

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
NOVEMBER 13, 2019**

Present:	Frank Weber	President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Kevin Borsilli	Trustee
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Owen Henry	Mayor
	Michael Bobish	Library Director
	Linda Reynolds	Confidential Secretary
Absent:	Annette Maxwell	Vice President
	Paul Lawrence	Trustee
Guest:	Sam Rizzo, Old Bridge Historical Society	

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.

Board Member Resignation

Mr. Weber announced that Paul Lawrence has resigned from the Library Board.

Historical Society

Sam Rizzo introduced himself and gave a brief background of his time a Township employee. He is now retired. Mr. Rizzo stated he has stayed involved with the Old Bridge Township Historical Society. Mr. Rizzo stated he read the book Shot Down and explained the author wrote about his father who piloted a B17 in World War II, which was shot down. The interesting part is that one of the crew members Joe Musial resided in Laurence Harbor and was the Uncle to baseball player Stan Musial. Mr. Rizzo stated it was proposed the author would do a PowerPoint Presentation at the Library. Mr. Weber indicated the author Steve Snyder is scheduled to fly in December 3, 2019 and give his presentation on December 4, 2019. Mr. Weber stated a time will be determined. Mr. Weber suggested pursuing World War II Veterans as there may be interest. Mr. Borsilli suggested getting the word out to the younger generation as well. Mr. Celentano indicated this is the time of year the US History II classes are covering World War II and would look into getting a class to attend. Mr. Weber suggested contacting the ROTC Commander at the high school as well as the color guard.

Minutes

Trustee Training

Dr. George asked if a date was scheduled for the Trustee Training. Mr. Weber stated the training will take place on January 25, 2020 at 10:00 a.m. Mr. Weber indicated the Attorney stated the session will be just over an hour. Mr. Weber stated if anyone feels they need more individual training, online webinars are available.

Meeting Room Fees

Dr. George stated residents that pay taxes to support the Library should not be charged to use the meeting rooms. Mr. Borsilli indicated he agrees and suggested the verbiage of the policy be reviewed. Mrs. Cannon stated the policy committee will meet to discuss the matter.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the October 10, 2019 regular board minutes. **Vote yes:** Frank Weber, Joan George, Barbara Cannon, Kevin Borsilli and Zainab Syed. Rocco Celentano abstained.

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to approve the October 10, 2019 executive session board minutes. **Vote yes:** Frank Weber, Joan George, Barbara Cannon, Kevin Borsilli and Zainab Syed. Rocco Celentano abstained.

Old Business

QuickBooks

Mr. Bobish announced he is pursuing this issue. Mr. Bobish indicated Mr. Upton will attempt drive mapping again as well as updating QuickBooks to the latest version. Mr. Bobish indicated they are in talks with Mike of LMxAC to investigate if an existing firewall is the problem. Mr. Bobish indicated they spoke to Inuit hoping they could assign a tech to us, and noted that fell through. Mr. Bobish stated he spoke with Eileen Palmer about having Mike come and work with Intuit over the phone to try and nail down the issue. Dr. George asked for an update at the next meeting.

Digitization for Historical Society Newspaper

Mr. Bobish went over the quotes for the digitization. Mr. Weber asked when this paper discontinued. Mrs. Cannon stated she believes it was discontinued in the early 1980s. Mr. Weber asked how much of a demand is there for this publication. Mrs. Cannon stated it was an Old Bridge only newspaper that had a lot of interesting information. Mr. Celentano stated he felt it would be a waste to let it go. Mr. Celentano indicated he agrees giving it to a web server and being charge a yearly fee is not necessary. The goal is to do something to preserve the publication.

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to approve the digitization of the Historical Society Newspaper not to exceed \$2,500.00. All in favor.

Reorganization

Dr. George announced she sent Board Members drafts of two job descriptions. Dr. George stated the Personnel Committee recommends eliminating job titles for the Confidential Secretary and Executive Assistant positions with new job titles. Dr. George stated the job titles would be Executive Assistant for Personnel and Executive Assistant for Finance. Dr. George explained the current Confidential Secretary, Linda Reynolds' job title would be changed to Executive Assistant of Personnel. Dr. George stated the Executive Assistant for Finance position would need to be posted as soon as possible.

Motion: made by Joan George, seconded by Frank Weber to eliminate the positions of Executive Assistant and Confidential Secretary as they presently exist effective December 1, 2019. All in favor.

Motion: made by Barbara Cannon, seconded by Frank Weber to approve the job descriptions for Executive Assistant of Personnel and Executive Assistant for Finance. All in favor.

Dr. George announced it was suggested the starting salary for the Executive Assistant for Finance position be \$48,000. The salary may be negotiated if there is a superb candidate with a very strong background in finance.

Motion: made by Joan George, seconded by Rocco Celentano to approve the contract for Linda Reynolds as Executive Assistant for Personnel at a salary of \$55,000.00 plus a \$5,000 stipend for extra work duties outside the workday effective December 1, 2019. All in favor.

Motion: made by Barbara Cannon, seconded by Rocco Celentano to approve the starting salary for the Executive Assistant for Finance at an annual salary of \$48,000.00. All in favor.

Dr. George requested Mr. Bobish work on the job posting for the Executive Assistant for Finance. Mr. Weber suggested to include accounting and library experience in the job posting. Dr. George any public service job would be good as libraries and schools are similar.

Staff Lateness

Mr. Bobish announced there has been a significant drop in staff lateness. Mr. Bobish stated the Personnel Manual states chronic lateness as being over three times in a month. Mr. Bobish reported no employees were late more than three times in October. Dr. George stated it is a step in the right direction. Dr. George indicated the Personnel Committee may revisit the policy. Dr. George stated it is excessive lateness if someone is late three times every month for a year.

Mr. Bobish stated a rack is being installed tomorrow near the time clock to hold the time cards. Mr. Bobish stated the staff was fine with the rack.

Zenith

Dr. George asked if the Zenith Consultants have stopped coming in once a week, since that was what was suggested at the last meeting. Dr. George stated the consultant was going to submit a report on what work Zenith has completed. Dr. George stated Mr. Upton is to submit a report on what he suggests be done. Mr. Bobish stated Mr. Upton is currently compiling reports about what work he has requested from Zenith in the past year, including any routine maintenance and special projects. Mr. Bobish indicated they are asking the consultant for a report regarding special projects and maintenance that has been completed. Mr. Bobish explained these reports include work on the domain controls which has been identified as an ongoing project as well as the network monitoring software. Mr. Bobish stated he is asking for at least four months of reports. Mr. Bobish stated he is asking reports be submitted by Mr. Upton and Zenith by November 22, 2019. Mr. Weber stated he spoke with Mr. Lawrence about Zenith and noted his findings were that there is no justifiable need for Zenith to come in for three hours every week. Dr. George stated when there is a clear picture of what is needed and wanted for a consultant, the Library may want to go out for bid. Dr. George stated there must be someone who lives in Old Bridge who can provide these services. Mr. Borsilli stated he met with Mr. Bobish last week to have an understanding of what the job is and what needs to be done. Mr. Borsilli stated once Mr. Bobish gets these reports together, a committee meeting will be held to discuss the next steps. Mrs. Cannon stated they are looking to reorganize the Digital Services Department. Mr. Bobish stated Mr. Upton's vacant position can be posted based of what the Department needs such as networking experience. Mr. Weber pointed out it doesn't need to be a Librarian. Dr. George suggested reorganizing the department before posting the position. Mr. Bobish stated he requested an organizational chart from Mr. Upton to get a sense how the department is running. Dr. George asked if Mrs. Barglowski will be able to fill in after Mr. Upton leaves. Mr. Bobish stated he spoke with Mrs. Barglowski and noted she would be interested in the extra hours. Dr. George indicated when a consultant comes in a person in the technology department should be present. Dr. George stated the Library spent \$40,000 during the past three years with Zenith.

Safety Measures

Mr. Bobish announced wireless emergency lights have been installed in all the single stall restrooms. Mr. Bobish explained how the lights function.

Staff/Trustee Training

Mr. Bobish reported he conducted the first large staff meeting in about four years. Mr. Bobish thanked the Board for approving the late opening to accommodate the meeting. Mr. Bobish stated the meeting went well. Mr. Bobish reported they covered attendance, time clock, team building and continued into the sexual harassment training. Mr. Bobish reported the sexual harassment training went very well. Mr. Bobish asked the presenter for a copy of the presentation slides for staff that wasn't able to attend. Mr. Weber stated he attended the training and noted the Library's policy was spot on with what was being discussed. Mr. Weber stated he is hopeful the training leaves a positive influence.

Procedures for Handling Difficult Situations

Dr. George announced due to recent incidents, procedures need to be put into place. Mr. Bobish indicated he will be looking into procedures. Mr. Bobish stated de-escalation training for all staff would be beneficial. Mr. Bobish went over some ideas he will be looking into. Dr. George announced there was a Facebook posting on the Old Bridge Parents page from a person that was annoyed with their experience at the Library. Dr. George asked Mr. Bobish what he can do about it and if he would contact the person. Dr. George stated people need to be made aware if they are unhappy with something in the Library, they can speak to a Supervisor. Mr. Bobish stated he will look into situation. Mr. Bobish indicated the Supervisor asked him if it would be ok for her to respond on Facebook and noted he gave her the approval.

Improved Communication

Dr. George stated to Mr. Bobish that she feels he is improving communication with the staff. Dr. George explained the mid-month report was a bit long and didn't need to be so detailed. Dr. George stated the new format of the Director's Report is a vast improvement. Mr. Bobish stated he is hoping to have more staff meetings and intends to meet with Supervisors' twice a month.

New Business

Passports

Mr. Weber announced the New Jersey Driver's License will no longer be accepted for US flights. Mr. Weber indicated in the meantime the passport card is acceptable for US flights. Mr. Weber requested promoting Passports as much as possible.

Fine Fee Initiatives

Dr. George explained this is an idea that the Library does not charge fines if books are late. Dr. George stated all of the pros and cons were discussed at prior board meetings when LMxAC was going to do this automatically. Dr. George indicated it was the Boards decision to keep what is in place. Mrs. Cannon reported some of the big cities have found eliminating fines has encouraged people to return books and the use of these libraries has increased considerably, especially with children's books. Mrs. Syed stated if someone delinquent, if there are no fines the person would not be so discouraged to come back. Mr. Celentano stated the Library held an amnesty program that was successful in the past and suggested holding another program. The Board agreed.

Statistics

Dr. George stated the statistics for Physical Media went from 25,896 in 2018 to 19,661 in 2019. Dr. George asked if there was any explanation for such a drop. Mr. Bobish stated he noticed some irregularities with physical circulation statistics. Mr. Bobish stated he is working with the LMxAC to try and figure out why. Mr. Weber requested the Library conduct a month or two of internal statistics and match them to LMxAC. Mr. Bobish stated he will talk to the Supervisor of

Circulation. Mr. Weber requested Kanopy and Qello be listed under eMedia as two separate services. Dr. George stated a colorful brochure needs to be created on how to hook up to Kanopy and Qello.

Director's Report

Off Site Meetings

Dr. George announced last month she raised the question of employees attending outside meetings on the Library's time. Dr. George pointed out the outside meetings for this month had the same two employees active last month. Dr. George stated they need to know how much time is spent that the Library is paying for that isn't directly Library business. Dr. George stated when she was in education and they had an offsite meeting it was not on the districts time. Dr. George stated if these meetings are spent on Library time, the time needs to be made up. Dr. George asked Mr. Bobish if they need to go through his approval. Mr. Bobish confirmed that they do need to go through Director's approval, but many of them have been approved by previous Director's. Mr. Bobish pointed out there is language in the Personnel Manual that says these meetings can be done on work time if they receive prior approval. Dr. George suggested Mr. Bobish look into the matter.

Committee Reports

Buildings & Grounds

Mr. Bobish stated there was a major leak on his first day which caused the lights to flicker near Circulation. Mr. Bobish stated the windows needs to be re-glazed and the coping on the roof was never bent down properly. Mr. Bobish stated there was ambiguity regarding who needed to be contacted. Mayor Henry stated he will speak to Kasey Lenning for an update. The Mayor stated if it's the windows it would be DPW if it's the coping it should be the roofing company. Mr. Weber stated even though there is a new roof, because of the original design the Library will experience occasional leaks.

Mr. Weber announced there is a potential mold problem at Laurence Harbor that needs to be examined. Mr. Weber stated there was a leak that may have gotten between the walls. Mr. Weber stated less than ten percent of Library business is conducted at Laurence Harbor. Mr. Weber explained in many cases the Central Branch is more accessible to the Laurence Harbor community than South Old Bridge. The Mayor requested someone send him an email and a call will be made to the insurance company.

Finance

No report

Outreach/Marketing

Dr. George requested copies of newspaper clippings no longer be included in the board packets. Dr. George stated certain articles such as the dedication ceremony should still be included.

Personnel/Negotiations

Policy

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

Technology

No report.

Personnel

Motion: made by Barbara Cannon, seconded by Kevin Borsilli to accept the resignation of Substitute Passport Agent Lydia Kircher effective November 13, 2019. All in favor.

Motion: made by Barbara Cannon, seconded by Kevin Borsilli to approve the appointment of Library Passport Agent Lydia Kircher at hourly rate of \$17.00 effective November 14, 2019. All in favor.

Motion: made by Joan George, seconded by Rocco Celentano to accept the resignation of Managing Librarian Jonathan Upton effective December 3, 2019. All in favor.

Motion: made by Kevin Borsilli, seconded by Joan George to rescind the job offer for Library Page to Angelique Chambers due to illness. 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 Rocco Celentano to approve the November 13, 2019 bill listing in the amount of \$193,516.33. All in favor.

EMEX LLC Reverse Energy Auction

Mr. Bobish announced Ambit Energy is the best price. Mayor Henry stated the numbers look good. Mr. Weber asked if there was any way the Library could participate with the Township. Mr. Bobish stated he spoke with the Business Administrator today and unfortunately their timing is off. Mr. Bobish stated he is recommending Ambit Energy for 24 months.

Motion: made by Rocco Celentano, seconded by Barbara Cannon to accept the proposal from Ambit Energy with a 24-month contract at the rate of \$.08820 /kWh. All in favor.

Adjournment

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to adjourn the meeting at 8:32 p.m. All in favor.

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: December 11, 2019
Transcribed from tape by Linda Reynolds
Reviewed by Michael Bobish and Barbara Cannon