

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
OCTOBER 10, 2018**

Present:	Frank Weber	President
	Steven Goldman	Vice President
	Joan George	Treasurer
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Nancy Cohen	Director
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary

Absent:	Barbara Cannon	Secretary
	Paul Lawrence	Trustee

Guests: Library staff members Marcy Kagan and Jeffrey Walker

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.

Employee Medical Leave

Mrs. Cohen introduced Facilities Manager Jeffrey Walker and explained his medical leave. Mr. Walker received a Rice Letter and requested the discussion be held in public session. Mrs. Cohen explained that Mr. Walker is having issues with his knees which prevents him from doing some of his physical duties such as walking up ladders as well as tasks that involve the bending of knees. Mrs. Cohen noted Mr. Walker had modified duties for 2-3 weeks before his October 4, 2018 doctor's visit and was able to accomplish certain tasks without having to do a lot of climbing.

Mrs. Cohen indicated after Mr. Walker's October 4, 2018 doctor's visit, his physician highlighted limited stairs and limited ladders on the work note. Mrs. Cohen indicated much of the work that needs to be accomplished does involve climbing up and down ladders as well as bending and kneeling. Mrs. Cohen indicated she cannot ask Mr. Walker to accomplish these tasks at this time due to his restrictions and does not want Mr. Walker to injure himself further.

Mrs. Cohen indicated she is of the opinion that Mr. Walker should be off work as the doctor recommends if these modified duties cannot be accommodated. Mr. Weber asked if these injuries occurred during off work hours. Mrs. Cohen stated that was correct and noted this is not a worker's comp issue. Mr. Weber explained when someone is injured on the outside and their job description is precluded from being fulfilled because of an injury that person is not to return to work. Mr. Weber indicated there is nothing the Library can do to allow Mr. Walker to

continue to work as long as he has a restriction from the doctor that he's not fully able to perform his duties. Dr. George suggested sending the job description to Mr. Walker's physician. Mr. Walker announced he had a copy of his job description and noted it is two pages long. Mr. Walker distributed copies of his job description to the Board Members. Mr. Walker indicated he put check marks next to the tasks he can complete. Mrs. Cohen clarified with Mr. Walker that his physician did not have input with his job description. Mr. Walker indicated that was correct but noted most of what was on his list had very little to do with bending, standing, climbing ladders or changing light bulbs. Mr. Walker indicated the items he's restricted from are items that occur infrequently. Mr. Weber stated it is still an issue as the restricted items are still part of the job description. Mr. Weber indicated Mr. Walker cannot fulfill his job description particularly because it is a safety hazard for him and a liability hazard for the Library. Mr. Walker indicated the doctor's note doesn't say he cannot perform other duties. Mr. Weber indicated the doctor would need to submit a more comprehensive note and the Library may also want to have their own examination conducted. Mr. Weber indicated he has reviewed the matter with the Library Attorney and noted he is in agreement and is recommending Mr. Walker not return to work on a light-duty basis due to the nature of the job and his injury. Mrs. Cohen indicated to Mr. Walker that when he returns to his doctor after three weeks, hopefully he will be given clearance to return to work without modified duties.

Dr. George asked Mrs. Cohen if she reached out to the substitute custodian. Mrs. Cohen noted she did reach out and has not heard back. The Board wished Mr. Walker well on his recovery.

Old Business

Laurence Harbor

Mrs. Cohen announced the batteries in the emergency lights were replaced as well as one emergency light fixture. Mrs. Cohen indicated DPW took care of it.

Minutes

Dr. George indicated open items that were listed in the minutes of the last meeting should be kept under Old Business.

Filming of Workshops

Mrs. Cohen announced Digital Support Service Supervisor Jonathan Upton spoke to Mary Granahan at OBTV. Mrs. Cohen explained Ms. Granahan is able to use the format of the imaging that Mr. Upton uses. Mrs. Cohen indicated there is editing that needs to be done before the recordings are uploaded to YouTube. Mrs. Cohen indicated neither Ms. Granahan or Mr. Upton have the time for editing. Mrs. Cohen indicated Steve Gajewski of the Old Bridge High School Broadcasting Club will come by October 19 to look at Library equipment to help students understand how to edit recordings.

Roof Leaks/Repairs

Mrs. Cohen indicated there is still a small leak in front of new non-fiction. Mrs. Cohen noted the roofer came yesterday.

Operational Audit

Mr. Weber distributed copies of the Operational Audit to the Board Members for their review. Mr. Weber indicated there are positive items as well as recommendations in the report. Mr. Weber suggested Board Members review the report and submit any suggestions they may have to him.

Outside Walkways/Planting

Mrs. Cohen indicated she didn't have an update regarding planting. Mrs. Cohen indicated the Township Engineer gave her a copy of the parking lot improvement plan. Mrs. Cohen indicated she made some suggestions.

Mrs. Cohen indicated there will be a cut out to the van at the curb for easy access. The cobblestones will be removed from the front of the Library and will be replaced with asphalt. Mrs. Cohen noted most of the trees are being pulled out. Mrs. Cohen indicated there will be crosswalk stripes at the employee entrance. Mrs. Cohen indicated she suggested possibly installing crosswalk stripes all the way down in front of the Library to alert traffic that people do cross there. Dr. George indicated the Director should keep pursuing having paths installed in the front for safety reasons. Mrs. Cohen indicated she did request the paths. Mr. Borsilli suggested speaking to the Township council.

Strategic Plan

Mr. Weber announced the current Strategic Plan ends on December 31, 2018. Dr. George announced a new plan needs to be worked on.

HVAC

Mrs. Cohen announced the Township Engineer indicated to her that they would like to go out to bid this month. Mr. Weber indicated he will call the Council President regarding the HVAC.

Weekly Digital Showings / Large Meeting Room Use

Mrs. Cohen indicated the showings are advertised with press releases and put in the newsletter. Mrs. Cohen explained attendance varies depending on the program. Mrs. Cohen indicated she is occasionally approached by patrons complimenting the showings. Dr. George suggested the possibility of creating a film club consisting a group of people to pick out and attend the films.

Directors Report

Carpet Cleaning

Mr. Goldman indicated when the Library was having the new carpeting installed the vendor sold the Library a machine to clean the carpeting. Mrs. Cohen explained the machine is a spot cleaner and noted it works very well. Mrs. Cohen stated the spot cleaner cannot be used on more than one carpet square at a time. Mrs. Cohen indicated the Bissell machine is much larger and good for cleaning larger areas. Mrs. Cohen indicated she recently had the story time room carpet cleaned by a vendor. Mrs. Cohen indicated the job was decent but noted it took all day for the carpet to dry. Mrs. Cohen explained when the Bissell was used in the teen area, it did a great job and the carpeting was practically dry in an hour. Dr. George asked who pushes the machine. Mrs. Cohen indicated that would be the job of the Facilities Manager.

Municipal Allocation and State Aid

Mrs. Cohen announced the decrease in the Municipal Allocation. Mrs. Cohen indicated the decrease will be approximately \$15,000.00 less than the year before. Mrs. Cohen indicated the state aid is slightly more than what it was last year.

Mr. Weber explained the funding out of municipal budget is one-third of a mil. Mr. Weber explained that number is based on whatever the value of the total ratables are in the town. Mr. Goldman indicated that is the minimum funding formula the State requires. Mr. Weber explained though the real dollar deduction is \$15,000.00 and noted when Old Bridge was growing at 150 to 200 homes a year the Library would get a 1-2% increase on that base because you are incurring increase ratables from year to year. Mr. Weber went on to explain the real loss to the Library is more in the neighborhood of \$150,000.00 to \$200,000.00 as the Library is not getting income to replace the new expenses coming in. Mr. Goldman indicated this is beyond the Board's control.

Boilers

Mrs. Cohen announced the boilers have been looked at and are up and running. Mrs. Cohen indicated the Library should be able to switch over to heat without any issues.

Van

Mrs. Cohen announced the van will be brought in for a warranty repair. Mrs. Cohen explained the hood latch broke off. Mrs. Cohen indicated the repair will be done next week.

Bushes

Mrs. Cohen announced she had the bushes trimmed around the sign in the back of the Library. Mrs. Cohen indicated Parks and Recreation took care of it right away.

Equipment Warranty for Wi-Fi

Mrs. Cohen announced when the Wi-Fi system was installed five years ago there was one piece of equipment that had a warranty on it from the manufacturer. Mrs. Cohen explained the warranty is handled by EIRC who installed the system. Mrs. Cohen indicated EIRC is no longer in business and noted the warranty on the piece of equipment expires at the end of the month. Mrs. Cohen indicated it took months to find a company to help the Library with extending the warranty. Mrs. Cohen announced the cost is \$300.00 for one year.

Janitorial Service

Mr. Goldman asked if there were any new developments on the Janitorial Service Contract. Mrs. Cohen indicated she was told the Township is going out to bid this week. Mrs. Cohen noted the Department Public Works handles the contract.

LMxAC

Mrs. Cohen announced she forwarded the Board the LMxAC assessment formula. Mr. Weber indicated LMxAC wants Libraries to have auto renewals and noted our Library wasn't participating in the program. Mr. Weber indicated it was determined that if an item is automatically renewed it counts as another circulation number. Mrs. Cohen indicated renewals count as circulations and noted they always have. Mrs. Cohen explained with automatic renewals that would increase circulation which would increase the assessment formula. Mr. Weber indicated it also takes away from the fine process. Mrs. Cohen indicated there is a LMxAC meeting on Friday at which point the new assessment will be voted on.

Workshops

Dr. George asked why workshops are being held at the Laurence Harbor Branch. Mrs. Cohen indicated they are trying to cater to residents that live near the Branch. Dr. George stated no one is attending the workshops. Dr. George indicated one person registered. Mrs. Cohen indicated workshops is something they are trying and noted if they don't have good attendance they will be discontinued. Dr. George explained workshops are still being held for two people. Dr. George indicated she thought if there weren't six registrants the program would not be held. Dr. George stated she doesn't think it's appropriate to run programs for two people.

Meeting Rooms

Mr. Borsilli announced he noticed the Villages of Aberdeen held a meeting in the large room and asked why they wouldn't go to Matawan-Aberdeen Library. Mr. Cohen explained the Matawan-Aberdeen Library has a much smaller meeting room. Mrs. Cohen indicated there is a different fee for non-residents versus residents. Dr. George asked that an asterisk be put on the reports to show what groups are paying the fee.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

Mr. Weber indicated the Passport Department should reach out to Travel Agencies in Monmouth County to promote passport services.

Mrs. Cohen announced a brochure is being put together highlighting the Digital Resources Only card. Mrs. Cohen indicated the brochure should be out in the lobby soon.

Mr. Goldman asked if there is a possibility of adding more book drops. Mrs. Cohen indicated she tried Amboy Bank near Westminster Boulevard and they don't have an interest at this time. Dr. George indicated there are other banks and other sites. Dr. George asked Mrs. Maxwell to suggested the idea to members of the Chamber of Commerce. Mr. Goldman suggested speaking to Steve Mamakas to see if he would be able to help. Mrs. Cohen indicated she will contact New Jersey Transit to inquire about putting a drop box at the bus station.

Personnel/Negotiations

Dr. George announced the attorney is looking for negotiation dates and noted he put a call into the new Union Representative on September 28, 2018. Dr. George indicated the Attorney is still waiting to hear back. Mr. Weber indicated he will call the Attorney tomorrow to see if any progress has been made. Dr. George indicated the attorney is going through the union contract and is removing any items that may not be legal.

Policy

No report.

Technology

Mrs. Borsilli announced a meeting needs to be held soon. Dr. George explained one issue that needs to be looked at is the set-up of the consulting services. Dr. George indicated as she remembers the consultant was to be called in if there was an issue that the Supervisor could not handle which was to be networking. Dr. George indicated it has now evolved that the same consultant comes in every week for three hours. Dr. George stated that's basically having another employee. Dr. George announced the Supervisor is now complying with her request to put in a work order when a consultant comes in to do work. Dr. George indicated a summary of the consultant's work is also being provided as requested.

New Business

Computer Quote

Motion: made by Steven Goldman, seconded by Rocco Celentano to approve the purchase of five OptiPlex 3050 SFF Computers from Dell in the amount of \$3,419.90. All in favor

Personnel

Motion: made by Steven Goldman, seconded by Frank Weber to accept the resignation of Library Page Karen Ibrahim effective September 13, 2018. All in favor

Motion: made by Steven Goldman, seconded by Frank Weber to approve the appointment of Acquisitions Library Assistant Sarah Lair at an hourly rate of \$16.63 pending background check. All in favor

Motion: made by Steven Goldman, seconded by Frank Weber to approve the appointment of Library Page Jenna Gervase effective October 15, 2018 at an hourly rate of \$8.60. All in favor

Minutes

Motion: made by Joan George, seconded by Rocco Celentano to approve the September 12, 2018 regular board minutes. **Vote Yes:** Frank Weber, Joan George, Rocco Celentano, Kevin Borsilli, Annette Maxwell and Zainab Syed. Steven Goldman abstained.

Finance

Dr. George announced she reviewed the bill listing and noted her questions were answered and everything is in order.

Motion: made by Joan George, seconded by Annette Maxwell to approve the October 10, 2018 bill listing in the amount of \$246,479.32. All in favor

Comments

Mr. Goldman expressed his appreciation to the Director for her years of service to the Library. Mr. Goldman indicated he is sad to see her go and wished her the best.

Mr. Weber indicated he would like to send a donation to the family of Michael Nielsen. Mr. Weber asked Board Members who would like to donate reach out to him.

Rocco Celentano praised the Director for having a voter registration drive on Friday. Mr. Celentano indicated he made sure it was tweeted out to the Old Bridge High School Class of 2018.

Adjournment

Motion: made by Steven Goldman, seconded by Zainab Syed to adjourn the meeting at 8:15 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Trustee
Library Board of Trustees
Date Approved: November 14, 2018
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Nancy Cohen and Annette Maxwell