

# Old Bridge Public Library Board of Trustees Meeting

September 12, 2019

**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. Auditor Robert Butvilla
- V. Minutes
  - a. Approval of Regular Board Minutes of August 14, 2019.  
**Motion Required**
  - b. Approval of Executive Session Minutes of August 14, 2019.  
**Motion Required**
  - c. Approval of Special Board Meeting Minutes of July 20, 2019.  
**Motion Required**
  - d. Approval of Special Board Meeting Executive Minutes of July 20, 2019. **Motion Required**
- VI. Old Business
  - a. QuickBooks
  - b. Digitation for Historical Society Newspaper
  - c. Reorganization
  - d. Continued Staff Lateness
  - e. Contract with Zenith
  - f. Safety Measures
  - g. Staff/Trustee Training
  - h. Procedures for Handling Difficult Situation
  - i. Improve Communication
  - j. Proposed 2019 Changes of The Libraries of Middlesex, Inc. 2001 Bylaws. **Motion Required**
  - k. Libraries of Middlesex Conflict of Interest Policy. **Motion Required**
- VII. New Business
  - a. Two quotes for the removable and replacement of a 6 gallon Hot Water Heater. (quotes included)

- Wm Archer & Sons, Inc. - \$3,875.00
- Aero Plumbing - \$1,818.00

**Motion Required**

- b. Two quotes for the installation of Emergency Lights in all bathrooms. (quotes included)
- Sal Electric - \$7,963.00
  - Knorr Electric - \$2,035.00

**Motion Required**

VIII. Director's Report

IX. Committee Reports

- Building & Grounds
- Finance
- Outreach/Marketing
- Personnel/Negotiations
- Policy
- Technology

X. Personnel

- Resignation of Part-time Adult Services Librarian Virginia Keating effective September 15, 2019. **Motion Required**
- New Appointment of Substitute Librarian Virginia Keating effective September 16, 2019 at an hourly rate of \$31.18. **Motion Required**
- New Appointment of Part-time Passport Clerk Virginia LoMonaco at an hourly rate of \$17.00 effective pending background check. **Motion Required** (Old Bridge resident)
- New Appointment of Part-time Passport Clerk Izbell Defede at an hourly rate of \$17.00 effective pending background check. **Motion Required** (Old Bridge Resident)

XI. Finance

- Action on September 12, 2019 bill listing in the amount of **\$356,411.33. Motion Required**

XII. Public Comments

XIII. Adjournment – Next Meeting: October 10, 2019