

# MINUTES OF THE MEETING OF THE BOARD OF TRUSTEES

## OLD BRIDGE PUBLIC LIBRARY

December 8, 2004

### **Present:**

Steven Goldman, President  
Mary Chamberlain, Vice President  
Mary Gannon, Treasurer  
Joseph Nuzzo, Secretary  
Kathryn Arabia, Trustee  
Linda Seiler, Trustee  
Dr. Patricia Johnson, Superintendent of School's Alternate  
Barbara Cannon, Mayor's Alternate  
Margery Cyr, Director  
Maria Nowak, Executive Director

The President called the meeting to order at 6:38 p.m. and announced the meeting had been advertised and would be conducted in accordance with the Sunshine Law. Kathryn Arabia called the roll in the Secretary's absence.

Motion: made by Dr. Patricia Johnson, seconded by Mary Chamberlain, to move into Executive Session at 6:38 p.m. to discuss matters of personnel. The motion was approved unanimously. Minutes will be released pursuant to the law.

Motion: made by Mary Chamberlain, seconded by Mary Gannon, to adjourn Executive Session at 7:30 p.m. Unanimously approved

During the Executive Session, the Board discussed matters of personnel and no action was taken.

The President called the regular 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. The Secretary called the roll.

Motion: made by Kathryn Arabia, seconded by Mary Chamberlain, to adjourn into Executive Session at 7:32 p.m. to discuss matters of personnel. Minutes will be released pursuant to the law.

Motion: made by Mary Chamberlain, seconded by Joseph Nuzzo, to adjourn Executive Session at 7:49 p.m. Unanimously approved

During the Executive Session, the Board discussed matters of personnel and no action was taken.

The President called the regular meeting back to order at 7:56 p.m.

### **Minutes**

Motion: made by Joseph Nuzzo, seconded by Dr. Patricia Johnson to approve the minutes of the November 10, 2004 Board meeting as amended. Vote: Yes: Steven Goldman, Joseph Nuzzo, Linda Seiler, Dr. Patricia Johnson, Mary Chamberlain, Mary Gannon and Kathryn Arabia; Barbara Cannon abstained

### **Finance**

Motion: made by Mary Gannon, seconded by Linda Seiler, to approve the payment of bills in the amount of \$130,087.13. Unanimously approved

### **PERSONNEL**

## **Resignation**

Motion: made by Joseph Nuzzo, seconded by Barbara Cannon, to accept the resignation of Library Page, Adrienne Vogt, effective November 14, 2004. Unanimously approved

## **Appointment**

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to approve the appointment of Virgil Wong, Library Page, effective November 9, 2004, at an hourly rate of \$5.25. Unanimously approved

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to approve the appointment of Patricia DeVita part-time LAI, Circulation Department, effective November 8, 2004, at an hourly rate of \$12.10. Unanimously approved

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to approve the appointment of Elena Barglowski, part-time LAI, Electronic Resources Department, effective November 10, 2004, at an hourly rate of \$12.10. Unanimously approved

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to approve the appointment of Michael Payne, Library Page, effective November 10, 2004, at an hourly rate of \$5.25. Unanimously approved

Motion: made by Linda Seiler, seconded by Mary Chamberlain, to approve the appointment of Amit Raval, temporary substitute LAI, Electronic Resources Department, effective November 29, 2004, at an hourly rate of \$12.10. Unanimously approved

## **Termination**

The Board discussed at length the procedures for termination of employees; and whether or not the Director has the authority to terminate staff members. Mrs. Cyr clarified the differences between termination of an employee during the probationary period and the procedures that must be followed for termination of an employee who is no longer in the probationary period.

Mrs. Seiler made a motion to table the termination of Head of Support Services, Ralph Oppenheim, in order to review all the documentation in regard to his termination. There was no second to the table.

Motion: made by Dr. Patricia Johnson, seconded by Joseph Nuzzo, to approve the termination of Ralph Oppenheim, Head of Support Services, effective November 30, 2004. Vote: Yes: Steven Goldman, Barbara Cannon, Dr. Patricia Johnson, Mary Chamberlain, Mary Gannon and Joseph Nuzzo. Linda Seiler abstained.

## **Head Custodian/Maintenance**

Mr. Nuzzo commended Mrs. Cyr for putting together an outstanding job description for the head custodian position.

Mr. Nuzzo explained a full-time custodian is necessary not only for the size of the central Library building, but also for the maintenance of the Laurence Harbor Branch and any future branch in South Old Bridge.

Mr. Goldman feels if the Library has a full-time maintenance person on staff some of the items the Library now contracts out may be able to be kept in-house. This would be a cost savings to the Library.

The Board all agreed a full-time Head Custodian/Maintenance is what the Library needs and the salary should be compatible with the skills required.

Motion: made by Joseph Nuzzo, seconded by Mary Chamberlain, to approve the full-time Head Custodian/Maintenance position with a starting salary of between \$30,000 - \$35,000 depending on experience. Unanimously approved

## **Assistant Director Position**

The Board discussed whether or not the Head of Support Services position should be changed to an Assistant Director position. For several practical reasons, the Library would benefit from having an Assistant Director again. The Head of Support Services

position is a very demanding position and, with some editing, the position could be upgraded to include responsibilities of an administrative nature.

The Board asked Mrs. Cyr work on an Assistant Director's job description so that the functions of the Head of Support Services could be blended with an Assistant Director's responsibilities. Mrs. Cyr will take the draft job description to the Personnel Committee so that a recommendation can come from the Committee to the Board for a decision.

Mrs. Cyr stated the Assistant Director's position is a non-union position.

### **Fingerprinting and Background Check**

Mrs. Chamberlain asked the Board to discuss whether or not all new hires should be fingerprinted. Mr. Nuzzo asked why this has not been done all along. Mrs. Chamberlain stated it was stopped by a previous Director.

Mr. Goldman asked Mrs. Cyr to speak with the Township's Human Resources Department on fingerprinting, background checks and physicals.

Mrs. Seiler stated the Library needs a policy on procedure for new hires. Mr. Goldman asked for this item to be placed on the Board's January agenda.

### **Statistics**

Statistics were placed on file.

### **Director's Report**

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

### **OLD BUSINESS**

#### **Lighting Project**

Mrs. Cyr reported the lighting project is almost completed. Most of the fixtures have been installed and the electricians are now working on all the hookups and the wiring for the circuit separators.

Mr. Goldman stated the sensors placed in the bathrooms and some other rooms in the Library should be a definite savings for the library.

Mr. Goldman asked Mrs. Cyr to set up a 12:00 p.m. meeting with the architect, Mario Barone, and the electrical contractor to review of the status of the project.

Mr. Goldman explained about the individual shut offs for all lights. When it is a very sunny day, the Library will be able to shut off lights. This will be a savings for the Library. Mr. Goldman would like to see all the light bulbs over the shelving change so they are all the same color and intensity.

Mrs. Cyr said the Library is working on this.

#### **Roof Project**

Mrs. Cyr distributed a memo from Township Administrator, Michael Jacobs, stating the Township will be getting a second opinion in regard to the cost of the replacement of the Library roof. The roof project will be included in the Capital Budget of the Township this fiscal year.

Mrs. Cyr stated she was surprised not to have been included in the meeting at which the roof replacement was discussed. She has asked to be included in all other meetings.

Mr. Goldman stated he would not like to have the same roof again so an architect will have to redesign the roof. Mr. Goldman is pleased the Township is moving forward on the Library roof especially with all the new lighting installed.

## **NEW BUSINESS**

### **Carpet & Furniture Cleaning**

Motion: made by Mary Chamberlain, seconded by Kathryn Arabia, to approve the carpet and furniture cleaning.

The Board discussed whether or not the carpet should be cleaned now or after the winter has passed. The concern was that snow, ice and salt will be tracked into the clean building and the cleaning will need to be repeated again in the spring or summer.

The Board agreed to wait and have carpet and furniture cleaned either the middle of March or the beginning of April.

Mr. Goldman made a motion to have this item taken off the agenda, Kathryn Arabia seconded the motion. All were in favor.

### **Policy for Charging Fees for Check Out of Videos and DVD's**

Mrs. Cyr asked the Board to table this item as she still needs to get the information the Board requested at the November meeting.

The Board agreed to table this item.

### **2005 Schedule of Board Meetings**

Mrs. Seiler stated that according to the by-laws, the 2005 Meeting Schedule should not have been approved at the November meeting. The approval of the schedule should have come up at the reorganization meeting in January.

Mrs. Seiler asked the October 12, 2005 Board meeting date be changed because October 12, 2005 is Yom Kippur.

Mrs. Chamberlain explained that the meeting schedule has always been approved early so the flow of the payment of bills would continue in an orderly matter.

Mr. Goldman stated the Board could change the by-laws. In the new year, the Policy Committee might want to review the by-laws and bring a recommendation back to the Board on whether to change this item or not.

Motion: made by Linda Seiler, seconded by Barbara Cannon, to amend the 2005 Schedule Board Meetings showing the October 12, 2005 meeting changed to October 5, 2005. Unanimously approved.

### **Passport Services**

Mrs. Seiler informed the Board that at a recent Council meeting, Councilwoman Panos questioned why the Township hired someone to perform passport services and whether or not the Township was making or losing money. Mayor Phillips stated at the meeting that the Library was offered the entire service, but refused it.

Mrs. Seiler said she remembered a discussion that had to do with the fact there was a concern that if the Library took over the service, the Library would lose funding.

Mr. Goldman and Mrs. Chamberlain said that was correct. Mrs. Seiler said Mayor Phillips is under a different impression. She feels the Library is a good place for the service and a good money maker and should consider taking the service only if we do not lose funding.

The Library had told the Mayor that it would welcome the opportunity to take over the Passport Services in its entirety; but Mr. Shah informed Mrs. Cyr that should this happen, he would cut the Library's municipal allocation accordingly.

Mr. Goldman asked Mrs. Seiler to speak with Mayor Phillips privately about the passport service.

Mrs. Cyr said she had written to Mayor Phillips about this issue and will pull this letter from the file and give her a copy of this correspondence before she meets with Mayor Phillips.

### **Library Policies**

Mrs. Seiler asked Mrs. Cyr whose responsibility is it to enforce Library policies. She asked if it is the responsibility of all staff members who work in the Library.

Mrs. Cyr asked Mrs. Seiler to clarify her question. Mrs. Seiler said there was a dog in the Library a few weeks ago and when she mentioned it to several staff members, their response was that it was interesting there is a dog in the Library.

Mrs. Chamberlain said that is something Mrs. Seiler should have taken to Mrs. Cyr immediately.

Mrs. Cyr asked Mrs. Seiler when she has these types of questions to please call or come in and speak with her right away.

### **Adjournment**

Motion: made by Mary Chamberlain, seconded by Kathryn Arabia, to adjourn the meeting at 9:10 p.m. Unanimously approved

Respectfully submitted,

Joseph Nuzzo, Secretary  
Library Board of Trustees  
Date Approved: January 12, 2005