

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
DECEMBER 11, 2019**

<b>Present:</b>	Frank Weber	President
	Annette Maxwell	Vice President
	Joan George	Treasurer
	Barbara Cannon	Secretary
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel
<b>Absent:</b>	Kevin Borsilli	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.

**Minutes**

Dr. George asked if the Policy Committee met to talk about meeting room charges to Old Bridge residents. Mrs. Cannon stated a meeting was not held.

Dr. George asked for an update on QuickBooks. Mr. Bobish stated before Mr. Upton left he began to work on QuickBooks. Mr. Bobish explained Mr. Upton was successfully able to map a drive to one of the domain servers. However, this was around the time Mrs. Nowak was retiring and it was decided to hold off until another person with networking experience can work on the issue. Mr. Bobish stated Mr. Upton left instructions if we do want to proceed with the network drive. Mr. Bobish explained he can ask Mrs. Barglowski to map the drives, but from what he understands we may be hiring someone with more network experience. Mr. Bobish indicated that he personally feels it's more prudent to wait for a new network person. Dr. George asked Mrs. Reynolds if she is now in Mrs. Nowak's old office and if QuickBooks works. Mrs. Reynolds stated that yes she is and QuickBooks is working fine.

Dr. George asked if staff lateness has improved. Mr. Bobish stated staff lateness has improved with one exception. Mr. Bobish stated tardiness among full-timers and supervisors has continued to go down. Mr. Bobish stated when he looked at the tardiness among part-timers it looked like there was an uptick. Mr. Bobish stated it is one person. Mr. Bobish stated overall tardiness has dropped. The next steps are will be asking Supervisors to talk to people with chronic tardiness. Mr. Bobish stated they will start with coaching and followed with progressive discipline.

Dr. George stated there was conversation about fine free libraries. Dr. George indicated she doesn't understand how not collecting fines increases library use. Dr. George announced an amnesty day should be considered. Mrs. Cannon agreed and noted a good idea would be

coupling it with the food bank. Mr. Bobish suggested having an amnesty week after the new year. Mr. Weber suggested holding another amnesty week toward the end of the summer.

Dr. George stated she suggested last month a brochure be created for Qello and Kanopy. Dr. George stated if we are going to keep paying for these programs, they need to be advertised. Dr. George asked if the marketing person has worked on the brochure. Mr. Bobish stated she is aware of it but noted he hasn't asked her to start working on it. Mr. Weber suggested on the evenings the meeting rooms are vacant to play random concerts for patrons to stop in to see. Mr. Bobish stated people may use the services at home. Dr. George stated it would be interesting to hold a survey on Qello usage.

Mr. Weber stated last month the Board had authorized \$2,000.00 for expenses. Mr. Bobish stated the Mayor brought over a check for \$500.00 to contribute to the presenter's expenses which kept the Library's portion under \$2,000.00.

**Motion:** made by Joan George, seconded by Frank Weber to approve the November 13, 2019 regular board minutes. **Vote yes:** Frank Weber, Joan George, Barbara Cannon, Rocco Celentano and Zainab Syed. Annette Maxwell abstained.

Dr. George indicated in last month's minutes Mr. Celentano seconded the executive minutes but he was not present so they need to be voted on again. Mr. Weber indicated he thought if you were not present at a meeting but read the minutes you could vote on them. Mrs. Reynolds indicated she contacted the Township Clerk for clarification and was told if a Board Member is not present at a meeting they cannot not vote on those minutes.

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

## **Old Business**

### **QuickBooks**

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

Mr. Bobish stated the Newspaper will be digitized to a flash drive, and noted he will look into having a copy made for the Historical Society.

### **Reorganization**

Dr. George stated they need to sit down and look at what is going to happen with Digital Support Services. Dr. George recommended setting up a meeting after the new year.

## **Zenith**

Mr. Bobish stated he contacted Zenith to stop their weekly visits. Mr. Bobish stated a report was included in the Board Packet showing the type of work done. Mr. Bobish stated he went through the 2019 invoices and work orders. Mr. Bobish stated the reports were not chronological. Mr. Bobish stated he converted everything into a document that reads chronologically and shared it with the technology committee. Mr. Bobish stated he has a friend that works in the field to show the report to, to see how much of this looks like it was critical work versus not. Mr. Weber stated Mr. Lawrence explained to him that he did not think there was any need to be bringing Zenith in for three hours a week and questioned some of their work.

Mr. Bobish explained they still have Zenith on call for an emergency until a replacement for Mr. Upton is in place. Dr. George stated input is needed from the Technology Committee for the job description. Mrs. Cannon suggested reaching out to other Libraries that have a similar position and see what responsibilities and qualifications are needed. Dr. George requested the job description for the previous supervisor be reviewed. Mr. Bobish stated an IT person would be the way to go. Mrs. Cannon indicated the person should be receptive to what libraries need. Mrs. Syed stated she can help with the job description. Mr. Weber stated he would be willing to sit on the committee as well.

## **Procedures for Handling Difficult Situations**

Mr. Bobish announced he is in the process of creating a staff work group to review the current rules. Mr. Bobish explained the staff work group will be putting forth recommended revisions to the rules. Mr. Bobish indicated they are also going to be looking at setting consistent exclusions/suspensions lengths for certain infractions and setting up a structured appeals system. Dr. George stated it should include what is shared with the Board. Dr. George explained to find out that someone has been suspended for a month and the Board doesn't know about it is not good.

## **Attendance**

Dr. George asked how the feedback was on the timecard rack. Mr. Bobish stated staff was fine with it.

## **New Business**

### **2020 Board Meeting Schedule**

**Motion:** made by Rocco Celentano, seconded by Frank Weber to approve the January 8, 2020 board meeting and table voting on the remainder 2020 meeting schedule until the January board meeting. All in favor

## 2020 Holiday/Closure Schedule

Dr. George announced she would like to see the Library open on President's Day and give part-time staff double-time and a floating holiday to the full-timers. Dr. George stated she feels it's important for the Library to be open when residents have time to visit. Mr. Weber stated it is a good day for families to have access to the Library. Mr. Celentano state he agrees the Library should be open especially with schools closed and students are working on things. Mr. Weber suggested putting together a theater program for kids in the large room.

Dr. George suggested making the Day After Thanksgiving a floating Holiday for the Supervisory Unit. Dr. George explained it is currently a Holiday for the Non-Supervisory Unit.

**Motion:** made by Rocco Celentano, seconded by Joan George to approve the 2020 Holiday/Closure Schedule as amended which includes the Library opening on Presidents Day and declaring The Day After Thanksgiving a Holiday for everybody. Vote Yes: Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Zainab Syed and Frank Weber

### 2020 HOLIDAY/CLOSURE SCHEDULE

New Year's Day	Wednesday, January 1 – Holiday – CLOSED
Martin Luther King Day	Monday, January 20 – Holiday – OPEN
President's Day	Monday, February 17 – Holiday – OPEN
Easter	Sunday, April 12 – Not a Holiday - CLOSED
Memorial Day	Monday, May 25 – Holiday - CLOSED
Independence Day	Saturday, July 4 – HOLIDAY – CLOSED
Labor Day	Monday, September 7 – Holiday - CLOSED
Election Day	Tuesday, November 3 – Holiday – OPEN
Veteran's Day	Wednesday, November 11 – Holiday – OPEN
Day before Thanksgiving	Wednesday, November 25 – Close at 5:00 p.m.
Thanksgiving Day	Thursday, November 26– Holiday - CLOSED
Day after Thanksgiving	Friday, November 27 – Holiday – OPEN
Christmas Eve	Thursday, December 24 – Close 2:00 p.m.
Christmas Day	Friday, December 25 – Holiday - CLOSED
New Year's Eve	Thursday, December 31 – Close 2:00 p.m.
New Year's Day	Friday, January 1, 2021 – Holiday – CLOSED

## Director's Report

### Shot Down Program

Mr. Bobish announced the Shot Down Program was held on December 4, 2019 and noted there were 35 people in attendance. Mr. Bobish gave a brief summary of what the presentation included. Mrs. Cannon asked if he sold books. Mr. Bobish indicated that the author did sell quite a few. Dr. George indicated she thought the Library missed an opportunity as she did not read about this program in any newspaper. When the Library holds an event that is out of the ordinary there ought to be an attempt to get a write up in the newspaper. Mr. Bobish indicated a press release was sent out. Dr. George stated press releases are just announcements. Dr. George

stated it would have been nice if someone was there with a camera, take a picture of the person and have a talk about his book. Dr. George stated the Library needs to make publicity and feels this program was an exemplary program that didn't receive any publicity. Mrs. Cannon stated she would have never known about the program if she wasn't at the Library. Dr. George stated they need to look at the role of what is expected from public relations and have a discussion. Mrs. Cannon asked if Library events are on the Township marquis. Mr. Weber stated he wouldn't be against putting a marquis on Cottrell Road specifically for the Library. Dr. George stated we keep missing opportunities. Mr. Bobish stated the Public Relations aspects of this program were also shared by Township. Dr. George requested Mr. Bobish look at public relations and Mr. Bobish confirmed he would. Mr. Weber suggested a \$200 donation be made to the ROTC. Mr. Weber asked Mr. Celentano if the Library wants to make a donation if that is something we can do. Mr. Celentano stated they are currently running a fundraiser. Dr. George stated she thinks it is a good idea.

### **ESL Graduation**

Mr. Bobish stated the ESL Graduation took place today and found it quite touching. Mr. Bobish indicated songs were sung by students, they read poetry in their original language and then transcribed them to English. Dr. George stated an event like this should be put in the newspaper as a feature article. Mrs. Syed asked if pictures are taken at these events and posted on social media. Mr. Bobish indicated pictures were taken today and they could certainly do that. Mrs. Syed asked pictures be posted the day of or day after the event as it may bring attraction and more traffic into the Library. Dr. George suggested using the cable channels as well. Mrs. Syed asked if there is a social media person on staff. Mr. Bobish indicated there is and noted social media is shared between a few staff members at this time. Mr. Bobish indicated there is someone who does more specific marketing and public relations that also includes social media. Mr. Cannon stated it may just need to be prioritized for the special events and special programs. Dr. George suggested forming a committee of an outline for what is expected. Dr. George stated it should be expected that the public relations person is at an event. Dr. George stated Mrs. Nowak retired after 33 years should've had a blurb in the newspaper. Mr. Weber suggested contacting the high school television program asking if they would like to record events on a voluntary basis. Dr. George stated forming a committee in the new year with an outline of what the Board would like to see done with the Director's input.

### **Budget**

Mr. Bobish announced it had come to his attention recently that budgets are usually approved by the October Board Meetings. Mr. Bobish indicated he wasn't aware of the deadline up until recently. Mr. Bobish indicated he is currently working on the 2020 Budget Draft. Mr. Bobish stated that Mrs. Maxwell was kind enough to offer to help, and noted he has also been leaning on colleagues of his who have been Directors for a while. Dr. George asked if he had the past five years, projected and actual. Mr. Bobish stated he does. Mrs. Maxwell indicated that can be used as a guide.

## **Central Branch Leaks**

Mr. Bobish announced work crews were caulking on the roof yesterday. Mr. Bobish indicated they are down to an occasional leak or two. Mr. Bobish stated the Department of Public Works has been nothing but good natured and helpful and wanted to thank their staff for being there for the Library.

## **Laurence Harbor Leaks**

Mr. Bobish announced the leaks are contained as spare shingles and a tarp were used on the roof. Mr. Bobish indicated the solution will not last forever but long enough to make the next decisions. Mr. Weber stated he met with the Mayor yesterday and noted in the worst case scenario is closing the Branch temporarily. Mr. Weber indicated the Township owns the building. Mr. Weber stated they are trying to get into some discussion with Amboy Bank regarding the closed branch across from the Library. Mr. Weber indicated they may be able to work something out. Mr. Bobish stated the drive-up feature for patrons to pick up their holds would be neat. Mr. Bobish explained they could offer free Wi-Fi and meeting space to the community.

## **Staffing Vacancies**

Mr. Bobish indicated there are many staff vacancies. Mr. Bobish stated the big one is Mr. Upton's vacant position. We are going to need to re-examine the job based on the Library's needs and make networking experience a priority. Mr. Bobish announced a Library Assistant for DSS is leaving for a full time job. Mr. Bobish indicated he is looking to hire more substitutes.

## **Eagle Scout**

Mr. Bobish announced there is an Eagle Scout who would like to volunteer to spruce up the Library's garden. Mrs. Cannon indicated it was discussed there was going to be shrubs planted around the generator. Mrs. Cannon asked it be looked at again. Mr. Weber recalled there was a reason why shrubs could not be planted due to interference with the functionality of the generator.

## **Executive Assistant for Finance**

Dr. George suggested for the positions for Librarians and above, a committee be formed for the selection process. Dr. George suggested a committee of three including a supervisor. Dr. George stated Linda Reynolds should be on the committee as she will be working hand in hand with the person. Mr. Bobish stated the third person could be a supervisor or a member of the personnel committee. Mrs. Cannon stated she didn't think it should be someone from the personnel committee. Dr. George stated there should be someone from the committee as an observer as it makes it cleaner. Mrs. Syed agreed. Dr. George recommended putting Supervisor Felisha McEachern on the committee. Dr. George stated when you look at the supervisors with the exception of Ms. McEachern most of them haven't been here for much more than three years. Dr. George stated it is important to have someone who knows the history. Dr. George suggested

putting a person who knows technology or finance on this committee as well as someone who knows what is required in a finance position. Mr. Weber stated he doesn't disagree, and noted QuickBooks doesn't necessarily have to be required if there is a strong background in finance.

Mr. Bobish indicated he would recommend the candidate have a strong background in QuickBooks. Mr. Bobish announced there were 44 applications on the first day the position was posted on indeed. Mr. Bobish said they would need some way to weed out and he noted he would use the experience with QuickBooks. Ms. Maxwell stated you could lose some opportunities and qualified people. Dr. George stated she would personally like to see the resumes of those applying. Mr. Bobish stated there is an open invitation to any board member who would like to look at the applications. Mr. Weber, Dr. George and Ms. Syed stated they will look at the resumes. Dr. George explained the job posting has the wording related experience. Dr. George explained someone needs to look at what the applicants experience is and if its comparable. Dr. George stated this is where Linda Reynolds would be invaluable as well as the Director as to what the job involves. Mr. Weber clarified a recommendation should be made by the Director to the Board and noted it is then up to the Board to approve the recommendation.

### **Mayor's Annual 5K**

Mr. Bobish announced he heard from Rosemarie from the Mayor's Office and asked the Library to be involved with the Mayor's Annual 5K to be held Saturday, March 28, 2020. Mr. Bobish stated the parking lot will be closed off that day as there will be a fair. Mr. Bobish stated they would like the Library to be involved in the fair. Mrs. Cannon stated it needs to be ensured the Library be given some recognition for participating. Mr. Bobish stated one obstacle is getting staff members to the Library as the parking lot will be closed off. Dr. George suggested a shuttle bus.

### **Director Training and Conference**

Mr. Bobish announced he would like to attend a Director's Training being held by the State Library on March 18 and March 25, 2020. Mr. Bobish stated he was involved with PLA before joining Old Bridge. Mr. Bobish stated he is in the process of sunsetting his involvement. Mr. Bobish stated he had one more commitment to attend the PLA Conference February 25 through February 29, 2020. Mr. Bobish stated he would like permission to attend the conference as much of it will be related to his role in Old Bridge. Mr. Bobish stated he would not be attending another conference for a while. Dr. George stated she has no problem with it and told Mr. Bobish to follow his agreement as to what can be spent.

### **NJLA**

Dr. George stated this item was brought up last month. Dr. George stated she needs to know how much time is spent on NJLA business. Dr. George stated a supervisor had a meeting on November 19 with the executive board and a conference on November 21. Dr. George stated if this is done on Library work time it needs to be addressed. Mr. Bobish stated he investigated the verbiage in the contract as well as the personnel manual. Mr. Bobish explained the gist of it is

that if those activities were approved by previous directors they can use work time. Mr. Bobish stated these are things that were approved prior to his arrival. Dr. George asked if the Supervisor requested an entire year of NJLA meetings. Mr. Bobish stated that was the case. Dr. George stated she would like to see the paperwork. Mr. Bobish stated he's not sure if it was written or verbal and would follow up. Dr. George indicated she feels work time shouldn't be used for anything but the Library and not a national group. Dr. George asked it be found out what happened and if a list was submitted of what and when these meetings were approved. Mr. Bobish stated he will get clarification and noted he thinks what happened is that the Supervisor asked for permission to attend to this office and the items that went with it. Mr. Weber stated he doesn't recall any verbal approvals that were shared with the Board. Mr. Weber stated they would like more information.

### **Meeting Room Rental**

Dr. George announced it needs to be voted on that the Library will no longer charge nonprofit organizations for the meeting rooms that have at least fifty percent Old Bridge Residents. Mrs. Cannon stated it needs to be understood that they still have the insurance. Dr. George stated if an employee has a question if they are fifty percent, the Director should make the decision if they are fifty percent. Dr. George stated it be put on the application where they certify they are fifty percent. Mrs. Cannon indicated if it's a homeowner's group you don't even have to ask. Dr. George requested a letter be sent to the homeowner groups letting them know they will no longer be charged with an effective date. Mr. Bobish asked if the policies need to be revised to reflect the change. Mr. Weber said yes.

**Motion:** made by Joan George, seconded by Rocco Celentano to approve that effective January 1, 2020 nonprofit organizations that include more than fifty percent of Old Bridge Residents who apply for use of the meeting rooms no longer be charged. All in favor

### **Committee Reports**

#### **Buildings & Grounds**

No report.

#### **Finance**

No report

#### **Outreach/Marketing**

No report.

#### **Policy**

No report.



## **Technology**

No report.

## **Personnel**

Dr. George announced the Supervisor asked for 2.5 percent and Personnel Committee agreed.

**Motion:** made by Joan George, seconded by Frank Weber to approve the third-year salary agreement of 2.5 percent increase for the Supervisory Unit effective January 1, 2020 predicated of the fact that its anticipated the approval of the Union, when we receive written approval it will automatically be transitioned to the new payroll. All in favor

## **Finance**

### **Action on bills**

Dr. George announced she reviewed the bills and noted everything was in good order.

**Motion:** made by Joan George, seconded by Rocco Celentano to approve the December 11, 2019 bill listing in the amount of \$183,502.82. All in favor

## **Adjournment**

**Motion:** made by Annette Maxwell, seconded by Rocco Celentano to adjourn the meeting at 8:26 p.m. All in favor

Respectfully submitted,



Barbara Cannon, Secretary

Library Board of Trustees

Date Approved:

Transcribed from tape by Linda Reynolds

Reviewed by: Michael Bobish and Barbara Cannon