

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MARCH 11, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Owen Henry	Mayor
	Zainab Syed	Trustee
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent: 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

Motion: made by Maria Nowak, seconded by Annette Maxwell to approve the February 12, 2020 regular board minutes. **Vote Yes:** Joan George, Maria Nowak, Annette Maxwell, Zainab Syed and Kevin Borsilli. Frank Weber and Barbara Cannon abstained.

Motion: made by Maria Nowak, seconded by Annette Maxwell to approve the February 12, 2020 executive session board minutes. **Vote Yes:** Joan George, Maria Nowak, Annette Maxwell, Zainab Syed and Kevin Borsilli. Frank Weber and Barbara Cannon abstained.

Dr. George went over notes from the minutes:

- Dr. George asked if Township was contacted to find out the technical background of their IT Employee that solved the QuickBooks problem. Dr. George said the information would be helpful when they go out to hire someone for DSS. Dr. George stated they may want look for someone with similar qualifications.

Mr. Bobish stated he has been researching the LMxAC branches and how they handle their IT needs. Mr. Bobish said he will look into what the background is of the Township's IT person. Mrs. Cannon suggested reaching out to the Township's IT Director, Tom Sommers.

- Dr. George asked if alternatives were looked for collection services.

Mr. Bobish reported he is currently working with the Supervisor of Circulation, Felisha McEachern. Dr. George requested a report when the research is completed. Mr. Weber asked for a report on the amount of fines recovered of the \$159,000 that was reported four years ago.

- Has Township been made aware of the boilers?
- Tour of the Library

Mr. Bobish said he reached out to OBTV to schedule an interview, which was put on hold for the time being.

Motion: made by Joan George, seconded by Barbara Cannon to go into executive session to discuss matters of potential litigation 7:12 p.m. All in favor

Old Business

Digitization for Historical Society Newspaper

Mr. Bobish stated at last month’s board meeting it was decided to go with the IDI option. Mr. Bobish went over the specifications of how everything will work. Mr. Weber asked the usage be monitored. Mr. Weber asked if the Library can make a donation to the Historical Society for their portion. Mr. Bobish said he would look into it.

Reorganization of Staff

The Personnel Committee will look at the reorganization of staff and come back with recommendations. Dr. George stated reorganization has been put on hold until more information was known about Laurence Harbor.

Committee Reorganization

The following Committees were organized:

Buildings and Grounds Committee
Committee as a Whole

Finance Committee
Maria Nowak – Chair
Annette Maxwell
Joan George

Outreach Committee
Barbara Cannon – Chair
Kevin Borsilli
Zainab Syed

Personnel Committee
Joan George – Chair
Barbara Cannon
Annette Maxwell

Policy Committee
Committee as a Whole

Technology Committee
Kevin Borsilli
Zainab Syed
Frank Weber

Dr. George stated that Committee Reports should be sent out to everyone on the Board.

Director's Report

Coronavirus

Mr. Bobish announced a deep cleaning was done by Maintenance Mart. Mr. Bobish went over the precautionary steps the Library is taking for sanitization. Mr. Bobish stated supplies are hard to find. Mr. Bobish explained response plans are being put into place. Mr. Bobish explained that Supervisors have developed response plans and have sanitation rotations in place for their areas. The Facilities Manager is also disinfecting and wiping down surfaces. Mr. Bobish stated a newsletter was sent out letting the public know what steps are being taken. Dr. George told Mr. Bobish if he has the need for additional cleaning staff to let the Personnel Committee know.

Mr. Bobish reported the Second Saturday program will be rescheduled to a later date.

Boiler Maintenance Work

Mrs. Nowak asked to see the three quotes the Facilities Manager obtained. Mrs. Nowak said they need to see the quotes before approving anything.

New Director Training

Mr. Bobish announced the New Director Training he was schedule to attend this month has been canceled due to coronavirus concerns.

Plainfield Public Library

Mr. Bobish said he is scheduled to meet at the Plainfield Library on March 17, 2020 to observe how their IT Department is set up.

Board Packets and Mid-Month Report

Dr. George asked the monthly Board Packets and the Mid-month report be sent out earlier. Mr. Bobish said he will send out the mid-month report the second Wednesday after the Board Meeting. Mr. Borsilli requested the Board Agenda be emailed the Monday before the Board Meeting. Mr. Weber requested Mr. Bobish email him the Agenda earlier and to keep reaching out to him for approval.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak reported a meeting will be held and the Budget will be on the April agenda. Mrs. Nowak said she met with the Director on March 2, 2020 and told him not to stop operations and

to continue with Department supply orders and programs. Mr. Bobish stated he gave the okay to his Department to place orders.

Mrs. Cannon asked what the buying policy for books as she feels in some cases there is not much depth in collections of certain authors. Mr. Bobish stated he will provide her with more information. Mr. Weber stated part of the reduction was money from books were moved into digital.

Personnel

Dr. George reported the Committee met. Dr. George stated the Managing Librarians should not be referred to as Supervisors. Dr. George stated there are no job descriptions with the title Paraprofessional.

Dr. George stated negotiations for the Managing Librarian group will begin in September.

Outreach/Marketing

No report.

Policy

No report.

Technology

No report.

Personnel

Motion: made by Barbara Cannon, seconded by Zainab Syed to approve the appointment of Library Page Christine Boderick at an hourly rate of \$11.00 pending background check. All in favor

Motion: made by Barbara Cannon, seconded by Zainab Syed to approve the appointment of Acquisitions Library Assistant Todd Petrich at an hourly rate of \$17.34 pending background check. **Vote Yes:** Barbara Cannon, Zainab Syed, Annette Maxwell, Kevin Borsilli and Frank Weber. Joan George and Maria Nowak abstained.

Finance

Action on bills

Mrs. Nowak announced she reviewed the bills and noted she had questions that the Director answered.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the March 11, 2020 bill listing in the amount of \$183,796.46. All in favor

Executive Session

Motion: made by Joan George, seconded by Barbara Cannon to go into executive session at 7:12 p.m. to discuss possible litigation. All in favor

The Board came out of executive session at 7:37 p.m. No action was taken.

Motion: made by Joan George, seconded by Annette Maxwell to go back into executive session at 8:18 p.m. to discuss matters of Personnel. All in favor

The Board came out of executive session at 8:28 p.m. No action was taken.

Procedures for Handling Difficult Situations

Dr. George clarified the Library Rules is to be put on the back burner.

Census Awareness Programs

Mrs. Syed reported she spoke to the Director about doing Census Awareness programs is considering trying to obtain grants or resources from the County for the Library. Mrs. Syed stated she will be reaching out to the County tomorrow and get back to the Director. If that doesn't work out she will get the Director in touch with United Way of Central Jersey.

Adjournment

Motion: made by Maria Nowak, seconded by Annette Maxwell to adjourn the meeting at 8:38 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: April 23, 2020
Transcribed from tape by Linda Reynolds
Reviewed by: Michael Bobish and Barbara Cannon