

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
JULY 12, 2006  
OLD BRIDGE , NEW JERSEY**

**Present:**

Joseph Nuzzo, President  
Steven Goldman, Treasurer  
Mary Chamberlain, Trustee  
Joan George, Trustee  
Bina Desai, Trustee  
Barbara Cannon, Mayor's Alternate  
Margery Cyr, Director  
Allan Kleiman, Assistant Director  
Maria Nowak, Executive Assistant

**Absent:**

Kathryn Arabia, Vice President  
Tara Flynn-Rozanski, Secretary  
Mary Ann Clementi-Jones, Superintendent of Schools' Alternate

**Guests:**

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. Mary Chamberlain called the roll in the absence of the Secretary.

**Minutes**

**Motion:** made by Steven Goldman, seconded by Dr. Joan George, to approve the minutes from the June 14, 2006 Board meeting as presented. Vote: Yes: Joseph Nuzzo, Steven Goldman, Dr. Joan George, Mary Chamberlain. Bina Desai abstained.

**Finance**

**Payment of Bills**

**Motion:** made by Steven Goldman, seconded by Mary Chamberlain, to approve the bill listing in the amount of \$131,773.38. All in favor

**Close Out of Fiscal Year 2005/2006**

**Motion:** made by Steven Goldman, seconded by Joan George, to move \$70,629.00 from FY 2005/2006 budget Emergency Appropriation Line Item to Library Emergency Account effective June 30, 2006. All in favor

**Motion:** made by Steven Goldman, seconded by Joan George, to move \$34,820.36 from FY 2005/2006 budget expenditures line items to Commitments Payable line items to cover outstanding bills for books, audio-visual materials and other outstanding bills effective June 30, 2006 (see below). All in favor

<u>Amount</u>	<u>Line Item</u>	<u>Line Item</u>
<b>6,307.59</b>	Books	Books
<b>3,787.81</b>	Audio-Visual	Audio-Visual
367.23	Postage	Postage
834.60	Automation	Postage
<b>1,201.83</b>		
<b>90.00</b>	RAE	RAE
<b>50.00</b>	Automation	Advertising & Publicity
451.18	Automation	On-line Services
3,248.82	Telephone	On-line Services
<b>3,700.00</b>		
<b>674.26</b>	Telephone	Telephone
3,504.76	MF	Furnishings & Equipment
569.87	Telephone	Furnishings & Equipment
1,149.26	FICA	Furnishings & Equipment
1,182.10	Payroll	Furnishings & Equipment
297.91	Automation	Furnishings & Equipment

269.20	Building Maintenance/Central	Furnishings & Equipment
145.90	Periodicals	Furnishings & Equipment
<b>7,119.00</b>		
333.70	Building Repairs	Library Supplies
502.01	Building Maintenance/LH	Library Supplies
767.47	Processing Supplies	Library Supplies
354.98	Payroll	Library Supplies
372.94	RAE	Library Supplies
118.97	Periodicals	Library Supplies
<b>2,450.07</b>		
<b>239.80</b>	Processing Supplies	Processing Supplies
<b>3,200.00</b>	Building Maintenance/Central	Building Maintenance/Central
<b>6,000.00</b>	FICA	TTD
<b>34,820.36</b>		

**Motion:** made by Steven Goldman, seconded by Joan George, to approve the revision in the FY 2005/2006 budget from \$1,908,774.00 to \$1,838,145.00 effective June 30, 2006. All in favor

## Personnel

### Resignation

**Motion:** made by Mary Chamberlain, seconded by Bina Desai, to accept the resignation of Substitute Librarian, Joyce Mooney, effective June 26, 2006. All in favor

## **New Appointments**

**Motion:** made by Mary Chamberlain, seconded by Steven Goldman, to approve the hiring of Substitute Librarian, Jeanne Vidito, effective July 13, 2006 at an hourly rate of \$23.92. All in favor

**Motion:** made by Mary Chamberlain, seconded by Steven Goldman, to approve the hiring of Substitute Librarian, Lara Fletcher, effective July 13, 2006 at an hourly rate of \$23.92. All in favor

## **Library Intern Salary Upgrade**

**Motion:** made by Joan George, seconded by Bina Desai, to approve the upgrade of hourly rate of pay for Library Intern from \$13.36 to \$15.00 per hour effective July 16, 2006. Vote: Yes: Joseph Nuzzo, Dr. Joan George, Barbara Cannon, Bina Desai and Steven Goldman; No: Mary Chamberlain.

The Board asked Mrs. Cyr to invite the Library Intern to the September Board meeting.

## **Director's Report**

Mrs. Cyr report the Summer Reading Club Kick off Event was extremely successful this year. All activities planned for the kick off were for all members of the families. Mrs. Cyr cannot thank the Summer Reading Team enough for all their hard work.

Mrs. Cyr commended Maria Nowak for her hard work tying up all loose ends for the fiscal year 05/06 and Gail Sankner for her hard work on all the last minute book buying.

Mrs. Cyr informed the Board the Library has now joined another book jobber, Ingram Books, who will give us the same discount as Baker & Taylor.

The Director's report was reviewed and accepted.

## **Assistant Director's Report**

Mr. Kleiman reported that he and Mrs. Cyr will be making appointments with Attorney Scott Smith and George Scarf from Amboy National Bank who has agreed to serve on the Library's Foundation.

Mr. Kleiman will have a report for the September Board meeting about the status of the Foundation.

Mrs. Cyr will follow up on the status of the pavement replacement around the Laurence Harbor branch.

## **Old Business**

### **Finance Committee**

Mr. Goldman reported he has tried to get in touch with the Board of Education's Business Administrator in regard to bulk buying of electricity; but unfortunately the Business Administrator is on vacation for two weeks.

Mrs. Cyr reported she spoke with Township Finance Director Himanshu Shah and he informed her Township buys electricity with a bulk buying agreement with Middlesex County and individual entities cannot participate in the agreement.

The Board asked Mrs. Cyr to get a written explanation from Himanshu Shah to the Township's bulk buying of electricity.

Mr. Goldman commended Mrs. Cyr, Maria Nowak and staff for closing out the fiscal year successfully.

## **Outreach Committee**

No report.

The Outreach Committee will be placed on the September agenda.

### **Annual report**

Mr. Nuzzo commended Mrs. Cyr and staff on a great job done on the annual report.

### **Trustee Training for 2006**

Mrs. Cyr distributed to each Board member the registration form for the trustee training and informed them the cut off date for registration is July 29.

### **New Business**

#### **Notary Service**

Mr. Goldman asked the long term plan for Notary Service.

Mrs. Cyr reported almost all the librarians are serving as notaries; the children's librarians will attend notary training this fall. There are several members of the support staff who are notaries. New librarians and department heads who are hired are being required to be a notary.

#### **Friends of the Old Bridge Public Library**

Mr. Kleiman reported the Friends group has given the Library the first \$5,000.00 for the new fiscal year.

Mrs. Cyr informed the Board since the Friends group could not be at the meeting to receive a certificate of appreciation for all their hard work for the library, they will be invited to attend the September meeting.

#### **ESL Conversion Group Report from Wendi Smolowitz**

Mrs. Smolowitz reported that the ESL Conversion Groups have been very successful. Sign up for the fall session has been great. Leaders for the conversation groups have been trained by the Literacy Volunteers of Middlesex. Mrs. Smolowitz stated the Library is very excited to be offering this new service.

The Board complimented Mrs. Smolowitz on doing a good job with the ESL Conversation groups.

#### **Public Comments**

Linda Seiler asked what time the Board meeting started. Mrs. Cyr stated that the meeting began at 7:30 pm.

Linda Seiler asked for the cost of printing the Library's annual report, how many copies were made and is it a legal requirement. Mrs. Cyr said that the annual report cost approximately \$1,500 to print 10,000 copies in color; and that this type of report is not a legal requirement. The annual report which is submitted to the State Library is legally required.

Linda Seiler asked the Board what kind of services you would like to see the NJLA Trustee Association provide. Advocacy issues are of the most serious concern to the Board members.

#### **Adjournment**

**Motion:** made by Steven Goldman, seconded by Mary Chamberlain, to adjourn the meeting at 8:46 p.m. All in favor

Respectfully submitted:

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: September 13, 2006