

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
MARCH 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  
Barbara Cannon, Mayor's Alternate  
Mary Ann Clementi-Jones, Superintendent's Alternate  
Margery Cyr, Director  
Maria Nowak, Executive Assistant

**Absent:** Dr. Joan George, Trustee

**Guests:** Library Staff: Jennifer Sherman and Ruth Woods  
Linda Seiler

The President called the meeting to order at 7:30 p.m. and announced the meeting had been advertised and would be conducted in accordance with the Sunshine Law. The Secretary called the roll.

Mrs. Cyr introduced Library staff members, Jennifer Sherman and Ruth Woods.

Mr. Nuzzo presented Ruth Woods with a bouquet of flowers and a Certificate of Appreciation congratulating her on the anniversary of her 35 years with the Library. On behalf of the Board and community, he thanked her for her service and dedication.

**Minutes**

Motion: made by Steven Goldman, seconded by Mary Chamberlain, to approve the minutes from the February 8, 2006 Board meeting as presented. Vote: Yes: Joseph Nuzzo, Kathryn Arabia, Steven Goldman, Tara Flynn-Rozanski, Mary Chamberlain, Bina Desai and Barbara Cannon. Mary Ann Clementi-Jones abstained.

Motion: made by Mary Chamberlain, seconded by Bina Desai, to approve the minutes from the February 22, 2006 Board of Trustees special meeting as presented. Vote: Yes: Joseph Nuzzo, Kathryn Arabia, Steven Goldman, Tara Flynn-Rozanski, Mary Chamberlain, Bina Desai, and Barbara Cannon. Mary Ann Clementi-Jones abstained.

**Finance**

**Payment of Bills**

Motion: made by Steven Goldman, seconded by Kathryn Arabia, to approve the bill listing in the amount of \$113,772.64. All in favor.

**FY 2006/2007**

Mr. Goldman reported that the Finance Committee met on Sunday, March 5 to review the proposed draft FY 2006/2007 budget.

The members of the Board discussed at length the proposed budget for FY 2006/2007. The budget requests an increase of \$160,156 in the Municipal Allocation. The Fines & Fees and Interest line items for this current fiscal year indicate that we are not

receiving as much income as had been anticipated. Because of this, it is not thought to be prudent to increase these line items in the next fiscal year. Additionally, the 2005/2006 budget included income from an Emergency Allocation. The Library's Emergency and Capital Funds are now down to approximately \$25,000 each; and these remaining moneys are necessary to ensure repair of heating and cooling units as well as other building problems that may arise as the building ages and equipment reaches the end of its normal life-span.

Barbara Cannon asked where the income from Passport fees was recorded in the budget. It was explained that Passport fees and all other income from fees such as overdue fines, video rentals etc were included in the Fines and Fees line item. The income from these fees is broken down by the type of fee in the monthly reports provided to the members of the Board. For the purpose of the operating budget, they are co-mingled in a single line item.

The expenditure side of the proposed budget reflects increases in Payroll, FICA, utilities, supplies, postage, legal fees, furnishings and equipment and literary. These increases meet contractual requirements and cover the rising costs of services and supplies.

Mrs. Cyr explained the budget process to the members of the Board. The proposed budget will be delivered to the Township's Finance Office by its due date of March 17, 2006. The next step will be a spring meeting with Mr. Shah and Mr. Jacobs. The meeting with the Council normally takes place in late summer or early fall. The Library's new fiscal year will begin on July 1, 2006.

Motion: made by Steven Goldman, seconded by Kathryn Arabia, to approve the proposed draft FY 2006/2007 budget as presented to be submitted to the Township by March 17, 2006. All in favor.

## **Personnel**

### **Resignation**

Motion: made by Steven Goldman, seconded by Barbara Cannon, to accept the resignation of Sara Hansen, Head of Electronic Resources, effective March 17, 2006. All in favor.

### **Promotion**

Motion: made by Steven Goldman, seconded by Mary Chamberlain, to approve the promotion of Library Page, Herb Gordon, to part-time LA 1, effective November 1, 2005, at an hourly rate of \$12.55. All in favor.

### **Professional Development**

Mrs. Arabia signed off on the Director's and Assistant Director's request to attend the New Jersey Library Association Conference in Long Branch in April.

Mrs. Cyr informed the Board she will be at the NJLA Conference Monday evening, all day Tuesday and Wednesday; Assistant Director Allan Kleiman will be at the NJLA Conference all day Monday, Tuesday and Wednesday.

### **Director's Report**

### **Pay to Play Law**

Mrs. Cyr reported that State Librarian, Norma Blake, is working with the Department of Community Affairs to try to work out a process where either the State Library or the Regional Library Cooperatives are declared lead agencies for the purchases made by the public libraries through the large book jobbers. Old Bridge Library only has two jobbers who potentially put it in the line of site with Pay to Play: Baker & Taylor and Thomson Gale. LMxAC is exempt because of the inter-local services agreement that is currently in place. The Library will have to ask the Township Council to renew the inter-local services agreement this summer. The LMxAC Board is working on the paperwork and once it is completed Mrs. Cyr will meet with Michael Jacobs about the process.

### **National Library Week**

The Library will celebrate National Library Week this year with events almost every day. Senator Kyrillos will visit the Library to

read during the Drop Everything and Read event; other invitees are still responding. A teen author will visit to give a talk and autograph books.

### **Public Appreciation Team**

Mrs. Arabia asked about this team. Mrs. Cyr stated this team will plan and host the Volunteer Reception and will plan other events through the year to recognize and thank members of public for the support they give to the Library. Events for the staff will also be planned.

Mrs. Cyr informed the Board that at the end of the month, the team will pass out bookmarks and a \$1.00 coupon for a free DVD rental or forgiveness of fines.

### **ESL Conversation Group**

Mrs. Cyr reported that she, Wendi Smolowitz and Anita Roik visited the Paramus Library to discuss their ESL program. The program is funded through their Library budget. Paramus Library's automation system is BCCLS and it serves a greater purpose than LMxAC does. LMxAC is solely automation; BCCLS provides support for collection development and ESL programs etc. BCCLS has a staff member whose job it is to work with the ESL community and to development those programs and projects.

### **Teen Lock-In**

Ms. Desai stated the Teen Lock-In program is an excellent program which should be advertised more widely as it would get more teens involved in the Library on a regular basis.

### **Staff Feedback**

Mrs. Arabia asked Mrs. Cyr to develop something for the front desk so that a Board member or a member of the public can fill-out so that when a staff member does something positive or good it can be put in writing.

Mrs. Cyr will work on this.

### **Old Business**

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

Mrs. Arabia asked the members of the Board if everyone will be available to meet on Sunday, March 19 between 10:00 a.m. – 1:00 p.m. with a consultant to work on their team building. Most of the Board members said they would be able to attend. The retreat is still being planned and the date will be confirmed as soon as all the details have been finalized.

#### **Library Roof Repair**

The roof contractor is due back in early March to re-repair the roof with different materials. The contractor has been told that work cannot start until Mr. Henry is on site to supervise this

Mr. Nuzzo asked Mrs. Cyr to invite Mr. Henry to the April Board meeting so the Board could present him with a Certificate of Appreciation for his services to the Library.

Mrs. Cannon suggested placing a bookplate in his name on a book on roofing. She will advise Mrs. Cyr of the type of book to purchase to honor Mr. Henry.

### **New Business**

#### **Passport Service Hours**

Mrs. Cyr believes that the demand for Passport service will not decrease in the near future as the Passport has become the identification of choice locally, nationally and internationally. She hopes to expand the hours of the Passport Services right away.

The Board all agreed that extending the passport service hours would be a positive step.

Mrs. Cyr said she hopes current staff members will be interested in the hours.

### **Annual Report**

Mrs. Cyr reported that the Annual Report as been completed and submitted to the State.

Mrs. Cyr presented a draft of an "Annual Report to the Community."

After discussion, the Board decided to have approximately 10,000 copies made of the report so that it can be distributed. Mary Ann Clementi-Jones will ask the printing department at the school if they will make the copies for the Library; Mrs. Cyr said the Library will supply the paper. Other printing options will be looked at in the event the school district cannot help out.

Mr. Nuzzo will draft a letter from the President to include on the front page.

### **Executive Session**

Motion: made by Mary Chamberlain, seconded Steven Goldman, to adjourn into Executive Session at 8:54 p.m. to discuss matters of personnel. All were in favor.

### **Public Session**

Mr. Nuzzo made a motion to reopen the Public Session at 9:13 p.m. It was seconded by Mary Chamberlain. All were in favor. It was announced that the Board discussed matters of personnel. No action was taken.

### **Adjournment**

Motion: made by Kathryn Arabia, seconded by Barbara Cannon, to adjourn the meeting at 9:15 p.m. All in favor.

Respectfully submitted:

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: April 5, 2006