

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
February 11, 2015
OLD BRIDGE, NEW JERSEY**

Present:	Frank Weber	President
	Carrie Shreder	Vice-President
	Joan George	Treasurer
	Annette Maxwell	Secretary
	Michael Nielsen	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Steven Goldman	Trustee
	Barbara Cannon	Trustee
	Nancy Cohen	Interim Director
	Maria Nowak	Executive Assistant
Absent:	Patrick Gillespie	Trustee
Guests:	Library staff members Gail Sankner and Amy Trombetta	

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.

Minutes

Motion: made by Rocco Celentano, seconded by Annette Maxwell to approve the regular board minutes from the January 14, 2015 board meeting. All in favor
Steven Goldman abstained

Motion: made by Steven Goldman, seconded by Joan George to approve the amended minutes from the special meeting on January 22, 2015. All in favor

Dr. George indicated the January 22, 2015 executive session minutes still need to be submitted and voted on at the next board meeting.

Finance

Action on Bills

Motion: made by Joan George, seconded by Steven Goldman, to approve the bill listing in the amount of \$102,927.60. All in favor

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the Revised 2014 Library Budget from \$2,664,109.28 to \$2,663,793.28 due to the cut in State Aid in the amount of \$226.00. All in favor

Motion: made by Joan George, seconded by Michael Nielsen approve the resolution to remove the former Director Darren Miguez from the library bank accounts. All in favor

Mrs. Cohen indicated the Library needs to fund the Flexible Spending Account (FSA). Mrs. Cohen indicated funds in the account are low. Mrs. Cohen indicated the auditor suggested the funds be taken from the medical insurance line item in the budget to fund the Flexible Spending for the first half of the year. Dr. George asked what is paid out of FSA. Mrs. Nowak indicated the employees pay into FSA, but noted the Library has to pay a monthly administrative fee to ADP.

Mrs. Cohen indicated funds are also short in the Library's SUI Account. Mrs. Cohen indicated the auditor suggested the money be taken from the Library's fund balance. Mr. Goldman indicated to put the SUI issue on next month's agenda.

Motion: made by Steven Goldman, seconded by Michael Nielsen to approve funds moved over from the Medical budget line item to the Flexible Spending Account in the amount of \$996.34 to cover ADP administrative fees. All in favor

Old Business

Update on Library Roof

Mr. Weber reported snow and ice were clogging the drains on the roof. Mr. Weber indicated a rain event occurred and caused an excess of 8-10 inches of water on the roof. Mrs. Cohen announced township workers were up on the roof clearing the snow and ice out of drains which helped the water run-off.

Mr. Weber announced the Mayor indicated to him that the engineering portion of going out to bid for the entire municipal complex is almost complete. Mr. Weber indicated the next step is to go out to bid for all of the complex repairs. Mr. Weber indicated he was told the number one priority on that list is the Library roof.

Mr. Goldman suggested posting a "pardon our appearance" sign to the public letting them know the situation. Mrs. Cannon also suggested mentioning the new roof in the newsletter.

Central Branch Maintenance Issues/List

Mr. Goldman indicated he is pleased with the list. Mr. Goldman mentioned several maintenance items the Library has experienced the last several weeks.

Door Sensors

Mrs. Cohen announced there are problems with two of the door sensors that open and close to the public. Mrs. Cohen indicated the estimate to have the sensors repaired by Automatics Unlimited is \$2,945.00.

Motion: made by Joan George, seconded by Annette Maxwell to authorize the amount of \$2,945.00 to Automatics Unlimited to repair the door sensors. All in favor

Maintenance Agreement between the Library and Township

Mrs. Cohen announced she walked over to Township on a few occasions with no luck of catching the business administrator. Mrs. Cohen indicated she put a couple of e-mails in. Mrs. Cohen indicated the Mayor and Business Administrator did call her last week in reference to setting up regular meetings with them. Mrs. Cohen indicated she hasn't heard anything as of yet. Mrs. Cannon indicated to Mrs. Cohen there are monthly staff meetings that she can attend.

Update on Bathroom Renovations

Mr. Goldman announced the Library has received the corrected insurance certificate which was approved by the attorney. Mr. Goldman indicated arrangements are in the process to look at granite and pick colors.

Mr. Goldman questioned if permits are needed for a renovation. Mrs. Cohen indicated she will find out if permits are a requirement.

Flower Beds

Mrs. Cohen announced Eagle Scout Group #219 presented plans for the project. Mrs. Cohen indicated she got Spencer Carpenter involved who is Director of Public Works. Mrs. Cohen indicated the troop would like to do all the fundraising for the project. Mrs. Cohen indicated a meeting is being held next week.

The Board asked Mrs. Cohen to look into obtaining a dedication plaque for former Township Clerk Mary Brown.

Personnel

Motion: made by Steven Goldman, seconded by Barbara Cannon to accept the resignation of part-time Circulation Library Assistant, Jennifer Park effective February 28, 2015.
All in favor

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the appointment of Substitute Library Assistant, Jennifer Park effective March 1, 2015 at an hourly rate of \$15.67.
All in favor

Interim Director's Report

PTA Presidents Council

Mrs. Cohen announced she spoke with the President of the PTA Presidents' Council. Mrs. Cohen indicated a flyer was generated for a live demonstration of Tutor.com for distribution. Mrs. Cohen announced the flyer is up on the Old Bridge High School website inviting people to come the Library on March 4, 2015 for the live demonstration.

Summer Reading

Mrs. Cohen announced Summer Reading planning has officially started.

State Report

Mrs. Cohen announced the State Aid Report is in the process of being worked on and is due on March 15, 2015.

Chamber of Commerce

Mrs. Cohen announced she will be attending the Chamber of Commerce luncheon next week.

Homeowners Association Meeting

Mrs. Cohen announced Adult Services Librarian Lynn Sacs is attending the Homeowners Association Meeting which is being held tonight. Mr. Goldman suggested also attending the PTA Presidents' Council Meetings.

Computer Classes

Dr. George indicated she was pleased to see Mrs. Cohen has requested more computer classes to be held.

Committee Reports

Finance

No report.

Policy

Mr. Goldman announced a meeting needs to be held to discuss the proposed social media and donations policies. Mrs. Cohen indicated there are changes she would like made. Mr. Goldman announced a Policy Committee meeting will be held on Wednesday, March 4, 2015 at 5:00 p.m.

Building & Grounds

Mr. Goldman indicated a meeting is not necessary as there have been daily Building and Grounds issues and updates.

Outreach/Marketing

No report.

New Business

Review of Website Redesign Proposals

Mrs. Cohen announced she has reviewed the two proposals and the websites they have designed. Mrs. Cohen indicated she does prefer Splendor's work. Mr. Goldman pointed out the website should be something that is easy for the Library to maintain and keep current. Dr. George asked if Electronic Resources Supervisor, Maggie Awadalla would be the webmaster. Mrs. Cohen indicated Maggie Awadalla would be the webmaster but noted there would be a learning curve with WordPress. The Board asked Mrs. Cohen to take time to look this item over and to come back to them with her thoughts.

Public Comments

Library staff member Gail Sankner asked why the Library was left open during a power outage last month from a Cottrell Road accident knowing the Library had lights out over the stacks. Mr. Weber indicated the Director came up with an alternate plan and made the final decision to keep the Library open.

Library staff member Amy Trombetta commented that the Laurence Harbor Branch can always help out when needed.

Executive Session

Motion: made by Joan George, seconded by Steven Goldman to go into executive session at 8:22 p.m. to discuss matters of personnel and negotiations. All in favor

Public Session

Motion: made by Steven Goldman, seconded by Michael Nielsen to go back into public session at 8:48 p.m. and announced no formal action was taken. All in favor

Adjournment

Motion: made by Michael Nielsen, seconded by Steven Goldman to adjourn the meeting at 8:49 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Secretary

Library Board of Trustees

Date Approved: March 11, 2015

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by: Annette Maxwell and Nancy Cohen