

Old Bridge Public Library Board of Trustees Meeting

February 12, 2020

REVISED

7:00 P.M.

- I. Call to Order and Sunshine Law Statement: “The meeting has been advertised and will be conducted in accordance with the Sunshine Law.”
- II. Roll Call
- III. Salute to Flag
- IV. Minutes
 - a. Approval of Regular Board Minutes of January 8, 2020.
Motion Required
- V. Old Business
 - a. QuickBooks
 - b. Digitation for Historical Society Newspaper
 - Innovative Document Imaging – \$3,500 set-up fee + \$650 annual hosting fee – Amend November 2019 Motion
Motion Required
 - c. Reorganization
 - d. Procedures for Handling Difficult Situation
 - e. Attendance
- VI. New Business
 - a. Investigate Alternatives for Unique Collection Service
 - b. Boiler Repairs in Central Branch
 - Clarke Engineering Co. - \$580.00 – Pump coupler replacement
 - Clarke Engineering Co. - \$765.00 – Pressure release valve & fittings
Motion Required
 - c. DSS Computer Replacement
 - Dell - \$1,471.16 – Two OptiPlex 3070 SFF MLK Units
 - Envisionware Service - \$600.00 – Remote installation assistance
Motion Required

VII. Director's Report

VIII. Committee Reports

- a. Building & Grounds
- b. Finance
- c. Outreach/Marketing
- d. Personnel/Negotiations
- e. Policy
- f. Technology

IX. Personnel

- a. New Appointment of Executive Assistant for Finance Irene Maag with an annual salary of \$48,000 effective February 28, 2020.
Motion Required.
- b. Resignation of Acquisitions Library Assistant Sarah Lair, effective February 24, 2020.
Motion Required.

X. Finance

- a. Action on February 12, 2020 bill listing in the amount of **\$208,682.12.**
Motion Required
- b. Increase Passport Expedite fee from \$16.00 to \$17.00 effective March 1, 2020. **Motion Required**

XI. Public Comments

XII. Adjournment – Next Meeting: March 11, 2020