

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OLD BRIDGE PUBLIC LIBRARY

January 14, 2004

Present:

Steven Goldman, President
Mary Chamberlain, Vice President
Joseph Nuzzo, Secretary
Kathryn Arabia, Trustee
Barbara Cannon, Mayor's Alternate
Michael Santa Maria, Superintendent of School's Alternate
Margery Cyr, Director
Maria Nowak, Executive Assistant

Absent:

Mary Gannon, Treasurer
Scott Glaser, Trustee
Rita Peterson, Trustee

Library Staff:

Arlene Robinson, Mary Garcia, June McNamara

Public:

Mark Inselberg

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

Mrs. Cyr introduced June McNamara and gave a brief overview of June's history with the Library: she has been with the library for fifteen years and has been invaluable member of the library staff. Mrs. McNamara has worked in different positions in the library, most recently serving as the manager of the Laurence Harbor Branch. She has been well loved by the Laurence Harbor community and the library staff; she will be greatly missed.

Ms. Cyr presented retiree June McNamara with a gift on behalf of the Library Board and Mr. Goldman presented her with a certificate of appreciation for her fifteen years of service.

REORGANIZATION

President Goldman turned the meeting over to Barbara Cannon to conduct the election of officers for the year 2004.

Nominations for the Office of President

Mary Chamberlain nominated Steven Goldman for President, seconded by Kathryn Arabia. There were no other nominations.

Motion: made by Mary Chamberlain, seconded by Kathryn Arabia, to accept the nomination of Steven Goldman for President for the year 2004. Unanimously approved.

Nominations for the Office of Vice President

Joseph Nuzzo nominated Mary Chamberlain for Vice-president, seconded by Steven Goldman. There were no other nominations.

Motion: made by Joseph Nuzzo, seconded by Steven Goldman, to accept the nomination of Mary Chamberlain for Vice-president for the year 2004. Unanimously approved.

Nominations for the Office of Treasurer

Kathryn Arabia nominated Mary Gannon for Treasurer, seconded by Mary Chamberlain. There were no other nominations.

Motion: made by Kathryn Arabia, seconded by Mary Chamberlain, to accept the nominations of Mary Gannon for Treasurer for the year 2004. Unanimously approved.

Nominations for the Office of Secretary

Mary Chamberlain nominated Joseph Nuzzo for Secretary, seconded by Michael Santa Maria. There were no other nominations.

Motion: made by Mary Chamberlain, seconded by Michael Santa Maria, to accept the nominations of Joseph Nuzzo for Secretary for the year 2004. Unanimously approved.

2004 Board Committee Appointments

Finance: Mary Gannon, Chair

Personnel: Mary Chamberlain, Chair
Scott Glaser
Barbara Cannon
Kathryn Arabia
Mary Gannon
Kathryn Arabia
Rita Peterson

Building: Joseph Nuzzo, Chair

Policy: Barbara Cannon, Chair

Maintenance: Mary Chamberlain
Mary Gannon
Michael Santa Maria
Mary Chamberlain

Technology: Scott Glaser

Chair Schools: Michael Santa Maria, Co-chair
Mary Gannon
Kathryn Arabia, Co-chair
Joseph Nuzzo
Steven Goldman
Rita Peterson

Minutes

Motion: made by Michael Santa Maria, seconded by Mary Chamberlain, to approve the December 10, 2003 Board minutes as presented. Unanimously approved.

Finance

Motion: made by Mary Chamberlain, seconded by Joseph Nuzzo, to approve the bill listing in the amount of \$96,660.18 as presented. Unanimously approved.

Budget FY 2003/2004

Motion: made by Mary Chamberlain, seconded by Steven Goldman, to approve the Library's Operating Budget in the amount of \$1,774,435.04 for the fiscal year 2003/2004. Unanimously approved.

Statistics were placed on file.

PERSONNEL

Appointment

Motion: made by Joseph Nuzzo, seconded by Kathryn Arabia, to approve the hiring of temporary substitute intern Liz Farry, effective December 15, 2003. Unanimously approved.

Resignation

Motion: made by Mary Chamberlain, seconded by Michael Santa Maria, to accept the resignation of Library Intern, Rose Schulman, effective January 16, 2004. Unanimously approved.

Vacant Department Head Position

Motion: made by Kathryn Arabia, seconded by Michael Santa Maria, to approve the hiring of a department head at an annual salary of \$46,114.48. Unanimously approved.

Mrs. Cyr said this is important position for the library and may take several months to fill.

Library Building

Roof Project

Mrs. Cyr reported she still has not received word on the status of the Library's grant application; but she has spoken with Sue at Assemblyman Thompson's office. Sue will have Assemblyman Thompson call the State for a status update.

Lighting Project

Mr. Barone's amendment to his contract for the Lighting Project was approved at the January 12, 2004 Council meeting. Mrs. Cyr reported she spoke with Mario Barone and he is awaiting information from John Vincenti needed for the bid packet. Mr. Nuzzo requested the Library receive a copy of the bid.

Library Services

Volunteer Reception

Maria Nowak reported that her team met on January 12 and the Second Annual Volunteer Reception will be held on Friday, March 5 at 6:30 p.m. All members of the team are now working on obtaining prices for food, music, decorations, etc. The Grand Marquis has made donations of tablecloths. The next meeting will be held on Friday January 23 at 10:30 a.m.

Library Policies

Mrs. Cyr reported the Policy Committee needs to meet, as there are several policies, which need to be discussed before consideration by the Board. Mr. Goldman asked Mrs. Cyr to make arrangements for a meeting with Policy Committee Chair Barbara Cannon as soon as possible.

Passport Service

Mr. Goldman reported to the Board that Mayor Phillips would like to turn the entire Passport Service over to the Library. He and Mrs. Cyr believe this can greatly benefit the Library's finances. Mrs. Chamberlain said this is no guarantee.

Automation System

Mrs. Cyr reports that SIRSI is the vendor that most closely matches the needs of the consortium. The Board asked to be kept up to date with the status of the new automation system.

People Counter

Mrs. Cyr reported the library is looking at several different types of people counters and will purchase one for the central branch and the other for the Laurence Harbor branch within the next week.

Department Reports

The Board reviewed and accepted all department reports.

There were no comments from the public.

Meeting with Mayor James Phillips

Mr. Goldman reported that he, Mrs. Cyr and Mrs. Chamberlain met with Mayor James Phillips on Monday January 12.

Mr. Goldman said they shared with Mayor Phillips the good and bad news with the goings on with the Library. They explained the funding problems the library has been having especially this year. There was discussion about possible consequences to public service should an increase in funding not be forthcoming this next fiscal year. Mayor Phillips understands and hopes it will not come to that.

The Mayor was given a report on the Library's lighting problems and Mrs. Cyr informed him the cost of replacing the library roof.

Mr. Goldman informed the Board that Mayor Phillips believes the next year will not be any better but he is hopeful things will get better in the following year.

Mr. Goldman said Mayor Phillips asked he be given the final number on union negotiations before any agreement is made. This was the only request the Mayor made.

Teen Career Day

Mrs. Cyr reported the Teen Career Day went extremely well. A teacher who visited the Career Day expressed interest in a joint venture with the Salk Middle School to bring a Career Day to the School.

Personnel Committee Report

Mrs. Chamberlain reported the Director's annual evaluation has been completed. The evaluation form has been signed by Mrs. Cyr and Mrs. Chamberlain.

Mr. Goldman said in the coming year Mrs. Cyr will work an occasional weekend and night.

The Board thanked Louisa Colon for coming back and finishing up the Director's evaluation.

Adjournment

Motion: made by Mary Chamberlain, seconded Joseph Nuzzo, to adjourn the meeting at 8:38 p.m. Unanimously approved.