

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JULY 13, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Frank Weber	Trustee
	Sara Marino	Trustee
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent:	Maria Nowak	Treasurer
	Annette Kwiecinski	Secretary
	Zainab Syed	Trustee
	Sam Rizzo	Mayor's Alternate

Guests: Library Attorney Christopher Parton
Library staff members Irene Maag, Pham Condello, Diane Gunia,
Trudell Doehler and Lauren Rossi

The President called the meeting to order at 7:03 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 is publicly accessible in accordance with law.

Regular Minutes

Dr. George announced an amendment is needed on page 4 of the regular minutes. The amount spent (\$1,000) on the purchase of the desk for LH needs to be corrected and accurate. It was agreed to table the minutes and add the corrected version to the next Regular meeting agenda.

Motion: made by Frank Weber, seconded by Joan George, to table the June 8, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Frank Weber.

Executive Minutes

Motion: made by Joan George, seconded by Rocco Celentano, to approve the executive session minutes of June 8, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Frank Weber.

Personnel

Motion: made by Rocco Celentano, seconded by Frank Weber to approve the salary for Managing Librarian of Patron Services Pham Condello in the amount of \$80,000.00 effective June 9, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Frank Weber.

Motion: made by Joan George, seconded by Frank Weber to approve the sidebar agreement for the position of Managing Librarian of Patron Services. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Frank Weber.

Finance

Bill Listing

Mr. Borsilli stated Mrs. Nowak is not present and he has not spoken with her regarding the bill listing. It was agreed to table the bill listing. A Special Meeting can be organized before the next scheduled Board Meeting.

Motion: made by Frank Weber, seconded by Joan George to table the bill listing until the next meeting. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino and Frank Weber. *(Mr. Celentano got disconnected. The attorney said motion passes)*

Old Business

Notable Students

Mr. Kornblau announced the list of notable students is being maintained. Mr. Kornblau stated a program was held last night with author Fabian Nicieza who graduated from Madison Central High School in 1979. Dr. George stated a monthly update on Notable Students is no longer necessary. Mr. Borsilli would like the Board to be updated periodically.

Museum Passes

Mr. Borsilli announced he requested a report last month to include a list of what museums were previously available, versus which museums are currently available and the demand. Mr. Borsilli stated if there are museums that no longer participate in the program it should be listed in the report. Mr. Celentano suggested letting this item go and revisit the data after a few months. Mrs. Marino asked how the museum passes have been promoted as she was not aware of the program. Mrs. Marino stated she would help with marketing the program. Mr. Kornblau stated he will submit a report. Mr. Kornblau explained how the reservation software works.

Passports

Mr. Kornblau announced there were 73 walk-ins for the month of June. Mr. Kornblau announced 36 people had to be turned away. Mr. Weber stated people that are turned away for not having proper materials should not be included in the count. Mr. Kornblau stated they are interested in

adding a fifth passport agent which would help with walk-ins and staff rotation. Mr. Kornblau explained it takes two-three months for an employee to get certified, but in the meantime they would be able to work the department without processing. Mr. Kornblau stated the year to date through June for passports is \$179,740. Dr. George stated it was suggested to her that there should be no appointments needed for at least one day on the weekend. Dr. George stated the Personnel Committee can look at staffing in the future and asked if there are still two Library Assistants that are working 7 hour days. Mr. Weber asked if the two people working four 7 hour days are working on the same days. Mr. Kornblau responded that yes as there are two shifts that need coverage.

Dr. George stated it is not mentioned in the advertisements that the Library does not do renewals. Mr. Weber stated an upset person called the council president that it is not mentioned anywhere that the Library does not renew passports. Mr. Borsilli asked if the voicemail was updated regarding passports. Mr. Kornblau stated there are issues having the message changed as the phone system is through Township. Mr. Weber stated when they campaigned to increase passports they got 5,000 business cards printed and delivered to all the libraries in Monmouth County as well as travel agencies. Mr. Weber stated activity jumped dramatically and the Library was averaging about 8,000 passports a year the first few years. Mr. Weber suggested finding out what program Rockaway Township uses for their passport appointments as it is a very efficient program and user friendly.

Update on Outreach Survey

Mr. Borsilli announced they met with Library Strategies. Mr. Borsilli went over what was discussed and asked the Director to send the proposal to the full Board. Mr. Borsilli stated Library Strategies suggested the survey take place in September and to close the survey in mid-October. Mr. Borsilli would like the Director to have the draft survey available for the August meeting. Mr. Borsilli stated Library Strategies offered to present at a Board Meeting.

Policy on Commemorative or Honorary Recognition

Mr. Kornblau announced he and Mr. Celentano met yesterday regarding the policy. The policy was reviewed by the Attorney. Mr. Celentano stated the policy is very straightforward and covers all of the basic information needed.

Motion: made by Rocco Celentano, seconded by Frank Weber to accept the Policy on Commemorative or Honorary Recognition. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino and Frank Weber

Mr. Borsilli announced the Mayor's Office informed him that the family of Marcy Kagan had come to him regarding the request to honor her service to the Library. Mr. Borsilli stated he met with the Mayor and a representative for Silver Linings where the request came through. The Mayor is organizing that a lilac bush with a plaque be placed close to the Library near the gazebo. Staff will be notified when the ceremony is scheduled to take place.

Zoom

Mr. Borsilli announced the Director set him up with an email address for the Library so a Zoom account could be created. Mr. Borsilli will share the login details with Board Members as needed.

Mid-Atlantic Library Alliance

Mr. Borsilli stated a report was asked for at the last Board Meeting. Mr. Kornblau stated it was a \$150 item for membership to this Alliance. They are an organization based out of Virginia. They have 225 libraries that are members. While they welcome membership from throughout the country, they do not have any members from New Jersey. This was raised as a concern to several Board members. Dr. George suggested that any action be tabled until Ms. Nowak is present to ask questions. Mr. Kornblau explained their main focus is on negotiating contracts with vendors, many of which we do business with. Mr. Kornblau stated it's a \$150 investment that could save the Library \$6,000 or more per year. Mr. Borsilli asked for report that would identify the savings.

Laurence Harbor

Mr. Borsilli stated there was some concern regarding the desk at Laurence Harbor as well as a request for signage to reflect the change of hours. Mr. Kornblau stated the desk was approved in the last bill listing. Mr. Kornblau stated new signage was posted at Laurence Harbor regarding the change of hours. Dr. George pointed out the new hours are not posted on the Library's website. Mr. Kornblau stated he will have that corrected. Mr. Kornblau stated they are receiving good feedback from patrons that are using services in Laurence Harbor.

P-Card

Mr. Borsilli asked for an update on the P-Card. Mr. Kornblau stated he has reached out to the State. Mr. Kornblau stated there is a new contact person who he has reached to out for more information. Mr. Kornblau is waiting to hear back.

Library Roof

Mr. Borsilli stated it was reported there were more leaks last month. Mr. Borsilli asked if the Township was notified. Mr. Kornblau stated Township stopped by and went up on the roof to patch some areas. Mr. Kornblau stated there hasn't been a heavy rainfall since.

Lateness

Mr. Borsilli asked for an update on staff lateness. Mr. Kornblau reported the numbers were down this month. Mr. Kornblau reported lateness warnings have been issued and placed in the employees file.

Director's Report

HVAC

Mr. Kornblau reported H.G. Clarke replaced a coil in Unit 4. Mr. Kornblau stated Unit 1 needs a new compressor. Mr. Weber asked Mr. Kornblau check if the HVAC units are still under warranty. Dr. George reminded the Director to keep a record of these expenditures.

Pipe Replacement

Mr. Kornblau announced they are still waiting to have the pipe replaced. Once completed, they can proceed with sprinkler system test for the Fire Department.

Committee Reports

Buildings & Grounds

No report.

Finance

Mr. Weber stated everyone received an email with the proposed Budget. Mr. Weber went over some of the budget items and numbers from previous years. Mr. Weber stated the proposed 2022 Budget is \$3,342,602.40. Mr. Weber stated there is a Contingency line item in the amount of \$192,128.40 and noted this line item was not previously included in the Library's budget. Mr. Weber stated if you approve the Contingency item, it needs to be discussed why it's necessary. Mr. Weber explained we have a reserve if an issue arises and money needs to be moved, the Board would discuss it and decides to make that move. Mr. Weber explained its not to be money that's in an approved budget that can be spent by the Director. Mr. Weber stated he and Mrs. Nowak feel the Contingency line item should not be in any budget. Mr. Weber will talk to Mrs. Nowak and they will be in contact with the Director to include the Budget on the August agenda.

Outreach/Marketing

There was a discussion regarding the park on Cottrell Road. There was a conversation regarding the new amphitheater and the possibility of the Library utilizing it for programs.

Personnel

Dr. George asked what the status was on the Supervisor for Information Technology Services position. Mr. Kornblau stated they have not pursued filling the position. Mr. Borsilli stated there was recommendation to tie the position in with marketing. It was discussed the job description needs revision to incorporate marketing responsibilities. Dr. George stated a Personnel Committee meeting needs to be held with the Attorney.

Mr. Kornblau announced interviews are being held this week for the Library Assistant – Coordinator of Programming position. Mr. Kornblau stated they received at least 20 resumes. Four interviews are scheduled for this week and a few next for week.

Policy

No report.

Technology

Mr. Borsilli suggested having PC Visions do another review of everything. Mr. Weber stated an inventory of computers is needed.

Adjournment

Motion: made by Frank Weber, seconded by Rocco Celentano to adjourn the meeting at 8:36 p.m. All in favor.

Respectfully submitted,

Joan George, Vice President
Library Board of Trustees
Date Approved: August 10, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Joan George