

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
SEPTEMBER 12, 2019**

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

**Auditor Report**

Library Auditor Mr. Butvilla presented the Library's 2018 Audit Report. Mr. Butvilla reported the Library had a good 2018 with a surplus of approximately \$300,000.00. Mr. Butvilla reported all of the financial books and records were in order. Mr. Butvilla stated the audit went smoothly and any questions they had were answered. Mr. Butvilla indicated the surplus is primarily due to passports. Mr. Goldman thanked Mrs. Nowak for a job well done.

**Minutes**

**Motion:** made by Steven Goldman, seconded by Joan George to approve the August 14, 2019 regular board minutes. **Vote yes:** Frank Weber, Annette Maxwell, Joan George, Barbara Cannon, Steven Goldman and Kevin Borsilli. Zainab Syed and Rocco Celentano abstained.

**Motion:** made by Joan George, seconded by Annette Maxwell to approve the August 14, 2019 executive board minutes. **Vote yes:** Frank Weber, Annette Maxwell, Joan George, Barbara Cannon, Steven Goldman and Kevin Borsilli. Zainab Syed and Rocco Celentano abstained.

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the July 20, 2019 special meeting board minutes. **Vote yes:** Frank Weber, Annette Maxwell, Joan George, Barbara Cannon, Steven Goldman and Zainab Syed. Kevin Borsilli and Rocco Celentano abstained.

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to approve the July 20, 2019 executive special meeting board minutes. **Vote yes:** Frank Weber, Annette Maxwell, Joan George, Barbara Cannon, Steven Goldman and Zainab Syed. Kevin Borsilli and Rocco Celentano abstained.

## **Old Business**

### **Quickbooks**

Dr. George asked if a discussion had been held regarding Quickbooks. Mr. Borsilli announced a Technology Committee meeting was held. Mr. Borsilli explained Mr. Lawrence reached out to Mrs. Nowak and received more details on the issue. Mr. Borsilli indicated it sounds like a firewall issue. Mrs. Nowak or Mr. Lawrence will reach out to Intuit to confirm that the firewall is the issue. A brief discussion about reaching out to the Township to enlist the assistance from Head of Technology Tom Sommers followed. Mr. Weber stated they need to find out the depth of Mr. Upton's technology skills, as the Board needs to know how to deal with problems going forward. Dr. George stated she will ask for an update at the next meeting.

### **Digitization for Historical Society Newspaper**

Mrs. DeMatteo stated she recommends Innovative Document Imaging as they have worked with several other libraries in the area. Mrs. DeMatteo indicated there is an annual hosting fee. Mrs. DeMatteo reported the setup fee is \$3,500 and the Annual Hosting Fee is \$650. Mrs. DeMatteo stated she will look into a one-time fee for a searchable PDF file.

### **Reorganization**

Dr. George stated the Board needs to look at reorganization. Dr. George explained what the Board expects from a Director is not doable. Dr. George suggested waiting until the new Director is hired.

### **Continued Staff Lateness**

Dr. George announced Mrs. DeMatteo has done a good job as the numbers of staff lateness have decreased, but that there are still some staff who are arriving late. Mrs. DeMatteo explained she spoke with the Supervisors and pointed out that staff is very much aware that lateness will no longer be tolerated. Mrs. DeMatteo indicated all Supervisors are now receiving monthly lateness reports for their departments so they have the data to follow up with their staff members and start progressive discipline if needed. Mr. Goldman indicated two of the people that are still late are Supervisors. Mrs. DeMatteo noted she has spoken to the Supervisors. There was a brief discussion about Supervisor lateness.

Dr. George indicated the lateness issue has raised the question if 30 minutes is really necessary to get the Library open. Dr. George explained staff comes in at 9:30 a.m. to get the Library ready for the 10:00 a.m. opening, but noted the Library closes at 9:00 p.m. and the staff leaves right away at 9:00 p.m. Dr. George suggested adjusting staff hours by 15 minutes to their arrival and departure times. Dr. George gave the example that a 9:30 a.m. to 5:30 a.m. schedule would change to 9:45 a.m. to 5:45 p.m. Dr. George stated if staff starts 15 minutes later there possibly wouldn't be as many people late. Mr. Borsilli asked what needs to be done in the morning to prepare the Library for opening. Mrs. DeMatteo gave a brief description of the opening procedures. Dr. George stated it sounds like the Library is really closed before 9:00 p.m. Mr. Weber stated two of the patron incidents were precipitated by issues relating to the computers shutting down before the Library closes at 9:00 p.m. Mr. Weber requested Mrs. DeMatteo write out a ledger of how much time is needed to open and close the building. Mr. Goldman pointed out the closing announcements start 30 minutes before closing.

### **Contract with Zenith**

Mr. Borsilli announced Zenith was discussed at the Technology meeting. Mr. Borsilli reported they came up with a number of questions regarding the Zenith contract. Mr. Goldman stated the bottom line is why does the Library need Zenith. Mr. Borsilli indicated that's what they are getting to with the questions. Mr. Weber suggested giving the questions to Mrs. DeMatteo and let her to send them directly to Zenith. Mr. Weber stated Zenith needs to justify their rational as to why they are here three hours a week. Mr. Borsilli indicated they want to look at six months' worth of invoices to see what type of maintenance was done. Dr. George indicated they have Mr. Upton's work orders and time cards, as well as a summary of what the consultant does. Mr. Borsilli stated they will be looking at all of the documentation and make a determination if this needs to continue. Dr. George stated if it is determined this needs to continue the Attorney should review the contract. Dr. George explained the Board never approved a contract. Dr. George indicated the consultant should be here when Mr. Upton is present. Mrs. Cannon asked if Mr. Upton was spoken with to find out how all of this started. Mr. Borsilli indicated if this is justifiable, it needs to be determined if the Library is getting the best price and service possible. Mr. Borsilli stated the committee is scheduled to meet again.

### **Safety Measures**

Dr. George announced Mrs. DeMatteo provided a schematic of where the security cameras are located. Mr. Weber suggested Mrs. DeMatteo take a picture of each camera. Mrs. DeMatteo indicated she has a PowerPoint slideshow that has a frame for each camera that she will be forwarding through e-mail.

Mrs. DeMatteo reported she investigated and discovered there is not a law in place stating how much time you need to keep camera footage. Mrs. DeMatteo indicated most libraries she spoke with keep about two weeks of footage. Mr. Borsilli recommended consulting the library Attorney.

### **Staff/Trustee Training**

Mrs. DeMatteo announced she is in the process of scheduling sexual harassment training. Mrs. DeMatteo indicated the New Jersey Department of Civil Rights offers free training. Mr. Weber recommended the training also be open to Trustees interested in attending. Mrs. DeMatteo stated she will get back to the Board as soon as the dates are confirmed.

Mr. Weber indicated the State offers training sessions that count towards the suggested amount of Trustee training. Mrs. Cannon indicated there should be at least one training that all members attend and are able to interact. Mrs. Cannon asked Mrs. DeMatteo to contact the Attorney to see his availability.

### **Procedures for Handling Difficult Situations**

Dr. George announced procedures need to be put in place for how staff should handle difficult situations. Mr. Borsilli indicated the procedures really need to be thought out and this may tie into the surveillance cameras. Dr. George asked who fills out the incident reports. Mrs. DeMatteo indicated unless another Supervisor is directly involved, the Supervisor in Charge usually fills out the reports. Dr. George suggested receiving witness statements.

### **Public Library Directors Summit**

Mrs. DeMatteo announced she attended the 2019 Public Library Directors Summit, which was presented by the NJ State Library, and gave a brief summary of what she experienced. Mrs. DeMatteo distributed packets of information to the Board.

### **Director's Contract**

Dr. George announced the new Director's contract needs to be put in the Board of Trustees books.

### **Improve Communication**

Dr. George announced she felt there is a lack of communication among Trustees. Mr. Weber explained there is a structure where there are committees in place. Mr. Weber stated if committees are working on projects they will bring any action items to the full Board. Mr. Borsilli stated that is why the mid-month Director's report is important. Dr. George stated the mid-month report was a great way of communicating. Dr. George stated it is not the Board's role to solve the problems of the Library. Dr. George explained when a problem is identified the Board's role is to bring the item to the Director to solve the problem.

## **Proposed 2019 Changes of The Libraries of Middlesex, Inc. 2001 Bylaws**

Mrs. DeMatteo announced the Attorney reviewed the changes and noted they are legal changes but he does not see them as valuable. The Attorney stated four other libraries have approved the revised Bylaws so they will be adopted.

**Motion:** made by Kevin Borsilli, seconded by Steven Goldman to accept the Proposed 2019 Changes of the The Libraries of Middlesex, Inc. 2001 Bylaws. All in favor

## **Libraries of Middlesex Conflict of Interest Policy**

Mrs. DeMatteo announced the Attorney reviewed the policy and noted they are legal and noted it is up to the Board to accept them.

**Motion:** made by Kevin Borsilli, seconded by Steven Goldman to accept the Library of Middlesex Conflict of Interest Policy. **Vote Yes:** Annette Maxwell, Joan George, Barbara Cannon, Steven Goldman, Kevin Borsilli, Zainab Syed and Rocco Celentano. **Vote No:** Frank Weber

## **New Business**

### **Water Heater**

Mr. Goldman announced there isn't hot water in some of the bathrooms. Mr. Weber indicated he looked at Archer's quote extensively and noted they have at least two items in the quote that sub-contractors will do. Mr. Weber explained it is a hot water system on demand.

Mrs. DeMatteo pointed out that the Aero Plumbing quote states "Electrical Disconnects and Reconnections by others". Mr. Weber asked if the Township has an electrician or contractor on staff. Mr. Weber suggested going out to their contractor and use them in conjunction with Aero Plumbing.

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the proposal by Aero Plumbing in the amount of \$1,818.00. All in favor

### **Proposal for Emergency Lights in Bathrooms**

Mr. Weber announced there was never emergency lighting in the bathrooms. Mr. Weber reported it was confirmed there is nothing in the Township code that states its required. Mr. Weber indicated the Fire Marshall recommends having the emergency lighting. Mr. Weber indicated the Library has a generator to provide backup. Mr. Goldman pointed out the generator did not work during the last power outage. Dr. George stated the generator was fixed. Mrs. DeMatteo indicated the generator is tested once a week. Mr. Weber asked Mrs. DeMatteo to request the generator report every week. Mr. Weber suggested looking at something that doesn't require hardwiring from McMaster-Carr that would work as emergency lighting. Dr. George recommended involving the Facilities Manager.

**Motion:** made by Steven Goldman, seconded by Joan George to table the emergency lighting quotes until the next meeting. All in favor

## **Director's Report**

### **Energy Auction**

Mrs. DeMatteo announced she received an e-mail from John Smith from EMEX. Mrs. DeMatteo explained in 2017 they ran an energy auction for the Library which resulted with a contract from Aggressive Energy. Mrs. DeMatteo explained the contract term expires with Aggressive Energy on December 1, 2019. Mr. Smith wants to know if the Library would like to participate in another auction. Mr. Weber suggested speaking with Township to find out what they are doing. Mrs. DeMatteo indicated she had spoken to Township and was told this is the firm the Township uses. Mrs. DeMatteo was informed by Township that the Library is on a different schedule. Mrs. DeMatteo indicated she will find out more information.

### **Passports**

Dr. George asked why there were no statistics for Passports in the Director's Report. Mrs. Nowak indicated statistics for Circulation and Passports were not submitted. Dr. George pointed out this is the second month those statistics were not submitted so please talk to someone.

### **Old Bridge Day**

Mrs. DeMatteo announced Old Bridge Day is Saturday, September 21. Mrs. DeMatteo reported the Library is ready to participate. Mr. Goldman asked what the Library is doing for giveaways. Mrs. DeMatteo stated giveaways include cell phone wallets, drawstring bags, highlighters, insulated bags, pencils as well as other items. Mr. Weber suggested having the large meeting room open with a selection of Qello concerts.

### **Building Dedication**

Mrs. DeMatteo announced the Building Dedication has been rescheduled to Sunday, September 22, 2019.

## **Committee Reports**

### **Buildings & Grounds**

No report.

### **Finance**

No report

## **Outreach/Marketing**

Mrs. Cannon announced the Laundromat program is receiving very good feedback.

## **Personnel/Negotiations**

Dr. George announced they need to start preparing to negotiate the contracts for Maria Nowak and Linda Reynolds. Dr. George stated the Union's Supervisory Unit salary needs to be negotiated for 2020. Dr. George said she will send a letter to the Union.

## **Policy**

No report.

## **Technology**

Mr. Borsilli announced a Technology meeting was held. Mr. Borsilli reported discussions were held regarding Quickbooks and Zenith. Mr. Borsilli stated another meeting will be scheduled.

## **Personnel**

**Motion:** made by Steven Goldman, seconded by Frank Weber to accept the resignation of Adult Services Librarian Virginia Keating effective September 15, 2019. All in favor

**Motion:** made by Steven Goldman, seconded by Frank Weber to approve the appointment of Substitute Librarian Virginia Keating effective September 16, 2019 at an hourly rate of \$31.18. All in favor

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to approve the appointment of Part-time Passport Clerk Virginia LoMonaco at an hourly rate of \$17.00 pending background check. All in favor

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to approve the appointment of Part-time Passport Clerk Izbell Defede at an hourly rate of \$17.00 pending background check. All in favor

## **Finance**

### **Action on bills**

Dr. George announced she reviewed the bills and everything is in order.

**Motion:** made by Joan George, seconded by Steven Goldman to approve the September 12, 2019 bill listing in the amount of \$356,411.33. All in favor

## Public Comments

Mr. Goldman thanked Barbara Cannon for encouraging him to become an involved resident of Old Bridge. Mr. Goldman stated during his 23 years on the Library Board he has worked with very good Board Members and Directors. Mr. Goldman stated the one consistent person for him has been Maria Nowak and thanked her for all of the help she has given him over the years. Mr. Goldman stated Maria has always been that steady force. Mr. Goldman stated Maria has always gotten an answer whenever he's had a question he couldn't get an answer to.

Mr. Goldman stated he has fond memories of Mary Chamberlain and noted she cared about the Library as well as other Board Members that have passed on. Mr. Goldman also thanked Mrs. DeMatteo for stepping up as Interim Director. Mr. Goldman thanked the Board and said it's been a pleasure working with all of them. Mr. Goldman commented it has always been a great Library and his goal has always been to help make it better.

Mrs. Cannon announced she loves Steven Goldman dearly and stated he has been a personal friend and a fellow Library Trustee. Mrs. Cannon stated Steven Goldman's service on the Library Board has been a very big contribution to the Township. Mrs. Cannon presented Mr. Goldman with a plaque on behalf of the Library Board of Trustees with appreciation of his 23 years of service as a Library Trustee.

Mr. Weber stated it has been a pleasure serving with Steven Goldman on the Board and has appreciated his knowledge and insight. Mr. Weber stated all of his experience has been very helpful.

## Adjournment

**Motion:** made by Steven Goldman, seconded by Annette Maxwell to adjourn the meeting at 8:34 p.m. All in favor

Respectfully submitted,



Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: October 10, 2019

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nicole DeMatteo and Barbara Cannon