

MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

OLD BRIDGE PUBLIC LIBRARY

June 9, 2004

Present:

Steven Goldman, President
Joseph Nuzzo, Secretary
Linda Seiler, Trustee
Kathryn Arabia, Trustee
Barbara Cannon, Mayor's Alternate
Margery Cyr, Director
Maria Nowak, Executive Assistant

Absent:

Mary Chamberlain, Vice President
Mary Gannon, Treasurer
Michael Santa Maria, Superintendent of School's Alternate

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.

Minutes

Motion: made by Joseph Nuzzo, seconded, by Kathryn Arabia, to approve the May 19, 2004 Board minutes. Vote: 4 yes; Barbara Cannon abstains

Finance

Motion: made by Joseph Nuzzo, seconded by Steven Goldman, to approve the bill listing in the amount of \$112,482.14 as presented. Unanimously approved.

Library Operating Budget

Mrs. Cyr reported at the end of this fiscal year the Library may have approximately \$50,000 remaining in available funds. The Library had borrowed approximately \$75,000 from the Emergency Fund to balance the budget for FY03/04; and has been very cautious during the fiscal year. The Library's municipal allocation for FY04/05 will be completely flat; which will put the Library in a negative state budget state again next year. The Board met for a Work Session on June 2, 2004 to discuss the budget situation for next year. At this meeting, a consensus was reached that the remaining funds will be refunded back to the Emergency Account. This will provide enough funding in this account to borrow from again in order to balance the FY04/05 budget. This should leave approximately \$32,000 in the Emergency Account. There was a consensus of the Board that the \$32,000 be used for purchasing books and other materials for the Library this coming fiscal year.

Mr. Nuzzo asked how much money will be left in the Emergency Account. Mrs. Cyr said there will be no money left in the account at the end of the next fiscal year.

Movement of Monies

Motion: made by Linda Seiler, seconded by Kathryn Arabia, to approve the move of \$13,128.48 from Building Repairs line item to Capital Budget. Unanimously approved

PERSONNEL

Appointment

Motion: made by Joseph Nuzzo, seconded by Linda Seiler, to approve Lynn Sacs, Acting Head of Reference, effective June 26, 2004 until October 11, 2004 with a pay increase of 10% per union contract page 13. Unanimously approved

Maternity Leave of Absence

Motion: made by Joseph Nuzzo, seconded by Linda Seiler, to approve maternity leave of absence for Wendi Smolowitz, Head of Reference, effective June 25, 2004 until October 11, 2004. Unanimously approved

Union Negotiations

Mrs. Cyr reported the Personnel Committee and the Union are making progress in the Contract negotiations.

Director's Report

The Board reviewed the Director's Report and discussed various aspects of it.

Summer Reading Program – Discover New Trails at Your Library

On staff day, the staff was broken up into teams for a contest "Build Your Own Explorer" to kick off the Summer Reading Program. There will be a contest during the summer for members of the public to build their own explorers.

Commerce Bank will work with the Library to promote the Summer Reading Program and once again they will be providing each student who signs up with a \$10.00 deposit certificate. The Kick-Off party for the Summer Reading Program will be on Saturday, June 26.

Mrs. Cyr reported the banners for the Summer Reading Program will be hung on June 23 on Cottrell Road, Englishtown Road and on Lawrence Parkway.

Mrs. Cyr said she and Ralph Oppenheim will work the St. Ambrose Carnival on June 22, 23, 24 and 25. Commerce Bank has agreed to share their table with them.

OLD BUSINESS

Lighting Project

Mrs. Cyr reported the lighting project has been approved for discount status with the electric company and has qualified for the New Jersey Smart Buy rebate program for the library lighting fixtures.

Staff Development Day - June 4, 2004

Mrs. Cyr reported staff day was a good day. In the morning, a speaker gave a talk, "Staying Positive in a Negative Environment." The remainder of the day was spent with staff meetings and team-building exercises. The day was funded by the Friends of the Library and we are very grateful for the support they give us to make this day happen every year.

Trial Coffee Machine

Mrs. Cyr reported that a cup of coffee costs the Library \$.70 cents a cup (this includes the cost of coffee, supplies and water). The Library charges \$.75 per cup. There was discussion about whether or not the coffee service was intended to be a public service or if it was to be a profit-making service. The consensus was that its intention was to be a public service and since the Library was breaking even at this point, there should be no increase in the per cup cost to the public. The use of the coffee service will be watched to ensure that the Library continues to break even.

NEW BUSINESS

Library's Contributions to the Community and its Needs

The Board extensively discussed the need for advocacy at the Council level and in the community. The agreement was that the Library needs to increase the level of awareness of what it is, what it does and what the needs are. Mrs. Cyr and Mr. Oppenheim are aware of the needs and this is a priority for the coming year.

Mrs. Cyr will ask Mr. Oppenheim to attend next month's Board meeting to brainstorm ideas for advocacy.

Reimbursement for Mileage for Board Members

Mrs. Seiler asked if she could be reimbursed for mileage for when she attended the New Jersey Library Association meeting for Board members.

Mr. Goldman said to his knowledge the Library has never done this. Mrs. Nowak will call the auditor in regard to this.

This item will be tabled and placed on the agenda again at next month's meeting.

Department Reports

The Board reviewed and accepted all department reports.

Adjournment

Motion: made by Barbara Cannon, seconded by Joseph Nuzzo, to adjourn the meeting at 8:25 p.m. Unanimously approved

Respectfully submitted,

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