

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
MARCH 9, 2022**

<b>Present:</b>	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Annette Kwiecinski	Secretary
	Zainab Syed	Trustee
	Denise Rovitti	Trustee
	Frank Weber	Trustee
	Owen Henry	Mayor
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel

**Guests:** Library Attorney Christopher Parton  
Library Staff Members Dena Price, Lori Natrass, Lauren Rossi,  
Meg D'Elia, and Diane Gunia  
Two members of the public via Zoom

The President called the meeting to order at 7:00 p.m. and announced the meeting has been advertised in accordance with the Open Public Meetings Act, and is publicly accessible in accordance with the Open Public Meetings Act and the Department of Community Affairs Local Finance Notice 2020-21.

### **Minutes**

**Motion:** made by Rocco Celentano seconded by Annette Kwiecinski, to approve the March 9, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Denise Rovitti and Zainab Syed.

### **Finance**

Mrs. Nowak stated she reviewed the bills and noted everything was in order.

**Motion:** made by Maria Nowak, seconded by Zainab Syed to approve the March 9, 2022 Bill Listing in the amount of \$148,104.52. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Denise Rovitti and Zainab Syed.

## **Old Business**

### **Programming Update / Notable Students**

Dr. George explained the Notable Students program is intended for former Old Bridge students. Dr. George stated she would reach out to other groups for input.

Mr. Borsilli stated he feels Library Programming is not where it should be. Mr. Borsilli asked for a report of all programs from 2019 versus 2022. Mr. Borsilli stated new programs should be researched. Mr. Kornblau stated a position was eliminated. Mr. Borsilli stated if a position is eliminated and successful programs were attached to that position, then those responsibilities need to fall somewhere else within the Library. This should be noted on the report.

### **Update on the Outreach Survey for the Ad-hoc Committee**

Dr. George stated the Library has the ability to offer many more programs, but the survey needs to be completed to determine what interest's residents. Mr. Borsilli asked Mr. Kornblau what needs to be done to get this survey up and running. Mr. Kornblau stated he received two quotes. Mr. Kornblau indicated the difficulty is reaching addresses that are not current Library members. Mr. Borsilli stated the school district can tweet out the survey link to all families. The Senior Center would be another resource, as well as other groups within town. Mr. Borsilli asked Dr. George if she would have a committee meeting. Mrs. Rovitti stated she would help out within the committee. Mrs. Syed suggested posting the survey on the Library website and sending it out via email. Mr. Rizzo suggested advertising the survey in the publication of All Around Old Bridge. Mr. Weber recommended posting on the Patch which is out of Aberdeen and East Brunswick.

### **Operational Audit**

Mr. Borsilli recommended the Board move forward with an Operational Audit. Mr. Weber suggested the 2018 Audit be reviewed. Mr. Weber stated there were a number of items in the Audit that were not followed through. Mr. Borsilli requested the Director send the Board the 2018 Operational Audit and the item be added to next month's agenda.

## **New Business**

### **Face Mask Policy**

Mr. Borsilli stated Board Members should have received a letter from the Union in the Board Packet requesting a mask optional policy for staff.

**Motion:** made by Joan George, seconded by Frank Weber to revise Library policies to eliminate mandatory masks and make masking optional effective immediately in the Old Bridge Public Library. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Owen Henry, Denise Rovitti, Zainab Syed and Frank Weber.

## **Passports**

Dr. George expressed concerns regarding the Passport Program. Dr. George stated complaints have been made. Dr. George stated the first available appointment is March 24th. Dr. George suggested returning to no appointments needed. Mr. Weber stated it is concerning as Passports is the only real source of income. It was agreed the booking schedule and staff scheduling needs to be reviewed. Dr. George stated the program ran for a long time without appointments. The public understood they may have to wait. There are currently no weekend appointments available through April 8<sup>th</sup>. Mr. Borsilli stated its difficult to get an appointment in the late afternoons and evenings. It was agreed the bottom line question is if it's possible the Library no longer require appointments only and start accepting drop-ins. Mr. Weber stated if you go back and compare years it will show a loss of revenue. Dr. George stated a request has not been made to add more Passport staff.

Mr. Borsilli requested Mr. Kornblau evaluate Passports and submit a report by the end of next week to the full Board via email. Mr. Borsilli asked Mr. Kornblau to include what his findings are as to what is preventing the Library from not requiring appointments. Mr. Borsilli requested the Director include if the Library is able to add additional appointments on evenings and weekends. Mr. Weber asked the profit margin be included on each transaction. Mr. Borsilli asked the Board refrain from having a discussion via email after receiving the Director's report.

## **Mayor's Update**

### **Library Services to Laurence Harbor**

Mayor Henry thanked Board Members for their service. Mayor Henry announced he would like services restored in Laurence Harbor beginning the first week of May. Mayor Henry stated both the Recreation and Public Works Departments are prepared to help get service up and running. Mayor Henry asked that the Board and Library Administration does whatever they can to meet the May deadline. Mayor Henry asked he be informed if there are any road blocks.

### **New Recreation Facility**

Mayor Henry announced the Township has taken the first steps in the building of a new facility along the waterfront of Laurence Harbor. Professional services with an architect have been engaged.

### **Recognition**

Mayor Henry announced he would like to acknowledge former Mayor Barbara Cannon at the April 5<sup>th</sup> Council Meeting. Mayor Henry will present Mrs. Cannon with a plaque in recognition of her years of service to the Library Board and her continued service to the Township.

### **Early Voting**

Mayor Henry announced that the Library's Large Conference Room has been identified as a potential location for early voting in the June primary. Mayor Henry stated the Middlesex County

Board of Elections has reached out to the Township asking them to identify a location that might be suitable. Mayor Henry stated the election is three days June 3<sup>rd</sup> through June 5<sup>th</sup>. Mayor Henry stated this is an opportunity to get the public into Library during operating hours. Mayor Henry stated the room will be paid for and any additional cost incurred by the Library would be reimbursed by the County. There was a discussion regarding voting hours. Mayor Henry indicated this is a preliminary plan.

## **Director's Report**

### **Supervisor of Information Technology**

Mr. Kornblau announced the Supervisor or Information job opening has been posted on sixteen sites.

### **Tutor.com**

Mr. Kornblau announced he sent out information regarding Tutor.com. Mr. Weber went over the statistics of residents using Tutor.com. Mr. Borsilli asked the Director to provide Tutor.com links to both public and private schools. Mr. Weber suggested having the Attorney review the Tutor.com contract.

## **Committee Reports**

### **Buildings & Grounds**

No report.

### **Finance**

Mrs. Nowak announced she sent out an email to the Committee to set up a meeting date.

### **Outreach/Marketing**

Mr. Rizzo stated everyone received the Director's email summarizing the Committee's meeting with the Mayor. They discussed having service up and running in Laurence Harbor by early May. Mr. Rizzo stated the operating hours would be Tuesday, Wednesday and Thursday 1 p.m. to 5 p.m. Mr. Rizzo explained the hours are subject to change. Mr. Rizzo stated services to South Old Bridge were discussed. Mr. Rizzo the stated the consensus was that they tackle one project at a time.

Dr. George inquired about setting up temporary services at the recreation building in Veteran's Park. Mayor Henry agreed with Dr. George, but would like to move forward with Laurence Harbor first then down the road do something in South Old Bridge. Mayor Henry stated he has no problem making the Veterans Park facility available to the Library.

**Motion:** made by Sam Rizzo, seconded by Kevin Borsilli to resume operations at the Laurence Harbor Branch as soon as possible per the details provided from the Director via email dated

February 23, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Annette Kwiecinski, Maria Nowak, Owen Henry, Denise Rovitti, Zainab Syed and Frank Weber **Pass:** Joan George

### **Personnel/Negotiations**

Mr. Parton announced he's been in contact with AFSCME Local #3231 Representative Bill Murawski. There are some conceptual items Mr. Murawski is reviewing with his team. Mr. Parton stated he is supposed to hear back from the Union by the end of this week.

### **Policy**

No report.

### **Technology**

No report.

### **Board Comments**

Dr. George stated she felt the hybrid meeting went very well. Mr. Borsilli agreed.

### **Adjournment**

**Motion:** made by Frank Weber, seconded by Zainab Syed to adjourn the meeting at 8:28 p.m. All in favor.

Respectfully submitted,

Annette Kwiecinski, Secretary  
Library Board of Trustees  
Date Approved: April 13, 2022  
Transcribed from tape by Linda Reynolds  
Reviewed by: Annette Kwiecinski