

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MARCH 13, 2019**

Present:	Frank Weber	President
	Annette Maxwell	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Steven Goldman	Trustee
	Kevin Borsilli	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Zainab Syed	Mayor's Alternate
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary
	Patricia Anderson	Library Interim Director
Absent:	Paul Lawrence	Trustee

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 Steven Goldman, seconded by Rocco Celentano to approve the February 13, 2019 regular board minutes. **Vote yes:** Annette Maxwell, Steven Goldman, Joan George, Barbara Cannon, Kevin Borsilli, Rocco Celentano. Frank Weber abstained.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the February 13, 2019 executive board minutes. **Vote yes:** Annette Maxwell, Steven Goldman, Joan George, Barbara Cannon, Kevin Borsilli, Rocco Celentano. Frank Weber abstained.

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to approve the February 18, 2019 special board meeting minutes. **Vote yes:** Frank Weber, Steven Goldman, Joan George, Barbara Cannon, Kevin Borsilli, Rocco Celentano. Annette Maxwell abstained.

Old Business

Friends Group

Ms. Anderson gave a report on a meeting with the current President of the Friends. Some of the suggested items have been completed such as designing a new sign for pricing of sale items as well as the organization of their DVD collection. Ms. Anderson said the Friends will be holding an annual public meeting on April 4, 2019. They are hoping to get a few new volunteers. The Friends have a new e-mail address.

Dr. George asked that Ms. Anderson make sure current volunteers have background checks on file. Ms. Anderson answered that the Friends' President does not feel background checks are necessary as it sometimes deters people from volunteering. Mr. Weber said that for security reasons, background checks for all volunteers are not optional and must be on file. Ms. Anderson announced the Friends will be holding a books sale in June. Date to be announced.

Committee Assignments

Mr. Weber announced more committee meetings need to be held. Committee appointments and indicated that more regularly scheduled meetings need to be held as occasions arise. Items to be shared with the Board by committees need not be routinely discussed at every meeting.

Mr. Weber stated that the Personnel and Negotiations Committees should be combined and that the members, Dr. George, Chair, Mr. Goldman and Ms. Maxwell will remain the same. Mr. Weber explained there will be no other changes made in committee assignments. Anyone interested in serving in an opening should contact him.

Mr. Weber announced Buildings and Grounds should become an ad-hoc committee as needed.

Policy Committee

Mr. Weber said that the Policy committee should meet when the Director brings to the Board's attention as well as when laws changes or additions/corrections are needed. Mr. Goldman suggested having the Library attorney review the policies every two to three years.

Mr. Goldman announced he will serve on the Policy Committee. Mr. Borsilli announced he will chair the Policy Committee. Mr. Celentano indicated he will serve as a member.

Finance

Mr. Weber announced he will chair the Finance Committee.

Outreach/Public Relations

Mr. Weber would like to expand Outreach to also include Public Relations. Mrs. Cannon offered to chair the committee. Zainab Syed offered to be on the committee.

Technology

Mr. Weber announced Paul Lawrence agreed to chair the Technology Committee. Mr. Weber indicated Kevin Borsilli and Zainab Syed will serve. Dr. George indicated she would like to have a combined meeting with Technology and Personnel in the near future.

Personnel & Negotiations

Dr. George announced last year that the job description was revised for the Library Assistant II/Computer Technician and explained more responsibilities were added. Recently the Union requested the hourly rate be adjusted to be in line with the Marketing Manager and Facilities Manager which is \$27.13. Dr. George indicated the person who is currently in the position has a very impressive resume with a lot of computer background and functions very well in the department.

Ms. Anderson asked why the request came to the committee rather than to the Director. Dr. George explained it is a negotiations item and should have been requested when the job description was updated and shown to the Union last May.

Mr. Weber explained the qualifications for the position were enhanced and it is a legitimate request. Dr. George added that on information provided by the consultant from Zenith shows that he relies heavily on the employee. Mr. Weber indicated the person in the position is very effective at the job. Dr. George clarified the salary will be in effect going forward, and noted if there is ever a change with the person in the position the salary would stay the same for any future employee.

Motion: made by Joan George, seconded by Annette Maxwell to adjust the salary to an hourly rate of \$27.13 for the position of Library Assistant II/Library Computer Technician to be in line with the Marketing Manager and Facilities Manager effective March 10, 2019.

Vote Yes: Frank Weber, Joan George, Barbara Cannon, Kevin Borsilli, Rocco Celentano and Annette Maxwell. Steven Goldman abstained.

Director's Search Ad-hoc Committee

Dr. George, Mrs. Cannon, Mr. Weber and Mr. Goldman will serve on the Committee. Information will be shared continuously with the Board as soon as it becomes available.

New Business

Discussion on Mayor's Health and Wellness Fair on Saturday March 30, 2019

Mr. Weber announced the municipal parking lot will be filled due to activities being held on March 30, 2019. Employees are required to park at Carl Sandburg Middle School. Ms. Anderson reported she heard from the Mayor's office and they are requesting the Library open at noon. Mr. Weber stated he will talk to the Mayor tomorrow. The Board decided to open the Library at 1:00 p.m.

Discussion on Passport Renewal Charge

Ms. Anderson explained that the Supervisor of Passports received a newsletter that stated they are not allowed to adjust the price for renewals. There was a brief discussion regarding passport fees.

Motion: made by Steven Goldman, seconded by Barbara Cannon to adjust the passport renewal charge to \$7.35 for the postage only effective immediately. All in favor

Audio Visual Project

Mr. Weber announced attendance was extremely high for the recent concert that was held in the large meeting room. Mr. Weber explained people had to spill outside the doors as the room has a capacity of 150 people. Mr. Weber indicated they use to set up the concerts in the Living Room area of the Library. Mr. Weber suggested setting up audio in the Living Room Area for an event of that nature for people to overflow into. Mr. Weber reported a quote of \$27,000.00 was received. Ms. Anderson explained there is a potential opportunity to obtain a \$20,000 grant through Columbia Bank. There was a brief discussion on grants.

Directors Report

Leaks

Ms. Anderson announced there are three new roof leaks. Ms. Anderson stated the leaks were reported to the Department of Public Works.

Staff Entrance

Ms. Anderson informed the Board the outside staff entrance door is now being locked in the evening hours for safety reasons.

State Report

Ms. Anderson announced the State Report was completed and filed today.

Statistics

Mr. Weber reported foot traffic was down at the Central Branch for February. He stated there were inclement weather closings. Mr. Weber requested a note be added if the Library closes going forward.

Motion: made by Steven Goldman, seconded by Rocco Celentano to accept the March 2019 Director's Report. All in favor

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

Mrs. Cannon announced the new Library Book Drop was installed in front of Miller School. Ms. Anderson indicated it arrived a day late, but overall the installation went smoothly. Mr. Goldman stated he would like to see more drop boxes installed over time. Mr. Weber indicated he would like to do something near the Route 9 apartments. Mrs. Cannon suggested looking into Madison Park.

Personnel/Negotiations

Dr. George announced the Union Contract for AFCME Local 3231 was finalized and signed. Dr. George stated Maria Nowak and Linda Reynolds are working on the new law regarding sick hours for all part-time employees. Dr. George explained the new law states for every 30 hours worked one hour of sick time is accrued. Dr. George explained each part-time employee will receive a form stating the number of hours worked in 2018 as well as how many sick hours they've accrued for 2019.

Dr. George would like all job openings posted on the Library website. Mr. Goldman suggested advertising with the Township as well as the Board of Education.

Mr. Weber announced as part of negotiations an agreement was made with the union, management and the Board of Trustees' on improving the working relationship between the groups. Mr. Weber indicated the Personnel Committee met with two union members and noted it was a positive experience and there is a positive attitude going forward. Dr. George stated a future meeting will be held and the Committee will keep the full Board posted.

Policy

No report.

Technology

No report.

Personnel

Substitute Pages

Dr. George questioned how many Pages the Library has on staff. Ms. Anderson stated there are eight Pages on staff. Dr. George asked why the necessity to hire substitute pages. She asked if a page is absent why can't another page get additional hours to fill-in.

Motion: made by Steven Goldman, seconded by Rocco Celentano to accept the resignation of Library Page Ashana Ahuja effective February 22, 2019. All in favor

Motion: made by Joan George, seconded by Frank Weber to table the appointment of Substitute Page Ashana Ahuja until the April meeting. **Vote Yes:** Frank Weber, Joan George, Kevin Borsilli, Rocco Celentano, Zainab Syed and Annette Maxwell. Barbara Cannon and Steven Goldman abstained.

Motion: made by Steven Goldman, seconded by Frank Weber to approve the resignation of Library Page David Sastre effective March 17, 2019. **Vote yes:** Frank Weber, Steven Goldman, Kevin Borsilli, Rocco Celentano, Zainab Syed, Annette Maxwell and Barbara Cannon.
Vote No: Joan George

Motion: made by Barbara Cannon, seconded by Steven Goldman to approve the appointment of Digital Services Library Assistant David Sastre at an hourly rate of \$17.00 effective March 18, 2019. **Vote yes:** Frank Weber, Steven Goldman, Kevin Borsilli, Rocco Celentano, Zainab Syed, Annette Maxwell and Barbara Cannon.
Vote No: Joan George

Finance

Action on bills

Dr. George announced she reviewed the bill listing and noted everything is in order but noted there is an issue with one item. Dr. George asked the Board Members if they think it is okay that a time card for a consultant be signed by someone who is not present. Mr. Goldman stated it is not. Dr. George explained the consultant's time card is signed by a Supervisor that is not always present while the Consultant is present. Mr. Goldman asked why doesn't the Supervisor on duty sign the time card. Ms. Anderson stated she is unaware and has not seen the time card. Ms. Anderson indicated going forward she or a Supervisor on Duty who can confirm the Consultant's attendance will sign off on the time card.

Motion: made by Joan George, seconded by Steven Goldman to approve the March 13, 2019 bill listing in the amount of \$174,993.68. All in favor

Legal Fees

Mr. Goldman asked if the Library has enough money in the line item for legal fees. Mr. Weber confirmed there is and noted funds can be transferred if necessary.

Executive Session

Motion: made by Kevin Borsilli, seconded by Joan George to go into executive session at 8:44 p.m. to discuss matters of personnel. All in favor

Public Session

The Board came out of executive session at 8:59 p.m. The following action was taken.

Motion: made by Steven Goldman, seconded by Zainab Syed to terminate services with ProLibra's consultant Patricia Anderson effective March 14, 2019. **Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Steven Goldman, Annette Maxwell, Zainab Syed and Frank Weber. Barbara Cannon abstained.

Adjournment

Motion: made by Kevin Borsilli, seconded by Annette Maxwell to adjourn the meeting at 9:00 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: April 10, 2019
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Joan George and Barbara Cannon