

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JUNE 10, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Zainab Syed	Mayor's Alternate
	Kevin Borsilli	Trustee
	Annette Maxwell	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Guests: Library Attorney Christopher Parton
Several Library Staff Members via Zoom

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 Rocco Celentano, seconded by Joan George to approve the May 13, 2020 regular board minutes. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Old Business

Maintenance Mart Billing

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the payment of the March, April and May 2020 Maintenance Mart bills. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell.

IT Consulting Quotations

Mr. Bobish announced an Ignatiuz visited the Library this month as he has concerns that the Library's antivirus went off line and there are improvements and updates needed. Mr. Bobish explained he wanted to make sure everything is on stable ground to run during the furlough. Mr. Bobish indicated he met with two other vendors to do additional assessments and received quotes. Mr. Bobish indicated the companies were VCS which is located in Old Bridge, as well as Netconnect which is based in Staten Island. Mr. Bobish went over all three vendors as well as

their experience. Mr. Bobish stated he recommends Ingatiuz. Mr. Bobish stated the Township uses Ignatiuz and has a contract with them. Mr. Borsilli suggested the Township's Business Administrator Mr. Shah be contacted to include the Library into the services they provide the Township. Mr. Borsilli stated if the service is bulked it could be more cost effective for both the Library and Township. Mr. Parton stated it could be done easily through a shared services agreement. Mr. Weber requested Mr. Bobish contact the vendor asking if they would be receiving the same rate as the Township.

Motion: made by Joan George, seconded by Frank Weber to table the approval of an IT Vendor until the July meeting. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Director's Six-month Performance Evaluation

Dr. George announced she will be sending the Director's evaluation forms out tomorrow. Dr. George stated the Personnel Committee has approved the forms. Dr. George explained these are based on practices used in the past. Dr. George asked everyone to email their responses, and noted if anyone wants to remain anonymous, responses can be mailed directly to her. Dr. George asked all forms be submitted by June 30, 2020. Dr. George stated a report will be given at the July meeting and noted at that time a meeting will be arranged with the Director.

Budget Status

Mr. Weber announced we are at the June meeting and a firm Budget has not been created for 2020. Mr. Weber stated he will be sending information to the Finance Committee. Mr. Weber indicated he will be sending questions to the Director. Mr. Weber said once he receives answers a meeting should be held so there is a firm Budget by the July meeting.

New Business

Phased Reopening Plan Proposal

Mr. Weber announced he and Director will be attending a Zoom meeting on Friday with the State Library and a representative from the Governor's office. Mr. Weber asked the Director to go over the phases.

Mr. Bobish reviewed the phases of the Library's reopening plan. Mr. Bobish explained the Library is currently in the first phase which includes current staffing, sourcing cleaning supplies and PPE. Mr. Bobish stated he is investigating supplementary staffing such as security guards and day porters. Mr. Bobish stated the second phase would include key staffing be called back to work to plan the reopening of the building. Phase three would be a partial reopening with service adjustments. Phase four would be returning to regular service once the crisis passes. Mr. Bobish stated the plans are much more detailed and if anyone has any questions please let him know.

Dr. George asked if they can vote on parts of the plan rather than the entire plan. Dr. George stated she has heard the curbside service may start soon. Dr. George stated there needs to be more details from the Governor. Mrs. Cannon stated additional staff will be needed for curbside

service. Mr. Parton indicated they would need to comply with the union contract provisions as far as bringing staff back in to work. Dr. George stated the Director should be able to determine what levels of staffing will be needed. Dr. George said the Personnel Committee should have some input.

Mr. Bobish pointed out eMedia downloads are up about 35% from last year. Mr. Bobish stated the service has been popular. Mr. Bobish stated most of the of the items in Phase 1 are completed.

Motion: made by Rocco Celentano seconded by Barbara Cannon to approve the Curbside Service that has been presented to the Board and with some modifications that the committee may agree to. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Reopening Phase 2

Mr. Bobish announced Phase 2 is pivotal as the items they are in talks about such as hiring a day porter or security officers. Mr. Bobish said the police department would need ten days notice. Mr. Bobish suggested approval be made to purchase plexiglass as there are shortages and vendors cannot guarantee a delivery date. Mr. Bobish indicated the main part of the phase is to bring back staff to help prepare for reopening. Mr. Bobish stated along with curbside pick up, drop boxes will need to be emptied. Mr. Bobish explained they expect to open with some mandatory capacity limits, one-way aisle signage, the use of every other computer, limiting time to 30 minutes on the computer as well as limiting time in the Library.

Mr. Rizzo stated it would be beneficial to have a plan in place, which can then be amended if the State makes changes. Mr. Celentano said he agrees. There was a discussion on public computer usage and time limits, and if staff will be assisting the public with computer help. Mr. Bobish stated ideas have been talked about such as using laser pointers. Mr. Borsilli suggested the idea of split screens but noted that is more of a technology upgrade.

Plexiglass and Face Shields

Mr. Weber stated the CDC is recommending that staff keep six feet apart when possible. Dr. George stated if a staff member is exposed to the public there should be barriers. Dr. George suggested ordering plastic face shields. Dr. George stated sheilds can be used if plexiglass isn't completely installed and noted the shields can be worn with masks underneath. Mr. Weber asked Mr. Bobish to define the service areas where the plexiglass in needed. Mr. Bobish stated the Circulation Desk, Information Services Desk, Digital Support Services Desk, Youth Services Desk, and both inside and outside the Passport Services office. Mr. Bobish stated this would be the bare minimum needed to feel comfortable working with the public. Dr. George stated the plexiglass for those areas should be ordered right away. Mr. Bobish went over the vendor quotes. Mr. Bobish recommended Fast Signs as they quoted plexiglass delivery by June 24. Mr. Borsilli stated Fast Signs has a good reputation. Mr. Bobish stated he received good references. Mr. Weber requested Mr. Bobish look into purchasing about 75 face shields.

Motion: made by Maria Nowak, seconded by Frank Weber to accept the quote for the public area barriers as proposed by Fast Signs in the amount of \$6,005 dated May 21, 2020. **Vote Yes:**

Frank Weber, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell. Joan George abstained

Reopening Plan

Mr. Borsilli suggested the Library Board not wait to pass a reopening plan in the event the Governor makes a last minute announcement. Mr. Borsilli recommended approving the plan so they are ready if the Governor makes an announcement that Libraries can open.

Mr. Bobish stated he will look into extending the Library's wi-fi further out into the parking lots.

Mr. Celentano said a plan was developed on May 26 and suggested it be agreed tonight that if they get word the Library can open then an emergency meeting be called to put forward the plan.

Motion: made by Joan George, seconded by Rocco Celentano to table all the aspects of the reopening plan other than the Curbside Service with the provision when something changes out of Trenton a meeting will immediately be scheduled to react appropriately to that new set of facts. **Vote Yes:** Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Zainab Syed, Frank Weber **Vote No:** Kevin Borsilli, Barbara Cannon and Sam Rizzo

Directors Report

Virtual Meeting

Mr. Bobish announced he will be attending a virtual meeting with the Board President on Friday with the Governors Chief of Staff. The meeting will include other Library Leaders from around the state as to what their needs are.

Supplies

Mr. Bobish announced much is being done in supply preparation in anticipation of staff being in the building. Mr. Bobish stated they are in good shape for staff to come back.

Mr. Borsilli suggested charging for masks and they be kept primarily for staff. Dr. George stated people pay taxes and if they need a mask she feels they should not be charged, but to keep track so they are not abused. Mr. Bobish stated he encourages staff to bring their own mask, but they will be given a mask in the event they need one.

FEMA Grant

Mr. Bobish announced he is currently working on a FEMA Grant that could potentially reimburse expenses for cleaning supplies, PPE, plexiglass as well as other applicable items.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel/Negotiations

No report.

Policy

Mr. Weber asked Library Attorney Christopher Parton to comment on the condition of current policies. Mr. Parton stated all executive orders supersede everything. Mr. Parton explained at this point the policies cannot provide more restriction that would violate an executive order, nor can they ignore a restriction that is required by an executive order. Mr. Parton advised now would be the time to revise the acceptable behavior policy. Mr. Parton suggested adding a little special circumstances language in so its flexible. Mr. Parton stated there is a minimum age for a child that is obsolete. Mr. Weber suggested going over how combative patrons are to be handled and what staff will be designated to handle the situations.

Technology

Dr. George asked if there are computers at Laurence Harbor that are not being used. Mr. Bobish stated there are computers there. Mr. Weber stated the Township has no intention of taking any physical action with the building until the pandemic is over. Mr. Weber stated he had a conversation with the Director as to what to retrieve and is salvageable.

Finance

Action on bills

Motion: made by Maria Nowak, seconded by Frank Weber to approve the June 10, 2020 bill listing in the amount of \$58,189.53. **Vote Yes:** Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Public Comments

Library Assistant for Passports Diane Rabuffo thanked the Director and Board members for planning a safe reopening of the Library. Mrs. Rabuffo stated some of her concerns and asked the Board to please continue think of the safety and health of the Library staff as a priority.

Library Assistant Christopher Fales thanked the Director and Board Members for all their consideration. Mr. Fales requested it be considered those who are being asked to return with medical issues, child care issues, or other issues be allowed to use right of first refusal and stay furloughed and allow the next person with seniority to return.

Part-time Adult Services Librarian Diane Meyer thanked the Board for the opportunity to comment and hopes the Board is aware of how concerned the staff is to be able to provide the service they are known for, and is very concerned for their safety. Mrs. Meyer stated they would

like reassurance that any protocols approved for the public will be followed with no exceptions. Mrs. Meyer asked a policy be made to guide staff when patrons push back against any of those protocols. Mrs. Meyer thanked the Director for his guidance and they all look forward to getting back to work.

Resident Bob Meyer stated the staff should not be responsible for cleaning surfaces of the Library. Mr. Meyer feels more gloves and masks should be ordered. Mr. Meyer stated staff should not have to deal with an unruly patron and security should be looked into.

Part-time Librarian Felisa Giovanniello thanked everyone for all the hard work being put into returning safely. Mrs. Giovanniello stated she feels more face masks should be ordered. Mrs. Giovanniello asked to please make sure protective gear is available for all staff at all times.

Managing Librarian Cynthia Robbins thank the Board for the proactive decisions on employee safety. Ms. Robbins stated some of her concerns. Ms. Robbins is hoping the Board makes decisions not only for the employees but the people they are in contact with. Ms. Robbins stated gowns may need to be looked into for those handling materials.

Librarian Dena Price thanked everyone for the opportunity to speak. Mrs. Price asked to prioritize face masks for the staff and not if they just forget their own. Mrs. Price emphasized the staffs request for security guards during open hours. Mrs. Price requested reservations be put in place for the computers, passports and notaries. Mrs. Price stated a meeting is being held on June 15 for Library Boards through NJLA.

The Board President thanked everyone.

Adjournment

Motion: made by Kevin Borsilli, seconded by Joan George to adjourn the meeting at 8:56 p.m.

Vote Yes: Frank Weber, Joan George, Maria Nowak, Barbara Cannon, Sam Rizzo, Rocco Celentano, Zainab Syed, Kevin Borsilli and Annette Maxwell.

Respectfully submitted,

Barbara J. Cannon

Barbara Cannon, Secretary
Library Board of Trustees

Date Approved: July 8, 2020

Transcribed from tape by Linda Reynolds

Reviewed by: Michael Bobish and Barbara Cannon