

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
NOVEMBER 14, 2018**

Present:	Frank Weber	President
	Steven Goldman	Vice President
	Joan George	Treasurer
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Nancy Cohen	Director
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary

Absent:	Barbara Cannon	Secretary
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	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.

ESL Graduation

Mrs. Cohen distributed invitations to the ESL Graduation Ceremony to Board Members.

Old Business

Laurence Harbor

Mrs. Cohen announced there is some carpeting that is lifting that will need to be re-glued.

Roof Leaks/Repairs

Mrs. Cohen announced Tremco evaluated the roof yesterday. Mrs. Cohen indicated there is one spot that consistently leaks. Mrs. Cohen indicated the leak is not as bad as it used to be, but it still drips in the heavy rain. Mrs. Cohen indicated a representative from the New Jersey Clean Energy Program visited the Library to follow up on the work that was done to the roof as part of the ESIP Program. Mrs. Cohen stated she let the representative know about the roof leaks.

Outside Walkways/Planting

Mrs. Cohen announced she had no update.

Mrs. Cohen announced a small portion of the parking lot between the Library and the Ice Arena was dug up to install cabling for cameras. Mrs. Cohen indicated this is a part of the Municipal Complex Improvement Plan.

HVAC

Mrs. Cohen announced she has not received a response from the Township Engineer.

Passport/Travel Agencies

Mrs. Cohen announced she has arranged for a mailing to go out by the end of the week to Monmouth County travel agencies, which will include cards promoting our passport operation.

Digital Resource Only Cards

Mrs. Cohen announced new brochures and fliers have been generated promoting the Digital Resource Only Cards. Mrs. Cohen indicated a Patron Link email blast was sent out to Sayreville card holders. Mrs. Cohen indicated Sayreville Public Library does not purchase all the digital resources Old Bridge has to offer. Mrs. Cohen indicated Sayreville is being used as a test before moving on to other locations.

Camera Footage of Library Programs

Mrs. Cohen indicated footage was sent over to Steve Gajewski of the Old Bridge High School Broadcasting Club. Mrs. Cohen indicated photo waivers are signed by patrons for approval for being filmed.

Directors Report

Friends of the Library

Mrs. Cohen announced since the start of the second quarter, the Friends of the Library have not been giving the full amount they usually give the Library each quarter in revenue from the book sales. Mrs. Cohen indicated she was told by the Friends that the Library will not receive the usual amount for the third quarter as well. Mrs. Cohen indicated revenue has not yet been received from the Friends for the third quarter. There was a brief discussion.

ESL - Laurence Harbor

Mrs. Cohen announced she asked the ESL volunteers to hold classes at the Laurence Harbor Branch as there are patrons that were interested in attending classes that are unable to access the Central Branch. Mrs. Cohen indicated there are some nominal expenses for the volunteers to run the classes.

Drop Box

Dr. George suggested the idea of asking a Nursery School about installing a drop box. Dr. George pointed out the Library van makes stops and the people use the Library's books. There was a brief discussion on reaching out to schools regarding drop boxes.

Makerspace

Dr. George announced the vinyl cutter is not receiving much attention. Dr. George pointed out the Makerspace is a good room that should be used. Dr. George indicated the 3-D printer is also not getting much attention. Dr. George suggested more publicity go out to promote the Makerspace as it is not busy. Mrs. Cohen agreed the Makerspace may need more advertising.

Dr. George indicated she never sees any ads for Kanopy and feels it should be advertised more aggressively. Mr. Goldman requested Kanopy be promoted in the weekly newsletter.

Genealogy

Dr. George announced she noticed a Genealogy class was held at Laurence Harbor. Mrs. Cohen indicated she likes to offer the same classes at both branches to serve both populations. Mrs. Cohen indicated six patrons attended the Laurence Harbor class.

Gentle Yoga

Mrs. Cohen announced she just learned the instructor that runs the Gentle Yoga program has another job for the winter. Mrs. Cohen indicated she has to temporarily discontinue classes until the spring. Mr. Weber suggested looking into Tai Chi.

Library Link NJ

Mrs. Cohen indicated there was Library Link NJ Town Hall on November 7, 2018 about the dilemma with the lack of funding for the delivery service. Mrs. Cohen explained during that meeting it came out that NJLA and a couple of other groups have contacted New Jersey legislators that have put together a bill for the Assembly to vote on to increase funding for the New Jersey State Library. Mrs. Cohen explained this would mean that more funds would probably be directed to the delivery contract. Mrs. Cohen indicated there is another virtual Town Hall next week. Mrs. Cohen explained if Library Link NJ does not receive the needed funding to fund their delivery contract, starting in January there are going to have a rolling staff layoffs and the organization will basically cease to exist by the end of June.

Mr. Goldman suggested contacting Senator Thompson. Mrs. Cohen indicated the LMxAC Director is also looking into having a system exclusively for LMxAC deliveries and pick-ups. Mrs. Cohen explained the Library may get another assessment for an undetermined amount. Mrs. Cohen indicated the current assessment does not cover deliveries. Mrs. Cohen explained deliveries have always been covered by the New Jersey State Library, which apparently does not have the funds to cover the contract Library Link signed. Dr. George asked what the cost would be if we picked up the slack. Mrs. Cohen indicated the LMxAC is working on that. Mr. Goldman indicated it may be an unknown fact as there are so many libraries.

Reception

Mrs. Cohen announced she is planning on funding her own reception on Saturday, December 22, 2018 at 12:00 p.m. to thank the residents of Old Bridge and volunteers.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Maxwell announced a meeting needs to be held.

Outreach/Marketing

Mr. Weber announced he will attempt to speak with the representative of the people who own the new Aldi location. Mr. Weber suggested writing a letter to NJ Transit about the possibility of having a drop box installed at the bus station on Route 9.

Mrs. Cohen announced DCH Honda gave her the okay for an outdoor drop box. Mrs. Cohen indicated the problem is their facility is about to undergo a two-year renovation project. Mr. Weber indicated that is not the best traffic pattern for access off the highway.

Personnel/Negotiations

Dr. George indicated the first negotiations meeting was held. Dr. George complimented the Library Attorney. Dr. George indicated the Attorney makes everything easy to understand. Dr. George announced another meeting is scheduled to be held on November 27, 2018 at 10:00 a.m.

Dr. George announced the Personnel Committee met with Maria Nowak and Linda Reynolds on October 30, 2018 regarding their contracts. Dr. George went over changes to the grievance procedure. Dr. George stated it was suggested that Maria Nowak and Linda Reynolds receive some consideration if the Library does not have a Director on staff. Dr. George indicated the Supervisors are fairly new employees' and pointed out the staff with the most knowledge regarding payroll and other information are Mrs. Nowak and Mrs. Reynolds and noted their responsibilities will be increased. Dr. George explained this will include more time allotted to their jobs. Dr. George indicated the practice in the two union contracts for when an employee temporarily works above their pay grade the employee is to receive a percentage. Mr. Weber noted this will only be in the event the Library is without a permanent Director.

Mr. Goldman indicated both Maria and Linda do an excellent job and is glad the Library has them.

Policy

No report.

Technology

No report.

New Business

No report.

Personnel

Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the Contract for Executive Assistant, Maria Nowak effective January 1, 2019. All in favor

Motion: made by Steven Goldman, seconded by Kevin Borsilli to approve the Contract for Confidential Secretary, Linda Reynolds effective January 1, 2019. All in favor

Motion: made by Kevin Borsilli, seconded by Steven Goldman to approve that commencing January 1, 2019 an additional sum of \$70.00 be added to the compensation of Maria Nowak for each day she works until a Library Director is employed. All in favor

Motion: made by Kevin Borsilli, seconded by Steven Goldman to approve that commencing January 1, 2019 an additional sum of \$47.00 be added to the compensation of Linda Reynolds for each day she works until a Library Director is employed. All in favor

Motion: made by Steven Goldman, seconded by Joan George to approve the appointment of Part-time Library Assistant/Passport Agent Greyly Lopez at an hourly rate of \$16.63 pending background check. All in favor

Minutes

Motion: made by Steven Goldman, seconded by Annette Maxwell to approve the October 10, 2018 regular board minutes as amended. All in favor

Finance

Dr. George announced she reviewed the bill listing and noted everything is in order.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the November 14, 2018 bill listing in the amount of \$174,530.05. All in favor

Motion: made by Steven Goldman, seconded by Kevin Borsilli to table the 2019 Budget until the December Board Meeting. All in favor

Comments

Mr. Goldman voiced his concerns regarding attendance of Board Members. Mr. Weber indicated whoever the Board President is in 2019 should have the committees come up with goals and objectives that they want to accomplish with the Boards approval.

December Board Meeting

Motion: made by Joan George, seconded by Steven Goldman to reschedule the December 2018 Board Meeting from Wednesday, December 12, 2018 to Tuesday, December 4, 2018 at 7:00 p.m. All in favor

Adjournment

Motion: made by Steven Goldman, seconded by Annette Maxwell to adjourn the meeting at 8:24 p.m. All in favor

Respectfully submitted,

Annette Maxwell, Trustee
Library Board of Trustees
Date Approved: December 4, 2018
Transcribed from tape by Linda Reynolds and Maria Nowak
Reviewed by Nancy Cohen and Annette Maxwell