

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OLD BRIDGE PUBLIC LIBRARY

March 10, 2004

Present:

Steven Goldman, President
Mary Gannon, Treasurer
Joseph Nuzzo, Secretary
Linda Seiler, Trustee
Barbara Cannon, Mayor's Alternate
Michael Santa Maria, Superintendent of School's Alternate
Margery Cyr, Director
Maria Nowak, Executive Assistant

Absent:

Mary Chamberlain, Vice-president
Kathryn Arabia, Trustee
Scott Glaser, Trustee

Library Staff:

Diane Rabuffo and Jennifer Nelson

The President called the meeting to order at 7:35 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.

Mr. Goldman informed the Board that Scott Glaser had sent an e-mail message to him and Mrs. Cyr stating he was going to resign from the Board and that he would write a letter to Mayor Phillips.

Mrs. Cyr said she has spoken with the Mayor's Secretary, Mrs. Amabile, today about Mr. Glaser's resignation; but she knew nothing about it. Mrs. Cyr forwarded Mr. Glaser's e-mail message to her.

Mr. Goldman said that Mr. Glaser is absent until the Board hears otherwise from the Mayor's office.

Mr. Goldman welcomed new Board member, Linda Seiler, who replaces Rita Peterson. Ms. Seiler gave the Board a brief summary of her background.

New Board Meeting Agenda

The Board was pleased with the new format for the Board meeting agenda. The Board asked that the Board meeting agenda be placed on the Township's web site each month. Mrs. Cyr noted that the Library will send the agenda to the Township for posting, but has no control over whether or not it is actually posted on their site.

Minutes

Motion: made by Joseph Nuzzo, seconded by Michael Santa Maria to approve the February 11, 2004 Board minutes as presented.

Vote: 3 yes; 3 abstentions

Finance

Motion: made by Mary Gannon, seconded by Steven Goldman to approve the bill listing in the amount of \$103,997.97 as presented. Unanimously approved.

Budget FY 2004/2005

The Finance Committee met prior to the regular monthly Board meeting to review first draft of the proposed Library's 2004/2005 budget. The Committee's recommendation to the Library Board was to approve submitting the first draft of the budget to Township in the amount of \$1,793,972.00, which is a \$70,457 increase over last year's 2003/2004 budget.

The Board discussed expanding the passport service hours for additional income for the Library. Mrs. Cyr reported she has written a letter to Mayor Phillips in regard to this issue but has yet to hear back from him.

The Board suggested Mrs. Cyr call Himanshu Shah, acting township business administrator, and ask for a meeting with him to discuss the additional passport service hours.

Motion: made by Mary Gannon, seconded by Linda Seiler to approve submitting the first draft of the Library's proposed 2004/2005 budget in the amount of \$1,793,972.00 to the Township on March 19, 2004. Unanimously approved

DARE Office

Ms. Seiler informed the Board that according to Library Law, the Library has the right to rent space. The Township is not paying for use of the office for their DARE program.

Mrs. Cyr reported that Mrs. Nowak remembers that the library has an agreement with the Township which dates back to 1995 for one year use of the office space. Apparently the agreement has not been looked at since then.

Mr. Goldman asked that the agreement be found and presented to the Board at the April meeting.

Library Loss of Fines

Mrs. Cyr reported to the Board that she submitted an estimated loss in fines to Finance Director, Himanshu Shah during the time the Library experienced phone troubles. Mr. Shah was going to try and recover the loss from the cable company.

PERSONNEL

Resignations

Motion: made by Steven Goldman seconded by Linda Seiler to accept the resignation of Library Intern, Danielle Neufell, effective March 2, 2004. Unanimously approved.

Motion: made by Mary Gannon, seconded by Michael Santa Maria to accept the resignation of Electronic Resources LAll, Terri Arzadon, effective March 18, 2004. Unanimously approved.

New Appointment

Motion: made by Steven Goldman, seconded by Mary Gannon, to approve the hiring of Children's Services Assistant, Marilyn Lubin, at an hourly rate of \$12.75, effective March 22, 2004. Unanimously approved.

Union Negotiations

Mrs. Cyr reported the Personnel Committee met informally on February 24, 2004. Mrs. Cyr needs to provide the Union with a list of the names of the Board's negotiating team. The Union will provide Mrs. Cyr will a list of the names of their negotiating team.

Mrs. Cyr said the negotiations should start soon.

Library Policies

The Policy Committee reported to the Board that they had met to discuss and review the Library's meeting room, computer use and

staff computer use policies, and are recommending the Board approve them. The Board reviewed the three policies as presented.

Motion: made by Joseph Nuzzo, seconded by Linda Seiler, to approve the Library's meeting room policy as presented. Unanimously approved.

Motion: made by Joseph Nuzzo, seconded by Linda Seiler, to approve the Library's computer use policy as presented. Unanimously approved.

Motion: made by Joseph Nuzzo, seconded by Linda Seiler, to approve the Library's staff computer use policy. Unanimously approved.

Library Building

Lighting Project

Mrs. Cyr reported a walk-through of the Library and a mandatory pre-bid meeting was attended by eight electrical contractors today. Mr. Barone walked the contractors through the library building with Township Engineer, John Vincenti and Township Project Engineer, Joseph Criscuolo.

Mrs. Cyr informed the Board bid opening for the lighting project will be held on March 25, 2004 at 10:00 a.m. at the Township.

Roof Project

Mrs. Cyr reported she has yet to have a response from Mr. Shah in regard to the capital budget for the roof project. Mr. Vincenti informed Mrs. Cyr the entire capital budget is still under consideration in Mr. Shah's office.

Municipal Improvement Grant

Mrs. Cyr reported the target date to hear if the Library will be receiving the Municipal Improvement Grant is now the end of March.

South Old Bridge Branch

Mrs. Cyr reported she has not received any responses from Mayor Phillips in regard to the Library using a portion of donated property for a branch in South Old Bridge.

Mrs. Cyr said she did speak with Mayor Phillips briefly on Friday night at the volunteer reception. Mayor Phillips informed Mrs. Cyr that the piece of property is not available as the Old Bridge School District believes they own the property. Barbara Cannon believes that another development has also given property to the Township for recreational purposes and she suggested that Sam Rizzo be contacted to ask about this. Mrs. Cyr will do so.

Library Services

Volunteer Reception

Mr. Goldman read a thank you note from a couple who attended the volunteer reception.

Mrs. Cyr informed the Board she was extremely pleased with how well the Second Annual Volunteer Reception went. Mrs. Cyr had charged the volunteer reception team with putting together a totally different reception from last year's; which they were able to do quite well. Mrs. Cyr said Maria Nowak and her team members did a wonderful job, but the best part of it is they had a fun, good time working with each other on this project.

Mr. Goldman said the reception was unbelievable. The food was delicious and the music was very good. Mr. Goldman asked Mrs. Cyr to place a letter of thanks in the personnel file of each member of the volunteer reception team. This will be done.

Library Board Committees

Mr. Goldman appointed new Board member Linda Seiler to the Finance, Technology and Building and Grounds Committee.

Department Reports

Mr. Santa Maria commented on how well Theresa Wordelmann was received by his English department. Mrs. Wordelmann made a presentation on the summer reading program, and other teen programs the Library will be having.

The Board reviewed and accepted all department reports.

Public Comments

None

Adjournment

Motion: made by Mary Gannon, seconded by Michael Santa Maria, to adjourn the meeting at 8:55 p.m. Unanimously approved.

Respectfully submitted,

Joseph Nuzzo, Secretary
Library Board of Trustees
Date Approved: April 14, 2004