

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
June 13, 2018**

Present:	Frank Weber	President
	Steven Goldman	Vice President
	Barbara Cannon	Secretary
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Paul Lawrence	Trustee
	Rocco Celentano	Supt. of Schools' Alternate
	Linda Reynolds	Confidential Secretary
	Nancy Cohen	Director
 Absent:	 Joan George	 Treasurer
	Zanib Syed	Mayor's Alternate

The President called the meeting to order at 7:30 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Personnel

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve FMLA for Employee #1186 effective June 1, 2018. All in favor

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the new appointment of Substitute Librarian Monica Shine at an hourly rate of \$28.31 effective June 14, 2018. All in favor

Minutes

Motion: made by Kevin Borsilli, seconded by Steven Goldman to approve the May 9, 2018 regular board minutes. **Vote Yes:** Kevin Borsilli, Annette Maxwell and Steven Goldman. Rocco Celentano, Barbara Cannon, Frank Weber and Paul Lawrence abstained.

Finance

Mr. Weber announced he reviewed the bills. Mr. Weber indicated he had a few questions that were answered.

Motion: made by Kevin Borsilli, seconded by Paul Lawrence to approve the bill listing in the amount of \$223,717.05. All in favor

Old Business

Laurence Harbor

Mrs. Cohen announced there are issues with the telephones at the Laurence Harbor Branch. Mrs. Cohen stated the phone company is scheduled to make repairs.

Roof Leaks/Repairs

Mrs. Cohen announced there was a leak in the fiction area due to a clogged drain on the roof. Mrs. Cohen stated the roofer made the repair. Mr. Weber suggested talking to DPW about a regular maintenance program of going through the drains once or twice a month. Mrs. Cohen indicated she sends the Facilities Manager up twice a month to inspect the drains. Mrs. Cohen explained the Facilities Manager cannot reach all the drains. Mrs. Cannon suggested putting screening over the drains as a preventative clog measure. Mr. Weber suggested purchasing a drone so the drains can be inspected from down on the ground.

Operational Audit

Mr. Weber announced he anticipates having a finalized report for the July meeting.

Outside Walkways/Planting

Mrs. Cohen announced the preliminary draft plan from the engineering department is not ready. Mrs. Cohen stated the walkway and concrete slabs are to be incorporated in the draft plan. Mrs. Cohen indicated two access points to the Library Van are to be included. Mrs. Cohen indicated Township will be repaving the parking lot in August.

Strategic Plan

Mr. Weber stated the Library had a Strategic Plan put together in 2013 which ended in 2017. Mr. Weber asked Mrs. Cohen to forward the sample plan he e-mailed her to the board members.

HVAC

Mr. Weber indicated it's apparent the units are on their last thread and pointed out the conference room is warm. Mr. Weber suggested renting high quality fans that move air. Mrs. Cannon suggested checking with Kasey Lenning. Mr. Weber asked what the policy is to close the Library due to heat. Mrs. Cohen indicated the Personnel Manual states if the inside temperature reaches 85 degrees for more than 2 hours, immediate action to attempt to rectify the environment must be taken.

Weekly Digital Showings

Mrs. Cohen announced the Library has Digital Showings every Friday at the Central Branch and every Tuesday night at the Laurence Harbor Branch. Mrs. Cohen indicated there are intermittent showings with Qello, Kanopy as well as other types of showings. Mrs. Cohen indicated the Beatles program drew a crowd of approximately 158 people. Mr. Weber suggested logging into Qello once a month and create a PDF of a list with the showings they have. Mr. Weber stated that would let patrons know what is offered. Mr. Weber suggested forwarding the PDF to the High School. Mr. Weber stated it's a great service.

Director's Report

Mr. Weber stated if there is an item the Director would like the board to vote on, he asked the Director to please have a written proposal included in the monthly board packets. Mr. Weber suggested Board Members read the Director's report in its entirety before the meeting. Mr. Weber indicated questions regarding items in the Director's report can be asked at the meeting. Mr. Weber explained doing this will save time at the meeting.

Passports

Mr. Goldman asked how the new procedure of calling numbers is working out in Passports. Mrs. Cohen indicated the procedure has been working out very well.

Janitorial Contract

Mrs. Cohen announced Township is going to re-bid the cleaning contract as they have changed the specs. Mrs. Cohen indicated they are going out to bid on Friday and noted the Library is still part of their contract for cleaning services. Mr. Weber indicated the Library should hold the old rate.

Library Van

Mrs. Cohen announced the Library Van has a new stop at Maher Manor starting in July.

Mrs. Cohen indicated she will be having the Library Van's wrap repaired as it is peeling in several spots.

Mrs. Cannon asked if the Library Van makes stops at the senior citizen apartments in South Old Bridge on Mimi Road. Mr. Borsilli stated the name of the complex is Birchwood at Old Bridge Senior Residence. Mr. Weber suggested a mailing go out to the residents informing them of the van service.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

Mr. Goldman announced he noticed more activity at the book drop. Mrs. Cohen indicated about 150 books a month are being returned at the book drop, as well as donations.

Personnel/Negotiations

Mr. Goldman indicated Dr. George did a great job with the job descriptions.

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the following revised job descriptions: Library Director, Executive Assistant, Library Assistant I, Circulation, part-time, Managing Librarian, Collections and Acquisitions, Marketing and Outreach Manager, part-time and Staff Librarian. All in favor

Technology

Mrs. Cohen went over the Dell quote for the purchase of new units. Mrs. Cohen explained two units would go on the Circulation desk, two would go to Youth Services desk and two would go on Adult Services desk. Mrs. Cohen indicated most of the older computers will be upgraded with Windows 10 and placed with other staff members. Mrs. Cohen indicated as a last resort they will be getting rid of computers that can't be upgraded. Mr. Goldman asked how they will dispose the computers. Mrs. Cohen indicated two of them would be servers for the ADP time clock computers, two of them in Youth Services for early literacy stations and two of them for catalog computers. Mrs. Cohen indicated they will try to repurpose the others for spare parts. Mrs. Cohen indicated all of the public computers already have been upgraded to Windows 10. Mr. Weber indicated going forward with purchase orders there should be a report that comes with it that lists what they're replacing and what the rationale is.

Mrs. Cohen explained Dell provided the professional version of Windows 10. Mrs. Cohen indicated the Library purchased the Long Term Service Branch Edition from TechSoup. Mrs. Cohen explained the edition provides a smaller number of core updates, which makes management of the computers much easier. Mr. Weber asked what the operational disadvantage is to having the lesser version. Mrs. Cohen explained more updates would need to be done to the computers. Mr. Lawrence expressed a concern with not getting security updates with the LTSB version of Windows 10. Mr. Weber suggested getting information from Dell on what we may be missing with this version.

Mrs. Cohen indicated four licenses have been purchased for Photoshop through TechSoup.

Motion: made by Steven Goldman, seconded by Paul Lawrence to approve the purchase for Dell Computers in the amount of \$4,286.10 provided that the information the Board has asked is provided which includes the ability to upgrade to a higher price with the more expensive updating process if necessary. All in favor

New Business

Mrs. Cohen explained there is a set of bookshelves against the wall under the bulletin board that is unorganized. Mrs. Cohen explained the Friends currently have their children's book sale in that location. Mrs. Cohen indicated there is a collection that was initiated back in December called the Parenting Collection. Mrs. Cohen indicated the collection is broken down by subject. Mrs. Cohen explained parents enjoy the collection but noted it's in a spot that is hard to find. Mrs. Cohen indicated the Friends would move their sale down to where the Teen and Adult books are sold. Mrs. Cohen indicated she would move the Parenting Collection to where the children sale books are and put a piece of upholstered furniture in front of it. Mrs. Cohen indicated the Friends are fine with moving the Children's book sale location.

Motion: made by Kevin Borsilli, seconded by Barbara Cannon to approve the purchase of furniture from Nickerson, NJ, Inc. in the amount of \$3,122.95. All in favor

Comments

Mr. Weber thanked all of the Trustees' for their service. Mr. Weber indicated there are items the Board is unable to get to on the agenda as time runs short. Mr. Weber stated the strategic plan needs to start being work on. Mr. Weber explained there are a number of items that need to be addressed on the committee level. Mr. Weber indicated the State recommends a strategic plan is in place. Mr. Weber announced beginning next month he would like to move the Board Meetings to a start time of 7:00 p.m. Mr. Weber indicated items can wait to be voted on towards the end of the meeting if necessary. Mr. Weber suggested board members review their packets ahead of time so they are ready to vote.

Motion: made by Steven Goldman, seconded by Kevin Borsilli to go in to executive session at 8:29 p.m. All in favor

The Board came out of executive session at 8:33 p.m. and the following action was taken.

Motion: made by Steven Goldman, seconded by Barbara Cannon to support the recommendation of the Personnel Committee on the denial of the grievance. All in favor

Adjournment

Motion: made by Rocco Celentano seconded by Paul Lawrence to adjourn the meeting at 8:34 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: July 13, 2018
Transcribed from tape by Linda Reynolds
Reviewed by Nancy Cohen and Barbara Cannon