

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
APRIL 12, 2023**

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|-----------------|--------------------|-----------------------------------|
| Present: | Kevin Borsilli | President |
| | Joan George | Vice President |
| | Maria Nowak | Treasurer |
| | Zainab Syed | Secretary |
| | Sara Marino | Trustee |
| | Rosemarie Rivoli | Trustee |
| | Frank Weber | Trustee |
| | Estee Spiegel | Mayor's Alternate |
| | Rocco Celentano | Supt. Of Schools' Alternate |
| | Christopher Parton | Attorney |
| | Phil Israel | Interim Library Director |
| | Linda Reynolds | Executive Assistant for Personnel |

Guests: Several Library staff members and members of the public

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 is publicly accessible in accordance with law.

Executive Session

Motion: made by Rocco Celentano, seconded by Estee Spiegel to go into executive session to discuss matters of personnel at 7:01 pm. All in favor.

The Board came out of executive session at 7:31 p.m. Action was taken on item A under Personnel.

Mayor's Comments

Mayor Henry announced that the Library will be receiving an increase in funding in the amount of \$359,878.00 for a total allocation of \$3.364 million.

Mayor Henry announced a meeting was held with Amboy Bank. Mayor Henry stated the old Laurence Harbor Library building is going to be demolished. The planning Board has approved the redevelopment of the area. Mayor Henry thanked the Board for all of their efforts.

Regular Minutes

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel, to approve the March 8, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed, Rosemarie Rivoli, Frank Weber, Sara Marino, Estee Spiegel and Rocco Celentano. Maria Nowak abstained.

Executive Minutes

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel, to approve the March 8, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed, Rosemarie Rivoli, Frank Weber, Sara Marino, Estee Spiegel and Rocco Celentano. Maria Nowak abstained.

Personnel

Motion: made by Maria Nowak, seconded by Frank Weber to approve the appointment of Library Director Dawn Jenkin at an annual salary of \$135,000.00 with a tentative start date of May 16, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Mr. Borsilli thanked the Director Search Committee for their efforts.

Ms. Jenkin made comments and thanked the Board.

Motion: made by Rocco Celentano, seconded by Zainab Syed to approve the Leave of Absence for Employee #1451 from April 4, 2023 through May 31, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Maria Nowak to accept the resignation of Custodian/Cleaner Robert Urbanski effective April 20, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Frank Weber, seconded by Zainab Syed to accept the resignation of Substitute Librarian Dorothy Gallop effective April 12, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Frank Weber, seconded by Zainab Syed to approve the appointment of Per Diem Librarian Dorothy Gallop at an hourly rate of \$33.26, effective April 13, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Finance

Bill Listing

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

Motion: made by Maria Nowak, seconded by Frank Weber to approve the bill listing in the amount of **\$224,653.72**. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Old Business

Laurence Harbor

Mr. Borsilli gave an update regarding the Laurence Harbor Branch and Amboy Bank. Mr. Borsilli explained the process leading up to the Library moving into the vacated bank building. There was a discussion regarding removing materials from the old Laurence Harbor library building.

Vendor Contracts

Dr. George asked for an update on having the Library's vendor contracts digitized. Mrs. Nowak stated she worked with the Executive Assistant for Finance on an updated list. Mr. Israel stated all contracts are in PDF form.

YouTube

Mr. Borsilli stated the Library's monthly Board Meetings are being posted on the Township's YouTube channel.

Director's Report

Meeting Room Policy

Mr. Israel suggested the meeting room policy be amended to prohibit birthday parties or celebrations. Mr. Borsilli stated this item should go to the policy committee.

PC Visions

Mr. Israel announced PC Visions has been working on computer issues. Mr. Israel stated there is a 48-port switch that needs to be replaced that will impact library.

Repair of Lights

Mr. Israel stated he is waiting on quotes from electricians.

Program Statistics

There was discussion regarding Tutor.com and Brainfuse statistics. Dr. George stated museum passes are not being used. Mr. Borsilli stated Outreach and Marketing will be a priority for the new Director.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak stated a meeting will be held with the new Director to review the budget Mr. Israel had completed.

Outreach/Marketing

Mr. Weber stated he will review the Library's survey. Mr. Weber stated he will meet with the mayor regarding a building in South Old Bridge.

Personnel

Dr. George requested another person serve on the Personnel Committee. The intention of the Personnel Committee is to meet and organize staffing in which the new Director should be involved.

Policy

No report.

Technology

Mr. Borsilli stated technology improvements to the Library needs to be discussed.

Public Comments

Resident Jay Patel asked for an update on when the Idea Farm will be reopening. Mr. Patel stated the staff is fantastic. Mr. Borsilli responded and thanked Mr. Patel for his comment.

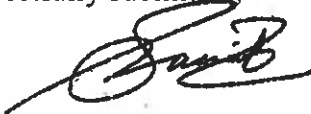
Another Resident stated his family would like to see the Idea Farm re-opened as well.

Ms. Jenkin made comments and stated she is looking forward to working with the Board and Staff.

Adjournment

Motion: made by Frank Weber, seconded by Rosemarie Rivoli to adjourn the meeting at 8:30 p.m. All in favor.

Respectfully submitted,



Zainab Syed, Secretary

Library Board of Trustees

Date Approved: May 10, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Zainab Syed