

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

Present:	Frank Weber	President
	Annette Maxwell	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Kevin Borsilli	Trustee
	Zainab Syed	Mayor's Alternate
	Nicole DeMatteo	Library Interim Director
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary

Absent:	Paul Lawrence	Trustee
	Rocco Celentano	Supt. of Schools' Alternate

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.

Minutes

Linda Reynolds pointed out a correction needs to be made under Personnel regarding Virginia Keating's start date as a Substitute Librarian. The date will be amended to September 16, 2019.

Motion: made by Annette Maxwell, seconded by Kevin Borsilli to approve the September 12, 2019 regular board minutes as amended. All in favor

Old Business

QuickBooks

Mrs. DeMatteo announced an email was sent to Townships Head of Technology, Tom Sommers asking if he would be able to help with QuickBooks. Mr. Sommers responded the request be forwarded to the Business Administrator. Mr. Weber indicated he will reach out to Mr. Shah tomorrow.

Digitization for Historical Society Newspaper

Mrs. DeMatteo announced the digitization of the newspaper could be downloaded to flash drive for an estimated price of \$2,500. Mrs. DeMatteo explained the files would be text searchable PDFs. Mrs. DeMatteo explained if it's decided to let the company host the site, the setup fee is \$3,500 and the annual hosting fee is \$650. Mr. Borsilli asked if there is backup if something happens to the flash drive. Mrs. DeMatteo responded copies can be made.

Reorganization

Dr. George announced this matter addresses the fact that the Executive Assistant, Maria Nowak will be retiring. Dr. George explained the job descriptions of Maria Nowak and Linda Reynolds need to be reviewed and revised. Dr. George stated it would be best to separate the two positions. Dr. George explained there would be an Executive Assistant for Finance and an Executive Assistant for Personnel. Dr. George stated she worked up drafts for each job description for the Personnel Committee to review. Dr. George explained that Linda Reynolds would be very good for Personnel because she knows the staff, she already processes payroll and knows the personnel procedures. Dr. George suggested Linda's job description be changed to Personnel and they would go out for the Finance position. Mr. Weber stated the new Financial person should be as capable as Mrs. Nowak. Dr. George indicated if the Board agrees with this, she will meet with the Personnel Committee to move forward.

Library Director

Mr. Borsilli asked what the timeframe is for the new Library Director. Mr. Weber announced Mr. Bobish is scheduled to start on Tuesday, October 15, 2019. Dr. George indicated there is no beginning or ending date on Mr. Bobish's contract. Mr. Weber stated Mr. Bobish's contract is to be renewed on the anniversary of his start date.

Continued Staff Lateness

Dr. George announced there have been improvements, but noted there are still some lateness problems with a few staff members.

Operational Hours

There was a brief discussion regarding the procedures of opening and closing the Library.

Contract with Zenith

Mr. Borsilli announced he does not have an update regarding Zenith. Mr. Borsilli indicated he and Mr. Lawrence came up with a list of questions for Zenith. Mr. Borsilli indicated he will follow up with Mr. Lawrence to see if any progress has been made. Mr. Weber reminded the Board the contract with Zenith is close to \$9,000 per year. Mr. Weber indicated the Director doesn't have it within his or her discretion to sign or even engage in the contract. Mr. Weber stated with a contract of this nature the Library would want to go out to bid. Mrs. Cannon stated she would like have some idea of the scope of work that is being done by the consultant.

Safety Measures

Mrs. DeMatteo indicated the emergency lights have been tested in the restrooms. Mrs. DeMatteo explained the multiple stall restrooms have emergency lighting. Mrs. DeMatteo stated the individual restrooms do not have emergency lighting. Mrs. DeMatteo indicated the Facilities Manager will be looking into battery operated LED lights for the single bathrooms.

Staff/Trustee Training

Mrs. DeMatteo announced the tentative date for sexual harassment training is November 7, 2019. Mrs. DeMatteo indicated she is waiting for confirmation from the Department of Civil Rights. Mrs. DeMatteo indicated this training would be with the full staff in the morning and explained the Library would have a late opening.

Mrs. DeMatteo announced she spoke with the Attorney and explained he is more than willing to conduct a Trustee Workshop on ethics or something of that nature. Mrs. DeMatteo explained the Attorney advised her that the State is the best place to do the sexual harassment training. Mrs. DeMatteo stated the Trustees could certainly attend the staff sexual harassment training. Dr. George stated it would make more sense for the Trustees to have training in the beginning of the year rather than the end of the year, as there is only two months left of 2019. Mr. Weber stated there is a number of webinars that Trustees can participate in individually. Mrs. DeMatteo stated Trustees can go to the New Jersey State Library website for information on webinars. Mrs. Cannon stated she feels a training session is needed where the group can interact. Mrs. Cannon stated she is upset as she has been asking for Board Training for two years and it never seems to be the right time of year. The Board agreed to plan Trustee training session for January on a Saturday.

Procedures for Handling Difficult Situations

Dr. George announced these procedures can be worked on by the new Library Director.

Improved Communication

Dr. George suggested as Mr. Borsilli stated at the last meeting that the mid-meeting report is useful and would like to go back to receiving it.

Dr. George stated she doesn't feel the Director's Report needs to include all of the reports from the Managing Librarians.

New Business

Mr. Weber announced he was approached by Sam Rizzo who use to be the Engineer for the Planning Board and is now active in the Historical Society. Mr. Weber asked if anyone was familiar with former baseball player Stan Musial, who is originally from Donora Pennsylvania and was drafted by the Saint Louis Cardinals when he was 21 as a pitcher. Mr. Weber explained although pitching didn't work out, he became one of the most productive batters in the history of baseball. Mr. Weber stated he has a nephew who flew in as a bomber in World War II. Mr. Weber stated he lived in Laurence Harbor for a period of time with his sister. He went back into the service and was shot down. Mr. Weber stated there is a book that has been written about that incident by the son of the pilot of the plane. Mr. Weber stated some of them were captured and there were a couple of fatalities. Mr. Weber stated the nephew was captured and ended up losing his leg. The reviews on Amazon are very good. Mr. Weber stated the Historical Society wanted to know if the Library would want to co-host the Author to visit the Library to discuss

the book with a PowerPoint presentation. Mr. Weber stated Mr. Rizzo is in contact with him and is looking into what the cost would be. Mr. Weber stated both groups would fly the Author from Los Angeles to New Jersey, supply him with a two-night hotel stay and meals. He negotiates for an honorarium. Mr. Weber suggested contacting VFW's in both Middlesex and Monmouth counties.

Motion: made by Frank Weber, seconded by Kevin Borsilli to contribute to the cost of the Author for the flight, hotel, meals and an honorarium at a cost not to exceed \$2,000. All in favor

Large Meeting Room

Dr. George asked why the Library charges Homeowner Associations to use the meeting room as the residents pay taxes. Mrs. Cannon indicated she recalls the reason being for insurance purposes but noted it can be looked at again.

Outside Meetings and Webinars

Dr. George pointed out a Librarian went to three different events that were NJLA or ALA. Dr. George stated these events were on Library time. Dr. George stated a Supervisor attended two events. Dr. George indicated something like an NJLA Organizational Committee event held during working hours should be required to make up the time. Dr. George indicated one of the Librarians has been attending several and it is taking days out of their work time. Dr. George stated she will be looking at the matter.

Director's Report

State Aid

Mrs. DeMatteo announced the State Aid check was received in the amount of \$28,644.00 and noted there was an increase of \$31.00.

Third of a Mil

Mrs. DeMatteo announced the one-third of a mil for 2020 is projected to be in the amount of 2,788,823.00. Mrs. DeMatteo stated this is an increase of \$95,652.00 from 2019.

2019 Audit

Mrs. DeMatteo announced Executive Assistant Maria Nowak has been in contact with the Auditor. Mrs. DeMatteo explained Mrs. Nowak will be retiring and is requesting to have the Auditor come in October or November to start the 2019 audit process while she is still here. The audit would be for the first ten or eleven months and they would come back to complete the audit after January. Mrs. Nowak stated the cost would be \$100 more and noted the rate has been increasing yearly. Mrs. Nowak stated she would like to retire knowing all the books are in order for her replacement.

Motion: made by Joan George, seconded by Annette Maxwell to approve the early start of the 2019 audit in the amount of \$5,800 which will coincide with Mrs. Nowak's retirement so the handoff is clean. The remaining portion of the audit will be completed after January 1, 2020. All in favor

Laurence Harbor Building

Mrs. DeMatteo announced the Facilities Manager emailed Public Works regarding work that needs to be done at the building. Mrs. DeMatteo stated she received an email from the Director of Public Works Kyle Harris, stating the Laurence Harbor Branch is not a Township building and the Library is responsible for maintenance. Mr. Weber stated the Library does not own the building and will look into the matter. Mrs. DeMatteo stated the siding is separating from the back of the building is holding water. Mrs. DeMatteo explained there are lighting issues as well, which may be electrical as they are flashing even after bulbs are changed.

Surveillance Cameras

Mrs. DeMatteo announced she has received a call from an insurance company requesting camera footage of an apparent car accident that occurred in the parking lot. Mrs. DeMatteo asked the Board if she can release the video footage to them. Mrs. DeMatteo indicated she has not reviewed the footage to see if an incident occurred. It was suggested Mrs. DeMatteo find out if there is a police report of the incident and take it from there.

Macmillan

Mrs. DeMatteo announced Macmillan Publisher's changed their Library eBook lending policy. Mrs. DeMatteo explained Macmillan is placing an embargo on their newly released titles. Mrs. DeMatteo explained a Library will only be able to purchase one copy of a new Macmillan title within the first eight weeks of its release. Mrs. DeMatteo explained after the eight weeks is up theoretically libraries will be able to purchase other copies. Mrs. DeMatteo stated this new policy impacts us because it will cause longer hold lists. Mrs. DeMatteo stated the American Library Association as well as NJLA have spoken out against this policy. There was a brief discussion.

Statistics

Dr. George announced circulation was down this past month and programs were up.

Motion: made by Kevin Borsilli, seconded by Annette Maxwell to accept the October 2019 Director's Report. All in favor

Committee Reports

Buildings & Grounds

No report.

Finance

No report

Outreach/Marketing

No report

Personnel/Negotiations

Dr. George announced the Personnel Committee has reached out to Supervisor Felisha McEachern to schedule negotiations. Dr. George noted the Supervisors salary is the only item to be negotiated.

Policy

Mr. Weber stated the committee will review the meeting room policy.

Technology

No report

Personnel

Motion: made by Kevin Borsilli, seconded by Frank Weber to approve the appointment of Library Page Andre Eldred at an hourly rate of \$10.00 effective October 14, 2019. All in favor

Motion: made by Kevin Borsilli, seconded by Frank Weber to approve the appointment of Library Page Valentina Lazoja at hourly rate of \$10.00 effective October 16, 2019. All in favor

Motion: made by Kevin Borsilli, seconded by Frank Weber to approve the appointment of Library Page Angelique Chambers at an hourly rate of \$10.00 pending background check. All in favor

Motion: made by Kevin Borsilli, seconded by Annette Maxwell to accept the retirement of Executive Assistant Maria Nowak effective December 1, 2019. **Vote Yes:** Barbara Cannon, Kevin Borsilli, Annette Maxwell, Zainab Syed, Frank Weber and Joan George.

The Board President Frank Weber thanked Mrs. Nowak for 32 ½ years of service and stated that she has been marvelous. The Board thanked Mrs. Nowak. Mrs. Nowak stated she will miss it but it's time.

Finance

Action on bills

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

Motion: made by Joan George, seconded by Frank Weber to approve the October 10, 2019 bill listing in the amount of \$216,028.93. All in favor

Dedication Ceremony

Mrs. Cannon asked if there was notification ahead of time that the letters were going to be put on the Library building. The Board responded they were not informed.

Executive Session

Motion: made by Kevin Borsilli, seconded by Zainab Syed to go into executive session at 8:19 p.m. to discuss matters of personnel. All in favor

The Board came out of executive session at 8:35 p.m.

Motion: made by Annette Maxwell, seconded by Frank Weber to rescind the job offer to Izbell Defede for Part-time Passport Clerk. All in favor

Adjournment

Motion: made by Joan George, seconded by Annette Maxwell to adjourn the meeting at 8:36 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: November 13, 2019

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nicole DeMatteo and Barbara Cannon