

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JANUARY 8, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Zainab Syed	Mayor's Alternate
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Rocco Celentano	Supt. of Schools' Alternate
Guests:	A member of the public Colleen Orkin	

The 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.

Reorganization

Mr. Weber turned the meeting over to Executive Assistant Linda Reynolds to conduct the election of Board President.

Nominations for Office of President

Dr. George nominated Frank Weber for President, seconded by Maria Nowak. There were no other nominations

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber.

Nominations for Office of Vice President

Annette Maxwell nominated Joan George for Vice President, seconded by Zainab Syed. Frank Weber nominated Annette Maxwell for Vice President. Annette Maxwell withdrew her nomination. There were no other nominations.

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber.

Nominations for Office of Treasurer

Joan George nominated Maria Nowak, seconded by Annette Maxwell. There were no other nominations.

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber.

Nominations for Office of Secretary

Maria Nowak nominated Barbara Cannon, seconded by Joan George. There were no other nominations.

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber.

Minutes

Dr. George announced whatever is requested in the previous minutes needs to be addressed if they haven't heard anything. Dr. George stated a report was supposed to go out regarding lateness. Dr. George announced there are questions regarding the meeting room waivers and certificates of insurance. Dr. George announced a survey on Qello uses was supposed to be done. Dr. George stated something has to be done with publicity to let people know what the Library has to offer. Mr. Weber stated the Library is paying a fair amount of money for Qello. Mr. Weber stated in the past the Library was getting 275-300 people using the service monthly, compared to 14 people in December. Mr. Weber stated this number includes home logins.

Mr. Bobish stated the Marketing Manager has outlined a promotional print for the program. Dr. George indicated this was requested a month ago. Dr. George noted she gave the Director a packet of items from the Ocean City Library which included a Qello brochure. Mr. Bobish stated they will try to move faster with the brochure. Mr. Bobish stated most of his attention this month has been taken with Laurence Harbor, Fines for Fees program and moving ahead on a lot of fronts that were not expected. Dr. George stated this is just an example of following through on things the Board spends time talking about.

Mr. Weber requested Mr. Bobish go to Eileen Palmer to find out what other Libraries numbers are with Qello. Mr. Weber stated they would want to see the larger Libraries such as South Brunswick, Edison and Monroe. Mr. Weber stated one of the downfalls with the program is patrons go in the have to basically sign in and then have to sign up before they can browse the program. Mr. Weber stated when you access the program through the internet they give you every program that is available.

Dr. George indicated last month they talked about the use of Zenith and Mrs. Cannon suggested to reach out to other Libraries that have a similar IT position and see what type of responsibilities and qualifications they require. Mrs. Syed stated she could assist with the job description.

Dr. George stated she is not voting for a replacement on the Librarian that resigned until it is known what the future is of Laurence Harbor as the Branch Manager is available to fill in.

Dr. George suggested Mrs. Nowak serve on the interview committee for the Executive Assistant for Finance position. Dr. George stated Mr. Bobish, Mrs. Reynolds, Mrs. McEachern and Mrs. Nowak are on the committee. Dr. George stated between Maria and Linda, they know what the job is and what qualifications are needed. Mrs. Cannon suggested Mrs. Nowak not have a vote as she is a Board Member, but she should give suggestions. Dr. George indicated Mr. Bobish stated the candidate have a strong background in QuickBooks. Dr. George stated she reviewed some of the resumes and noted a lot of candidates don't necessarily have QuickBooks but use similar programs.

Dr. George stated outside of the negotiated contracts any other time spent doing non-library work be done on personal time such as NJLA.

Meeting Room and Insurance

Dr. George stated we are now forgiving the fee to organizations where fifty percent of the group are Old Bridge residents. Dr. George stated they still must provide the insurance. Mr. Borsilli asked why the Library's insurance wouldn't cover these groups. Mr. Weber stated they are getting a copy of the policy as well as the declaration page from Township.

Mr. Weber stated Township owns the Laurence Harbor Branch and they purchase the insurance. Mr. Weber explained the Library should be listed as insured on the policy and noted the Library pays a prorated portion of that policy through the fees we pay to Township. Homeowners Associations are different because they by the nature of HOA legal construct they have to have Homeowners insurance which cover their general liability. Mr. Weber stated if the Associations come on a regular basis the Library can be listed as a name insured and when their policy renews the Library can get a copy of the declaration page automatically and don't have to keep asking for it. Mr. Weber stated the insurance agent for the Township should be asked what the criteria is that we should be asking for as far as other groups who use the rooms. Dr. George stated the policy needs to be looked at.

Mr. Bobish announced they came across a few sections on the website that need to be updated including the Meeting Room Application. Dr. George indicated the insurance has to be clarified. Mr. Weber requested the insurance company be contacted. Dr. George stated once clarification is made Mr. Bobish will write a letter to the Homeowner Associations. Mr. Weber stated Mr. Bobish is to obtain a copy of the policy and to call the insurance company for the declaration page that shows the Library as a named insured. Mr. Bobish stated he will contact the insurance company. Dr. George suggested the Meeting Room Application be looked at and revised as necessary. Mrs. Cannon suggested to only deal with the meeting room fees at this time and deal with the insurance once all the facts are in place. Mr. Borsilli wanted to clarify the meeting room fee is waived for non-profit groups. The Board agreed this is only for non-profit groups. The Board directed Mr. Bobish before he sends the Homeowner Associations a letter to wait until after he contacts the insurance company.

Motion: made by Barbara Cannon, seconded by Annette Maxwell to approve the December 11, 2019 regular board minutes. **Vote Yes:** Frank Weber, Joan George, Barbara Cannon, Annette Maxwell and Zainab Syed. Kevin Borsilli and Maria Nowak abstained.

ROTC

Mrs. Nowak stated after reading the minutes that she had a question if the Library is able to donate to ROTC as Public Library. Mr. Weber stated they will need to find out. Mrs. Nowak suggested the Director receive a written legal opinion from the Board Attorney.

Food Bank

Dr. George questioned the Library donating food to the Christian Calvery Food Bank. Dr. George requested donations be made solely to Old Bridge Food Bank. The Board agreed.

Motion: made by Barbara Cannon, seconded by Annette Maxwell to approve the December 11, 2019 regular board minutes. **Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell and Zainab Syed. Kevin Borsilli and Maria Nowak abstained.

Old Business

QuickBooks

Dr. George asked what the status is with QuickBooks. Mr. Bobish explained they have the diagram from Mr. Upton and working on a plan on what to do. Mr. Bobish stated he was hoping to get a networking person in before making the migration. Mr. Borsilli asked if there was anyone at Township that could assist. Mrs. Syed and Mr. Weber stated that was suggested last month. Dr. George stated that they need to get someone in to work on it. Mrs. Cannon stated she will call Township tomorrow and speak with Mr. Shah to see if they can help. Mr. Bobish asked if anyone has suggested giving thought to moving to the online version of QuickBooks. Mrs. Nowak stated in the past it was suggested not to go online. Mr. Weber asked the Director to reach out to LMxAC to find out what other Libraries use QuickBooks. Mr. Bobish stated he doubts LMxAC has that information, but they may be able to send over their technicians. Dr. George requested QuickBooks be listed on the February agenda.

Digitization for Historical Society Newspaper

Mr. Bobish announced the scanning of the newspaper is complete and noted they are waiving the fee of the flash drive. Mr. Bobish stated once the data is in receipt they will reach out to the Historical Society and the Library's website once there is a networking person on staff. Dr. George asked they get word out once the Library has it available. Mr. Bobish asked for the Boards patience as they do not have anyone to update the website. Mr. Weber stated they want to get this up and running and no one here would object to going out to a contractor because we are short a staff member.

Website

Dr. George stated it came to her attention that the Library's agenda and minutes are posted on the Township's website and not the Library's website. Mr. Weber stated he feels the Library should have the board minutes on the Library's website. Mr. Bobish stated that is an easy fix. Mr. Borsilli stated you could put a link on the Library's webpage that would bring someone directly to the Township's webpage to view the minutes. Dr. George requested the website be reviewed to see how much current information is available.

Procedures for Handling Difficult Situations

Mr. Bobish stated he is currently working with full-time and part-time staff and should have something by Spring. Dr. George stated the ultimate information should come from the Director such as who calls the police. Mr. Bobish stated staff is there to advise as they work on the front-line.

New Business

2020 Board Meeting Schedule

The Board agreed to change the April meeting from Wednesday April 8, 2020 to Tuesday, April 7, 2020.

Motion: made by Maria Nowak, seconded by Joan George to approve the Library Board of Trustees 2020 Meeting Schedule with the amendment of moving the April meeting to April 7, 2020. All in favor

Library Board of Trustees 2020 Meeting Schedule

Time: 7:00 p.m.

January 8, 2020
February 12, 2020
March 11, 2020
April 7, 2020
May 13, 2020
June 10, 2020
July 8, 2020
August 12, 2020
September 9, 2020
October 14, 2020
November 11, 2020
December 9, 2020

Dr. George asked the schedule be posted on the Library's website.

Budget

Mr. Weber suggested the Finance Committee meet to review the 2020 Budget.

Motion: made by Maria Nowak, seconded by Annette Maxwell to table the 2020 Budget until February. All in favor

Mr. Bobish asked if there are any steps he needs to take as far operating under a temporary budget. Mrs. Nowak indicated Mrs. Reynolds can use the draft numbers in QuickBooks and noted the numbers can be changed after the budget is approved. Dr. George indicated it be noted if there is an increase or a decrease in a line item. Mr. Bobish stated that he appreciated the Board's budget input, and that Board members and other colleagues were very helpful when Mr. Bobish reached out. Mr. Weber indicated all budget questions will be discussed at the Finance Committee meeting. Mr. Borsilli requested the Finance Committee share everything with the full Board. Mr. Weber stated if anyone on the Board has questions regarding the budget to send those questions to the Finance Committee prior to their meeting. Mr. Weber asked Mrs. Nowak if she would like to chair the

Finance Committee. Mrs. Nowak agreed and Ms. Maxwell also stated she would serve on the committee. Mr. Weber stated he would also serve on the Finance committee. The Finance Committee will meet on January 29, 2020. Mr. Weber requested any questions or suggestions regarding finance be sent to the Mrs. Nowak with a copy to Mr. Weber and Ms. Maxwell.

Xerox Lease

Mrs. Nowak asked if the contract includes the copy machines is Administration and Youth Services. Mr. Bobish stated it does. Mrs. Nowak asked if postage is included in the quote. Mrs. Nowak stated it seems like a good price but is just curious about the postage. Mr. Bobish stated he would look into it. Mr. Weber stated the current contract has a monthly cost of \$2,107 and noted the proposal is significantly less with a monthly cost of \$1,750. Mr. Weber stated it needs to be determined if they need to go out to bid as it exceeds the \$17,500 threshold as it would cost \$21,000 for the year. Mr. Weber suggested the possibility of having two separate contracts for each machine. Mrs. Nowak suggested Mr. Bobish find out if they have to go out for bid, if not then receive two more quotes. Mr. Weber suggested consulting Township.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to table the Xerox Contract until the Director receives information if they must go out for bid. All in favor

Food for Fines

Mr. Bobish went over the amnesty program and tying in food donations. Mr. Bobish indicated he and Supervisor Felisha McEachern worked on the proposal. Mr. Bobish explained the program would be held twice a year. It would include the beginning of the New Year “New Year, New Beginnings.” Mr. Bobish stated they thought it would be good to hold the program prior to the summer reading kick off titled “Begin a New Chapter.” Mr. Bobish stated they are hoping to run the winter event January 26 through February 1. Mr. Bobish stated the summer program dates are to be determined as they would like it to coincide with the Summer Reading kickoff dates. Mr. Bobish explained the proposal is one nonperishable food item per dollar owed. The Board agreed all food donations should be given to the Old Bridge Food Bank. Mrs. Nowak asked if there would be a way to track the number of fines paid off through donations. Mr. Bobish stated he feels it should be tracked to see how successful the program was and would also be a good promotional tool. There will be a maximum of \$25 per card holder.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the Food for Fines proposal with the amendment that all food donations go to the Old Bridge Food Bank. All in favor

Executive Assistant for Personnel

Ms. Maxwell announced Linda Reynolds has been covering Mrs. Nowak’s vacant position since she retired in November. Ms. Maxwell proposed Mrs. Reynolds be given a stipend as was done for Mrs. DeMatteo as acting Director. Ms. Maxwell stated she would like Mrs. Reynolds to receive a stipend retroactively from December 1, 2019 until an Executive Assistant for Finance is hired as she is doing the job of two people. Dr. George stated like Mrs. DeMatteo, Mrs. Reynolds should receive the stipend up to two weeks after the new hire starts to assist with transition. Mr. Weber stated he agrees. Mr. Bobish stated he has been working next to Linda Reynolds for weeks and can say she has done amazing things and is putting in more time than she should.

Motion: made by Annette Maxwell, seconded by Frank Weber to approve a stipend of \$125 retroactive from December 1, 2019 for each day worked until an Executive Assistant for Finance is hired and trained for two weeks. All in favor

Director's Report

Laurence Harbor

Mr. Bobish stated that he and Mr. Weber met with the Mr. Shah to talk about the scope of responsibility. Mr. Bobish stated through Mr. Shah's instructions he's now been put in touch with all the insurance stakeholders. Mr. Bobish stated the first inspection took place today with Servepro. Mr. Bobish stated there no current moisture was found in the walls but there is some damage. Mr. Bobish stated if there was mold the good news is it is not growing as it is not wet. Mr. Weber stated there have been questions regarding mold and clarified no mold has been documented up to this point.

Mr. Bobish stated it was recommended that an industrial hygienist come in to work up a remediation plan that may be covered by insurance. Mr. Bobish stated he is also in the process of scheduling a structural inspection. Mr. Bobish stated he updated the door signage letting the public know we are currently working with our insurance companies to get these inspections done. Mr. Bobish stated he will be doing biweekly reports for the Library Board and stakeholders. Mr. Weber stated they are waiting for the insurance company to determine if the roof is covered. Mr. Weber explained the Township would make the decision whether the building stays in service as they own the building. Mr. Weber stated it is up to the Board to continue a Library operation in Laurence Harbor. Mr. Bobish stated the Laurence Harbor staff have been cross-trained and are working at the Central Branch at a time when we are short staffed.

Dr. George stated it doesn't make sense to employ new hires while the Laurence Harbor staff is able to fill in. Mr. Weber asked Mr. Bobish to submit a report on a month Laurence Harbor was operating, including the number of operating hours for the month and what budget funds were used to run the branch.

Dr. George stated Mrs. Trombetta who is the Branch Manager for Laurence Harbor, is being utilized in Circulation which is beneath her pay grade. Dr. George stated when it is known how long Laurence Harbor will be closed, it makes sense to hold off on hiring a part-time Librarian when Mrs. Trombetta can sit at the Reference and help patrons like she does at Laurence Harbor.

Mr. Bobish stated he and Dr. George had discussed some reorganization with DSS and Adult Services and noted he does have some framework in mind of how it can work with a professional degreed Librarian on desk working in tandem with someone who is a paraprofessional with very little lapse of coverage. Dr. George suggested when Laurence Harbor reopens a Librarian is needed at the Branch. Mr. Borsilli asked what the community's response has been to the closing. Mr. Bobish stated initially it had been very quiet, but noted inquiries have been trickling in the longer its been closed. Mr. Bobish stated some engagement with community needs to be done as to what services they would like at Laurence Harbor. Mr. Weber stated it takes approximately eight minutes to travel from Laurence Harbor to the Central Branch. Mr. Weber pointed out that South Old Bridge Residents have a longer drive to the Central Branch especially with Route 516 traffic. Mr. Weber

stated it would be loss to the community to lose the branch. Mr. Bobish stated he would like to see if something could be worked out with the Amboy Bank building. Dr. George stated research needs to be done to determine what options are available, and noted she looks at the Old Bridge Facebook pages and doesn't see anything posted from residents regarding the Laurence Harbor Branch. Mr. Weber stated it has been closed since December 17 and the Director has received few phone calls.

Executive Assistant for Finance

Mr. Bobish announced the committee has narrowed it down to about ten candidates for interviews. Mr. Bobish stated interview questions are being created and interviews will be scheduled this month.

Off-site Meetings

Dr. George stated release time given to staff to attend State Library meetings needs to be looked over. Dr. George stated she received a report on staff attending conferences and work time missed. Dr. George stated one staff member was attending meetings twice a month and noted in the beginning missed entire work days and was supposed to file reports after each meeting. Dr. George stated no reports have been submitted. Dr. George stated in the beginning of the year the employee noted on the forms the time the conferences started and ended. As time went on the forms only noted the start time and not the end time. Dr. George stated the past is gone but this needs to be looked at. Dr. George stated that staff can go to these meetings but not on Library time. Dr. George stated if the meeting is not for the Library she doesn't feel the taxpayers of Old Bridge should be paying someone's salary for that time. There was discussion regarding contract verbiage and time spent on professional development. It was agreed reports must be filed shortly after meetings, meetings must be signed off by only the Director, and meetings should not be scheduled far in advance.

Committee Reports

Buildings & Grounds

No report.

Finance

No report

Outreach/Marketing

No report.

Policy

No report.

Technology

No report.

Committees

Mr. Weber announced he will reach out to all members of the Board regarding what Committees members would like to serve on. Mr. Weber stated the committees will be established at the next meeting. Dr. George stated there needs to be an understanding that if someone chairs a Committee there should be at least two meetings during the year.

Trustee Training

Mr. Weber announced the Library Attorney will be holding Trustee Training on Saturday, January 25, 2020 at 10:00 a.m. Mr. Weber stated if there are any questions members have, as to what the roles are, to put their questions in writing and send them him to forward to the Attorney in advance.

Personnel

Mrs. Nowak asked if Mr. Sastre is now a Librarian. Mr. Bobish confirmed that he was. Mrs. Nowak stated he is on the Agenda as a Library Assistant and he should be a Librarian. Dr. George stated she doesn't think there should be new hires until it is known what we are doing with staffing until Laurence Harbor reopens. Dr. George asked how Substitutes are called. Mr. Bobish stated they tend to call the Substitutes that respond. Dr. George asked for a report of the amount of Substitutes the Library currently has and how many are to be removed. Dr. George reminded when a new hire goes on the agenda it should be noted who the person is replacing.

Motion: made by Maria Nowak, seconded by Annette Maxwell to approve the appointment of Library Page Jordyn Starace at an hourly rate of \$11.00 pending background check. All in favor

Motion: made by Barbara Cannon, seconded by Maria Nowak to accept the resignation of Library Assistant, Digital Support Services David Sastre effective December 20, 2019. All in favor

Motion: made by Maria Nowak, seconded by Zainab Syed to accept the resignation of Library Page Aryanna Mateo effective December 23, 2019. All in favor

Motion: made by Maria Nowak, seconded by Zainab Syed to approve the appointment of Substitute Library Page Aryanna Mateo effective January 9, 2020 at an hourly rate of \$11.00. **Vote Yes:** Frank Weber, Maria Nowak, Barbara Cannon, Zainab Syed, Annette Maxwell and Kevin Borsilli. **Vote No:** Joan George

Motion: made by Maria Nowak, seconded by Barbara Cannon to approve the appointment of Substitute Librarian David Sastre at an hourly rate of \$31.80. **Vote Yes:** Frank Weber, Maria Nowak, Barbara Cannon, Zainab Syed, Annette Maxwell and Kevin Borsilli. **Vote No:** Joan George

Finance

Action on bills

Mr. Weber announced he reviewed the bills and noted he had a question and was given satisfactory answer.

Motion: made by Frank Weber, seconded by Joan George to approve the February 12, 2019 bill listing in the amount of \$162,922.93. All in favor

Public Comments

A member of the public spoke and gave some ideas about the Library website and getting the word out about what the Library offers. The Board thanked her for attending the meeting and her comments.

Adjournment

Motion: made by Annette Maxwell, seconded by Joan George to adjourn the meeting at 9:07 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved:

Transcribed from tape by Linda Reynolds

Reviewed by: Michael Bobish and Barbara Cannon