion followed as to the capital improvements budget and how this impacts library reserve funds.

Anne Roman informed the Board that the annual LMx Awards Reception will be held at the Crossroads Theater in New Brunswick, on Monday, December 6 between 5:30 – 7:30 p.m. Any Board member interested in going should let Maria or Anne know.

The maintenance warranties and contracts for the public computers were discussed and the Board agreed we should contract for a one-year maintenance contract for the main public printer at a cost of \$175.20.

Mary Chamberlain wished to thank Diane Rabuffo and the Passport Services staff for their work on the grand re-opening of the service, and the good write-up in the Suburban newspaper.

Old Business

Friends Report

Dr. George stated a Friends Book Sale will be held on November 19, 20 and 21, 2010.

Building and Grounds Committee Report

Mr. Pruiti stated both the roof and Laurence Harbor bids need to be rejected as the bids were opened the day after a legal holiday. He asked Maria Nowak to send a letter to all the contractors who submitted a bid for either the roof project or the Laurence Harbor renovations.

Mr. Pruiti requested Scott Smith approve the letter. Both projects will be tabled until a new Director is hired.

New Business

Removal of Oil Tank at Laurence Harbor

Motion: made by Jeffrey Depew, seconded by Patrick Gillespie, to approve a \$2,500.00 maximum for the removal of the oil tank by Tomasso Brothers pending DEP approval. All in favor.

Resolution to Protect Capital Funds

Mr. Pruiti reiterated the facts about the Capital Funds, and went over the resolution Anne Roman presented to the Board. He recommended Maria Nowak send it to Scott Smith for review.

Motion: made by Barbara Cannon, seconded by Jeffrey Depew, to adopt the following Resolution for Establishing a Capital Expense Plan and Reserving Funds. All in favor.

**Old Bridge Free Public Library
RESOLUTION
ESTABLISHING CAPITAL EXPENSE PLAN AND RESERVING FUNDS**

WHEREAS, the Old Bridge Public Library Board of Trustees (the “Board” or the Trustees”) has undertaken an analysis of the capital improvement needs of the Old Bridge Public Library (the “Library”); and

WHEREAS, the Board has identified several needed capital improvement projects more specifically set forth on the attached Schedule 1 (the “Capital Projects”); and

WHEREAS, the Trustees have determined that the Capital Projects will contribute to the provision of efficient and effective library services to the public, and

WHEREAS, the Board has determined it is necessary to restrict certain capital funds to provide for future Capital Projects.

NOW, THEREFORE, BE IT RESOLVED by the Old Bridge Public Library Board of Trustees that the amount of \$871,032.78 be and is hereby restricted for the completion of the Capital Projects.

Joseph Pruiti, President

Attached to:

Tara Flynn-Rozanski, Secretary

Meeting Date: November 10, 2010

ROLL CALL: Yeah Nay

**Old Bridge Free Public Library
ESTABLISHING CAPITAL EXPENSE PLAN AND RESERVING FUNDS**

Schedule 1

Capital Account Balances of October 31, 2010

Capital Budget	\$609,794.67
Laurence Harbor Branch Renovation	\$ 6,966.96
South Old Bridge	<u>\$254,271.15</u>
	\$871,032.78

Thank you

Barbara Cannon and Mary Chamberlain both stated they feel very comfortable with the way things are being run and that the library is in good hands. Mr. Pruiti expressed his thanks to Anne Roman and Jim Hecht for the job they are doing.

Committee Meetings

Finance Committee

The Finance Committee will meet on Wednesday, November 24, 2010 at 4:00 p.m.

Personnel Committee

The Personnel Committee will meet on Wednesday, November 24, 2010 at 5:00 p.m.

Public Comments

Linda Seiler expressed her feelings that in the six years she has been attending meetings, this was the most professional one and it was very refreshing. She also requested that a portion of the packets that Board Members receive before the meetings be placed on the Internet or be available as a handout for the public. She asked questions about the A2911 law, the purpose of the Special Meeting on Monday, November 1, 2010, and whether the Finance Committee Meeting was open to the public.

Josh Goodman discussed his non-profit financial educational organization and his desire to work with the Library in a program-type atmosphere. He requested permission to use the Library space to run his workshops. Mr. Pruiti asked for a packet of information about the organization for the Board to look over, including a schedule of programs that are taking place in other locations.

Adjournment

Motion: made by Mary Chamberlain, seconded by Jeffrey Depew, to adjourn the meeting at 8:26 PM. All in favor

Respectfully submitted,

Tara Flynn-Rozanski, Secretary
Library Board of Trustees
Date Approved: December 8, 2010

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