

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
APRIL 10, 2019**

Present:	Frank Weber	President
	Annette Maxwell	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Steven Goldman	Trustee
	Kevin Borsilli	Trustee
	Paul Lawrence	Trustee
	Linda Reynolds	Confidential Secretary
	Susan Kaplan	Library Interim Director
Absent:	Rocco Celentano	Supt. of Schools' Alternate
	Zainab Syed	Mayor's Alternate
Guests:	Managing Librarian of Adult Services, Nicole DeMatteo	

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.

Interim Director

Mr. Weber introduced Susan Kaplan as the Interim Director. Mr. Weber explained Ms. Kaplan will be working three days per week. Mr. Weber stated in Ms. Kaplan's absence Adult Services Managing Librarian Nicole DeMatteo will cover as Interim Director.

Director Search

Mr. Weber announced the job advertisement for Library Director has been approved and has gone out through the Bradbury Agency as scheduled. Mr. Weber indicated the deadline for applications is June 2, 2019.

Minutes

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the March 13, 2019 regular board minutes. **Vote yes:** Frank Weber, Annette Maxwell, Steven Goldman, Joan George, Barbara Cannon and Kevin Borsilli. Paul Lawrence abstained.

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

Old Business

Laurence Harbor

Mr. Goldman asked if there was a follow up on the issue with the patron at the Laurence Harbor Branch. Mr. Weber indicated a police report was issued and copies were obtained. Ms. Kaplan stated she spoke with the Branch Manager and stated the matter was handled well.

New Business

Shared Services Agreement with the Township of Old Bridge for the Fuel and Maintenance for the Library's Van

Mr. Weber announced this agreement is a renewal of an agreement that was put in place with the Library's van. Mr. Weber explained the Township's rate is much more competitive than bringing the van to the dealership for repairs and basic maintenance.

Motion: made by Steven Goldman, seconded by Joan George to approve the Shared Services Agreement between Old Bridge Township and Old Bridge Public Library for the Fuel and Maintenance of the Library's Van. All in favor

Director's Report

Ms. Kaplan announced her first day as Interim Director was April 1, 2019 and noted she will work three days per week. Ms. Kaplan stated she cannot say enough about her impression of Old Bridge Public Library. The staff is extraordinary and they have gone out of their way to welcome her. Ms. Kaplan stated the staff demonstrates a positive attitude and the willingness to work with one another and wanted to recognize that. Ms. Kaplan indicated she is working with Nicole DeMatteo as she is covering in her absence

Ms. Kaplan announced it is National Library Week. Ms. Kaplan indicated the Library has a lot of exciting events going on. Ms. Kaplan reported the staff is giving Library tours as well as holding several Adult and Children's programs. Ms. Kaplan distributed a draft map of the Library to pass out to patrons. Dr. George asked if these maps can be posted. Ms. Kaplan answered yes. Mr. Weber suggested the maps be distributed to realtors as they can be used as a selling point. Mr. Borsilli suggested posting the finished map on the Library website. Dr. George stated Cynthia Robbins and Marcy Kagan did a great job creating the Library map.

State Library Award

Ms. Kaplan announced the Library won the Best Practices in Early Literacy Award from the State Library due to the efforts of Youth Services Managing Librarian, Pham Condello. Ms. Kaplan explained the State Library was very impressed with our library's *Sensory Play, Sensory Surprise* series. The \$1000 award can be applied to similar programs. Mr. Weber suggested a copy is sent to James Tuohy who is the Director of the Special Services Department as well as the SEPTA President.

Library Website

Ms. Kaplan announced she is very impressed with the Library website. Dr. George and Mr. Goldman indicated the website is not always updated. Ms. Kaplan stated that Jonathan Upton is working on a project to update every page of the website. Dr. George requested that all Library job openings be posted on the website.

Mr. Weber suggested posting what Qello concerts are available each month. Mr. Weber explained doing so would let patrons see what is available without having to register with Qello.

HVAC Project

Mr. Weber announced the HVAC project is scheduled for May. Ms. Kaplan added the units are expected for delivery in five to six weeks. Ms. Kaplan announced she was told they are anticipating to begin the installation during the third or fourth week of May. The Township's original document indicated the project will require closing the Library for three days twice for six days total. Ms. Kaplan explained at the pre-construction meeting the Township Engineer indicated to her that there is a chance they would not need the second three-day period. The Engineer also indicated it is possible it may be under three days. Mr. Weber indicated he met with the Mayor and was told the construction crew will start work at 7:00 a.m. and finish up about 3:00 p.m. Mr. Weber indicated the Library may be able to open during evening hours. Mr. Goldman pointed out the Laurence Harbor Branch will also be open. Mr. Weber said safety is the first priority, and noted if it's not safe they Library will not open. Dr. George asked what the plan is if the Library is required to close. Mr. Weber answered it may be a good time to conduct a training session. Mr. Goldman stated the full-timers are paid whether or not the Library closes. Mr. Weber agreed and noted the Attorney said it would be prudent to pay the part-timers as well. Mr. Goldman indicated Public Works is going to need someone present to manage the alarm systems. Dr. George stated she believes that is the Facilities Manager's job.

Parking Lot

Mr. Weber announced another major project will be the re-paving of the parking lot. Mr. Weber stated this project is currently being scheduled for June after the HVAC units are installed. Mr. Weber indicated he does have concerns about fumes from the asphalt. Ms. Kaplan pointed out there is sidewalk work to be done before the paving begins. Ms. Kaplan indicated she told Township they need to barricade the parking lot, create walkways and post signage to make the public aware they cannot park in the main lot. Dr. George stated being the project will take place on the weekend, they need to be careful not to plan a second Saturday event. Ms. Kaplan indicated they will notify the public. Mr. Borsilli suggested posting notices on all the social media accounts as well as promoting the drop box if people cannot get to the library to return books. Mr. Weber stated it may be necessary to keep Laurence Harbor open both days. Mrs. Cannon suggested letting patrons know the Matawan-Aberdeen Library is open on Sunday. Mr. Weber announced the Board will be kept updated based on what is heard from the contractor such as date changes. Mr. Goldman asked if anything was ever accomplished with installing steps on the grass hill in front of the building. Mr. Weber indicated the Library offered to pay

for steps but nothing was done. Mr. Weber indicated the steps can be addressed after the parking lot project, as the bid has already been awarded and it's now too late to include in the project.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George announced Passports is understaffed. Dr. George stated it is anticipated that two Passport staff members are resigning and will be replaced. Dr. George stated the Supervisor has requested two part-time circulation staff be added. Dr. George explained by hiring two part-time people the Passport staff will not have to cover Circulation. This would allow Passports to be open from 10:00 a.m. – 8:30 p.m. with no break. Dr. George indicated the way it is currently set up Passports has to close when staff takes a lunch/dinner break. Mrs. Cannon stated she does not think a job should be advertised until a resignation is submitted by the employee. Mr. Weber suggested giving the Director authorization to advertise the job openings upon receiving a notification of resignation from the current passport agents.

Motion: made by Barbara Cannon seconded by Kevin Borsilli to approve the advertisement of two part-time Circulation Library Assistants effective immediately. All in favor

Motion: made by Barbara Cannon, seconded by Kevin Borsilli that upon receiving notice of resignation from the Passport Clerks to authorize the Director to advertise the positions contingent on one or two anticipated resignations. All in favor

Policy

No report.

Technology

No report.

Personnel

Motion: made by Joan George, seconded by Barbara Cannon to accept the resignation of Library Page Marianna Tabacco effective April 4, 2019. All in favor

Motion: made by Joan George, seconded by Steven Goldman, to approve the temporary appointment of Nicole DeMatteo, Managing Librarian of Adult Services to Interim Director from March 22, 2019 through March 31, 2019 with a stipend of \$150 per day. All in favor

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the temporary appointment of Nicole DeMatteo, Managing Librarian of Adult Services to Interim Director for two days a week with a stipend of \$150 per day effective April 1, 2019 through April 10, 2019. All in favor

Motion: made by Steven Goldman, seconded by Paul Lawrence to approve the temporary appointment of Nicole DeMatteo, Managing Librarian of Adult Service to Interim Director for four days a week with a stipend of \$150 per day effective April 11, 2019. All in favor

Finance

Action on bills

Motion: made by Joan George, seconded by Annette Maxwell to approve the April 10, 2019 bill listing in the amount of \$331,71.28. All in favor

Public Comments

Managing Librarian, Nicole DeMatteo thanked the Board for the opportunity to have more responsibility and looks forward to the learning experience. Mr. Weber thanked Ms. Kaplan for her quote regarding the staff and hopes to continue toward a level of improvement between the Board, Staff and the Director.

Books in Laundromats

Mrs. Cannon announced she learned of a program of Books in Laundromats. Mrs. Cannon indicated this was similar to what the Library is doing with Barber Shops. Mrs. Cannon stated Librarians are going to the laundromats and doing storytimes. Mrs. Cannon indicated this is something the Director could look in to and possibly do a survey of how many laundromats are in town.

Adjournment

Motion: made by Annette Maxwell, seconded by Kevin Borsilli to adjourn the meeting at 8:03 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: May 8, 2019
Transcribed from tape by Linda Reynolds
Reviewed by Susan Kaplan and Barbara Cannon