

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
FEBRUARY 8, 2006  
OLD BRIDGE, NEW JERSEY**

**Present:**

Joseph Nuzzo, President  
Kathryn Arabia, Vice President  
Steven Goldman, Treasurer  
Tara Flynn-Rozanski, Secretary  
Mary Chamberlain, Trustee  
Bina Desai, Trustee  
Dr. Joan George, Trustee  
Barbara Cannon, Mayor's Alternate  
Margery Cyr, Director  
Maria Nowak, Executive Assistant

**Absent:**

Mary Ann Clementi-Jones, Superintendent's Alternate

**Guests:**

Linda Seiler and her husband

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

Mr. Nuzzo presented a Certificate of Appreciation on behalf of the Library and the Board of Trustees to former Board member Linda Seiler for her service on the Library Board.

Mrs. Seiler thanked the Library Board for the certificate.

**Minutes**

Motion: made by Kathryn Arabia, seconded by Dr. Joan George, to approve the minutes from the January 11, 2006 Board meeting.

Vote: Yes: Joseph Nuzzo, Kathryn Arabia, Steven Goldman, Tara Flynn-Rozanski, Dr. Joan George, Barbara Cannon. Mary Chamberlain abstained.

**Finance**

**Payment of Bills**

Motion: made by Steven Goldman, seconded by Mary Chamberlain, to approve the February 8, 2006 bill listing in the amount of \$180,517.84. All in favor.

**Personnel**

**Amend Motion on Procedure for Background Checks**

Motion: made by Steven Goldman, seconded by Mary Chamberlain, to amend the motion of October 19, 2005 requiring background checks for all new employees to read:

“to require background checks prior to the hiring and appointment to the Library of all new employees 18 years of age and older.”

## **New Appointments**

Motion: made by Steven Goldman, seconded by Kathryn Arabia, to approve the appointment of Amaris Tortorici, Library Page, effective February 9, 2006, at an hourly rate of \$6.15. All in favor

Motion: made by Dr. Joan George, seconded by Steven Goldman, to approve the appointment of Joyce Mooney, Substitute Librarian, effective February 9, 2006, at an hourly rate of \$23.00. All in favor

## **Director's Report**

### **Karma Grant**

Mrs. Cyr reported the Laurence Harbor Branch has received a \$500 Karma Grant for the purchase of folding doors which can separate the public area from the reading room.

### **Grant Applications**

Mrs. Cyr informed the Board she has applied for two grants: one from the Geraldine Dodge Foundation and the other from Wal-Mart to assist with funding of the Summer Reading program.

Dr. George stated she spoke with the Manager from BJ's and was told if there is anything the Library ever wants all that would be needed is a letter to them. Mrs. Cyr said she and Maria Nowak will be visiting BJ's within the week and will touch base with the Manager at that time.

Mrs. Cannon suggested to Mrs. Cyr that the Library request a donation to be given on an annual basis from BJ's; as it has been her experience that when management changes, some regular procedures are changed.

### **Dress Code**

Mrs. Arabia asked if there were any complaints about the new dress guidelines. Mrs. Cyr said the only complaint heard was in regard to the requirement to put away personal cell phones while on duty. There was some concern that family members may not be able to reach staff during emergency situations. All staff members were provided with the Library's numerous telephone numbers to be used in the event of a family emergency.

### **Passport Service**

Mrs. Arabia asked about the monies generated from the Passport Service. Mr. Nuzzo said he has noticed the increase. Mrs. Nowak informed the Board the service has increased and income from passport pictures is also doing quite well.

Mrs. Cyr said she would like to increase the passport service hours in the near future.

### **Old Business**

#### **2006 Board Committees**

Mr. Nuzzo informed the Board he and Mrs. Arabia have added a new committee to be named "Outreach" which both feel will be good for the Library.

Mrs. Arabia feels the Outreach Committee would be a good source of finding other ways to support the Library due to the Library's current financial situation; and has the potential to make the Library more visible to the public. Mrs. Arabia said from researching the web on libraries, this is a way other libraries are going.

The following committees were appointed:

### **Building & Grounds**

Steven Goldman, Co-Chair; Joseph Nuzzo, Co-Chair;

### **Finance**

Steven Goldman, Chair; Dr. Joan George; Joseph Nuzzo

### **Outreach**

Tara Flynn-Rozanski, Chair; Mary Ann Clementi Jones; Barbara Cannon; Dr. Joan George; Steven Goldman; Joseph Nuzzo

### **Personnel**

Kathryn Arabia, Chair; Mary Chamberlain; Dr. Joan George; Steven Goldman; Joseph Nuzzo

### **Policy**

Bina Desai, Chair; Barbara Cannon; Joseph Nuzzo

### **Schools**

Mary Ann Clementi Jones, Chair; Tara Flynn-Rozanski; Joseph Nuzzo

### **Library Board Team Building and Planning Workshop**

Mrs. Arabia distributed to the Board a guiding principles list for the Board to look over as to what could be shared with the consultant who will be doing a team building exercise with the Board. The date and location are still to be determined. The goal is to bring the Board together with their skills and to begin the process of strategic planning.

Mrs. Arabia stated Mrs. Cyr would like to pass some dates and a location over to the consultant shortly.

Mr. Nuzzo stated this is a Board issue not a Library issue. This is to build Board skills.

Mrs. Cyr distributed a copy of the consultant's resume. The consultant is available on Sundays. There will be no cost to the Library as he has grant money for this type of project.

Mr. Nuzzo said once the Board has had input; he and Mrs. Arabia will meet with the consultant and discuss with him the agenda for the day and possible approaches for the workshop.

Mrs. Arabia asked the Board for their input on the guiding principles list.

Mr. Goldman said it looked good to him.

Mrs. Cannon expressed concern about the agenda and the need for it.

Mrs. Arabia said her thoughts were that team building should be imbedded in the beginning of strategic planning; and that it is important to be able to discuss the needs of the Library and the people who use the Library; and how the Board would like to function in terms of planning.

Dr. George stated that it is important because some of the Board members were not here when the mission statement was written; and this group has to buy into the mission statement. She feels the Board is going in the right direction with this.

Mr. Nuzzo stated some details need to be discussed and worked out before setting a date for the workshop.

### **Library Roof Repair**

Mrs. Cyr reported the roof repair was not done well and the roof is possibly in worse shape than before the repair was done. Cardinal Roofing is saying it is the fault of the manufacturer of the materials that were used.

Mrs. Cyr informed the Board that Mr. Henry has called a meeting with Cardinal Roofing and the manufacturer for Thursday, February 9 between 12:00 and 1:00 p.m. at the Library; and are going to try and figure out what it is they are going to have to do to get the roof repair correctly. Cardinal Roofing has been informed they will not be paid until the roof repair is done correctly.

The Board questioned the damage to some of the interior ceiling tiles and what is going to be done about this. Mrs. Cyr said she would look into this and have the information at the March meeting.

Mrs. Cannon asked Mrs. Cyr to send an email to all Board members about the outcome of the meeting with Mr. Henry and Cardinal Roofing and the manufacturer so they do not have to wait the whole month for the information.

### **Assistant Director Position**

Mrs. Cyr reported the Assistant Director position was advertised with New Jersey Library Association, Maryland Library Association, Pennsylvania Library Association, New York Library Association and Connecticut. Twelve resumes were received; and the staff Interview Committee selected five candidates to interview for the position. The staff committee is referring three candidates to the Board's Personnel Committee for a second interview.

Mrs. Cyr stated the Interview Committee was composed of herself, Maria Nowak, Gail Sankner (Head of Technical Services), Shirley Zuk (Head of Children's Services) and Lynn Sacs (Reference Librarian).

Dr. George asked about the seven candidates the committee chose not to interview and if this decision was based on missing criteria or qualifications. Mrs. Cyr said the committee was looking for certain qualifications, experiences and length of service.

Mrs. Arabia informed the Board the Personnel Committee met on Saturday, February 4, 2006 to look over the job posting and job description. The committee discussed things, that as Board members, they felt were reflective of where they wanted to go with the interviews. The committee felt that it was important not to duplicate the questions already asked by the staff Interview Committee.

Mrs. Arabia complimented Mrs. Cyr on the process that the staff had followed which included requesting writing samples from each candidate. The Personnel Committee was able to review them.

Mr. Goldman stated one interview will be held on Sunday, February 12 and the other two interviews will be held on Wednesday, February 15.

### **New Business**

Mrs. Cyr reported a preliminary Library budget for 2006/2007 is due to the Township by March 17, 2006. The Finance Committee needs to meet to begin the preliminary budget process.

Mr. Goldman asked Mrs. Cyr to put the preliminary budget together and let the Finance Committee know when she has completed the first draft. The committee can setup a meeting before the March 8th Board meeting.

### **English as a Second Language**

Mrs. Arabia informed the Board she has done some research on ESL programs and has found out the program is often funded through library budgets. Mrs. Arabia said she would email her information to the Board and mail Mrs. Chamberlain's to her.

### **Display of Red Cover Books**

Mrs. Arabia complimented Sara Hansen for her creativity in the display of red books.  
February Calendar

Mrs. Arabia also liked the piece on the front of the February calendar thanking everyone who patronizes the library as she feels it was good public relations.

### **Complaints**

Dr. George said she received complaints on the Casino Night held here at the Library. There are many parents who are concerned about this. Dr. George said Mrs. Cyr had informed the Board about the potential community reaction.

Mrs. Cyr explained the program was requested by the Teen Advisory Board. The Teen Advisory Board meets every month with Librarian Theresa Wordelmann and they discuss programs that both teen boys/girls would be interested in.

After a discussion, on the complaints received about the Teen Casino Night; Mr. Goldman suggested Mrs. Cyr should look at all flyers before they go out for publications. All Board members agreed with this.

Mrs. Arabia suggested positive feedback be put out to the public about all the good things going on in the YA department.

### **Public Session**

Mr. Nuzzo asked for public comments.

Linda Seiler expressed her satisfaction in the Board's putting in place an advocacy committee.

Linda Seiler is pleased hear about the strategic planning from the Board as this was always one of her concerns when she was a Board member.

Linda Seiler stated she received complaints about the Casino Night and was glad the Board addressed the issue.

### **Executive Session**

Motion: made by Steven Goldman, seconded by Tara Flynn-Rozanski, to adjourn into Executive Session at 9:00 p.m. to address matters of personnel.

### **Public Session**

Mr. Nuzzo moved to go back in Public Session at 9:15 p.m. Mary Chamberlain seconded. All in favor

The Board announced matters of personnel were discussed. Mrs. Cyr asked for a motion on a salary increase for Maria Nowak, Executive Assistant, effective January 1, 2006.

Motion: made by Dr. Joan George, on the recommendation of the Director, of a salary increase of 4.25% effective January 1, 2006, seconded Mary Chamberlain. All in favor

### **Pay to Play Law**

Mrs. Cyr reported that the libraries now have to comply with the Pay to Play Law. She and Mrs. Nowak are meeting with Township Business Administrator Michael Jacobs to go over this.

Mrs. Cyr said she will have a report on this for the Board at the March meeting.

### **Adjournment**

Motion: made by Mary Chamberlain, seconded by Kathryn Arabia, to adjourn the meeting at 9:35 p.m. All in favor

Respectfully submitted:

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: March 8, 2006