

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
FEBRUARY 13, 2019**

<b>Present:</b>	Annette Maxwell	Vice President
	Steven Goldman	Trustee
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Kevin Borsilli	Trustee
	Paul Lawrence	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Zainab Syed	Mayor's Alternate
	Patricia Anderson	Library Interim Director
	Maria Nowak	Executive Assistant
<b>Absent:</b>	Frank Weber	President
<b>Guest:</b>	Gary Matoren, East Brunswick Resident	

The Vice President called the meeting to order at 7:00 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

**Nominations for Office of Secretary**

Joan George nominated Barbara Cannon for Secretary, seconded by Annette Maxwell. There were no other nominations for Secretary. **Vote:** All in favor

**Minutes**

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to approve the January 9, 2019 amended regular board minutes "under personnel change the wording Request for Leave to Request for Medical Leave". Vote Yes: Frank Weber, Steven Goldman, Joan George, Zainab Syed, Rocco Celentano, Annette Maxwell and Paul Lawrence. Barbara Cannon abstained.

**Old Business**

**Friends Group**

Ms. Anderson announced a meeting was held with the Friends. Ms. Anderson stated the meeting was very productive. Ms. Anderson indicated The Friends' will have a public meeting in early April and will formalize who the officers are. Ms. Anderson stated the Friends' will advertise for more volunteers. Ms. Anderson indicated the Friends' are up-to-date with their paperwork and tax filings. Dr. George suggested inviting Vicky or a Friends' representative to a Board Meeting.

## **Committee Assignments**

Committee assignments will be discussed at the March meeting.

## **New Business**

### **Directors Report**

Ms. Anderson announced LibraryLinkNJ held a meeting on February 7, 2019 regarding the underfunding. Ms. Anderson explained this could impact the delivery service for inter-library loans. Ms. Anderson indicated The State Library allocated more funds to keep the service going until June 30, 2020.

### **Supervisor Training**

Mr. Anderson announced there will be Supervisor Basic Training on March 27, 2019. Ms. Anderson indicated many of the Supervisors haven't had Supervisor Training and are missing some of the basics. Ms. Anderson indicated the woman who will be conducting the training is the Dean of Libraries at Morris County College.

### **Statistics**

Dr. George asked Ms. Anderson if there was an explanation regarding the statistics as the numbers for physical circulation and program attendance dropped significantly for December 2018. Ms. Anderson indicated she will check the numbers that were logged for December 2017 to see if there is an explanation for the very high number.

### **Programming**

Dr. George announced the Board needs to review how funds are being used for programming. Ms. Anderson indicated approximately \$9,000.00 is budgeted for Adult Services programming, including the Second Saturday Concert Series. Dr. George indicated vendors have been going directly to the Director. Dr. George indicated when looking over programming one person accumulated \$3,600.00. Ms. Anderson indicated the individual is employed by the Township. Dr. George suggested forming a small committee that overlooks procedures of programming. Ms. Anderson indicated she will have an outline of what she feels the Library should be spending for Adult, Teen and Children programs.

### **Committee Reports**

### **Buildings & Grounds**

Ms. Anderson announced there are numerous leaks all over the building. Ms. Anderson indicated the roofers made repairs this week.

**Finance**

No report.

**Outreach/Marketing**

No report.

**Personnel/Negotiations**

No report.

**Policy**

No report.

**Technology**

No report.

**Personnel**

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to accept the resignation of Part-time Digital Services Library Assistant Ebony Reeves effective January 31, 2019. All in favor

**Motion:** made by Steven Goldman, seconded by Rocco Celentano to accept the retirement of Part-time Acquisitions Library Assistant Patricia Williams effective January 31, 2019. All in favor

**Defined Contribution Retirement Program (DCRP)**

Ms. Anderson went over what DCRP is and what type of employees qualify. Mr. Goldman indicated he would like to seek advice from the attorney regarding what the laws are regarding DCRP.

**Finance**

**Action on bills**

Dr. George announced she reviewed the bill listing and noted everything is in order.

**Motion:** made by Joan George, seconded by Rocco Celentano to approve the February 13, 2019 bill listing in the amount of \$205,836.94. All in favor

**Motion:** made by Barbara Cannon, seconded by Paul Lawrence to increase the Passport Expedite fee from \$15.00 to \$16.00 effective March 1, 2019. All in favor

**Motion:** made by Barbara Cannon, seconded by Paul Lawrence to increase the Passport Renewal fee from \$10.00 to \$11.00 effective March 1, 2019. All in favor

**Motion:** made by Kevin Borsilli, seconded by Barbara Cannon to approve the Audit Agreement with Suplee, Clooney & Company in the amount of \$5,700.00.

**Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Zainab Syed, Paul Lawrence and Annette Maxwell. Steven Goldman abstained.

### **Director Search – Special Meeting**

There will be a Special Board meeting regarding the Director Search on Monday, February 18, 2019 at 7:30 p.m. The meeting has been advertised.

### **Public Comments**

Mr. Matoren of East Brunswick, NJ commented on some of the Libraries he sponsors as well as Old Bridge. The Board thanked Mr. Matoren for his comments.

### **Executive Session**

**Motion:** made by Rocco Celentano, seconded by Paul Lawrence to go into executive session at 7:52 p.m. to discuss matters of personnel. All in favor

### **Public Session**

The Board came out of executive session at 8:08 p.m. The following action was taken.

### **Union Contract for Non-Supervisory Local#3231/Council 63**

**Motion:** made by Kevin Borsilli, seconded by Joan George to ratify the Non-Supervisory Local #3231/Council 63 three-year Union Contract. All in favor

## **Adjournment**

**Motion:** made by Kevin Borsilli, seconded by Annette Maxwell to adjourn the meeting at 8:11 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: March 13, 2019

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Patty Anderson and Barbara Cannon