

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY**

**JULY 13, 2005**

**Present:**

Joseph Nuzzo, President  
Mary Chamberlain, Vice President  
Dr. Joan George, Trustee  
Tara Flynn-Rozanski, Trustee  
Linda Seiler, Trustee  
Barbara Cannon, Mayor's Alternate  
Margery Cyr, Director  
Maria Nowak, Executive Assistant

**Absent:**

Kathryn Arabia, Secretary  
Steven Goldman, Trustee

Guest: Lynn Sacs

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.

Mrs. Cyr presented Lynn Sacs a Certificate of Appreciation on behalf of the New Jersey Library Association for being a member of the association for over twenty-five conservative years.

Lynn Sacs thanked Mrs. Cyr. The Board congratulated Mrs. Sacs on this achievement.

**Minutes**

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to approve the minutes from the June 8, 2005 meeting. Vote: Yes: Joseph Nuzzo, Mary Chamberlain, Linda Seiler and Tara Flynn-Rozanski. Dr. Joan George and Barbara Cannon abstained.

**Finance**

**Payment of Bills**

Motion: made by Mary Chamberlain, seconded by Linda Seiler to approve the bill listing as presented in the amount of \$129,905.75. Unanimously approved

**Transfer of Monies**

Motion: made by Mary Chamberlain, seconded by Joseph Nuzzo, to approve the transfer of \$2,508.00 from Commitments Payable: On-line Services to Commitments Payable: Furnishings & Equipment for the purchases of library furnishings effective June 30, 2005. Unanimously approved.

Motion: made by Joseph Nuzzo, seconded by Barbara Cannon, to approve the transfer of \$641.00 from Commitments Payable: On-line Services to Commitments Payable: Postage to cover shipping charges for the purchases of library furnishings effective June 30, 2005. Unanimously approved

Motion: made by Dr. Joan George, seconded by Mary Chamberlain, to approve the transfer of \$25,074.08 from Emergency Appropriation to Library Emergency Account effective June 30, 2005. Unanimously approved

Motion: made by Joseph Nuzzo, seconded by Dr. Joan George, to approve the transfer of \$15,634.23 from FY 04/05 budget line items to Commitments Payable line items as follows to cover outstanding bills for books, audio-visual and other outstanding bills effective June 30, 2005.

04/05 Budget Commitments Payable

Amount Line Item Line Item

4,232.13 Books Books

971.71 Audio-Visual Audio-Visual

812.76 Telephone Audio-Visual

1,784.47

2,117.36 Periodicals Postage

399.17 Advertising & Publicity Postage

2,516.53

159.00 Processing Supplies Processing Supplies

180.40 Building Maint. - Central Building Maint. - Central

3,216.46 Furnishing & Equip Furnishing & Equip

2,091.24 Automation Furnishing & Equip

5,307.70

80.00 TTD TTD

59.00 Automation Equipment Maintenance

315.00 Automation Automation

692.08 Processing Supplies Library Supplies

250.00 Accounting Library Supplies

57.92 Telephone Library Supplies

1,000.00

15,634.23

Unanimously approved

### **Revision of 2004/2005 Budget**

Motion: made by Mary Chamberlain, seconded by Linda Seiler, to approve the revision in the FY 04/05 budget from \$1,831,405.00 to \$1,806,330.92 effective June 30, 2005. Unanimously approved

### **FY 2005/2006 Operating Budget**

Mrs. Cyr presented the Board with the revised 05/06 budget which reflects the additional \$25,000 the library will receive from Township. The additional municipal allocation resulted from a meeting on July 12 between Mrs. Cyr; Mayor Phillips; Business Administrator, Michael Jacobs; and Finance Director Himanshu Shah. There was \$25,000 unspent in the FY 2004/5 Operating

Budget; this was borrowed from the Emergency Fund to balance the FY 04/05 budget. It will be brought forward from the Emergency Fund again to the FY 2005/2006 Operating Budget. The addition of this and the \$25,000 for Municipal Allocation will give the Library a balanced budget for the new fiscal year. Because of this, the Library can avoid cutting services and hours as discussed in last month's meeting.

The Board suggested a letter be drafted to Mayor Phillips thanking him for the positive solution to the library funding difficulties.

Mrs. Cyr asked the Board to rescind the following motion from the June 8, 2005 Board meeting:

Motion: made by Steven Goldman, seconded by Dr. Patricia Johnson, due to lack of funding in the projected budget for fiscal year 2005/2006, effective September, 2005, the Library will be closed on Sundays and holidays. Vote: Yes: Tara Flynn-Rozanski, Dr. Patricia Johnson, Steven Goldman and Joseph Nuzzo; Linda Seiler and Mary Chamberlain abstained.

Motion: made by Tara Flynn-Rozanski, seconded by Joseph Nuzzo, to rescind the motion to close the Library on Sundays and holidays due to lack of funding. Unanimously approved

### **Executive Session**

Motion: made by Dr. Joan George, seconded by Mary Chamberlain, to adjourn into Executive Session at 8:45 p.m. Unanimously approved

### **Public Session**

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to adjourn from Executive Session at 8:55 p.m. Unanimously approved

The Board announced matters of personnel were discussed. No action was taken.

### **Resignation**

Motion: made by Mary Chamberlain, seconded by Dr. Joan George, to accept the resignation of Library Page, Stacey Woods, effective June 23, 2005. Unanimously approved

### **Minimum Wage**

Mrs. Cyr informed the Board effective October 1, 2005 the minimum wage will increase to \$6.15 per hour The pages starting salary will be increased to \$6.15 an hour at that time.

### **Director's Report**

The Board reviewed and accepted the Director's Report.

### **Old Business**

### **Roof Project**

Mrs. Cyr reported the Library's roof repair is scheduled for September. Replacement of the roof will be scheduled for the summer of 2007.

Mrs. Cyr reported a Township resident, Owen Henry, who is a roofing contractor, has been inspecting the roof with various contractors. Mr. Henry will have a report on the roof by the end of the week and would like to meet with the Library Board to discuss his report before he takes it to the Township.

Mrs. Cyr asked once the report is received if a Building and Grounds Committee meeting could be set up to discuss the report with Mr. Henry. The Board was in agreement with this. Mrs. Cyr will set up the meeting once the report is received.

## **Adjournment**

Motion: made by Mary Chamberlain, seconded by Linda Seiler to adjourn the meeting at 9:06 p.m. Unanimously approved

Respectfully submitted,

Kathryn Arabia, Secretary  
Library Board of Trustees  
Date Approved: September 14, 2005