

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JULY 10, 2019**

Present:	Frank Weber	President
	Annette Maxwell	Vice President
	Barbara Cannon	Secretary
	Steven Goldman	Trustee
	Paul Lawrence	Trustee
	Zainab Syed	Mayor's Alternate
	Kevin Borsilli	Trustee
	Nicole DeMatteo	Library Interim Director
	Maria Nowak	Executive Assistant
	Linda Reynolds	Confidential Secretary
Absent:	Joan George	Treasurer
	Rocco Celentano	Supt. of Schools' Alternate
Guests:	Library Staff Members: Marilyn Lubin, Virginia Keating, Diane Meyer, Jonathan Upton and Marcy Kagan Members of the public: Jollander Williams, Nina Isaac, Ellen Kagan and Bill Murawksi	

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 Steven Goldman, seconded by Barbara Cannon to approve the June 12, 2019 regular board minutes. **Vote yes:** Annette Maxwell, Barbara Cannon, Steven Goldman, Paul Lawrence, Zainab Syed and Kevin Borsilli. Frank Weber abstained.

Motion: made by Steven Goldman, seconded by Paul Lawrence to approve the June 12, 2019 executive board minutes. **Vote yes:** Annette Maxwell, Barbara Cannon, Steven Goldman, Paul Lawrence, Zainab Syed and Kevin Borsilli. Frank Weber abstained.

Old Business

Quickbooks

Mr. Lawrence announced a technology meeting will be held. Mr. Goldman asked to carry the item to next month's agenda.

Information on Pages (DCRP)

Mr. Goldman announced the Library Pages hourly rate has increased to \$10.00 as of July 1, 2019. Mr. Weber explained if you cut back Library Page hours to keep them under the \$5,000 then it's going to be hard to keep pages on staff. Mr. Goldman asked if DCRP (Defined Contribution Retirement Program) will be explained to the Pages. Mrs. Nowak indicated that it would be explained to them. Mrs. Nowak explained the Library's contribution will need to be budgeted for next year. Mrs. Nowak stated the Library's share is three percent.

New Business

Carpet Cleaning Quotes

Mrs. DeMatteo reported each company gave two separate quotes for doing two different things. Mr. Goldman asked Mrs. Nowak if this is the first time the Library is doing a full carpet cleaning since it was installed. Mrs. Nowak responded it was. Mrs. Nowak indicated the Library used the company Oxi Fresh on the old carpeting. Mrs. Nowak stated the Director at the time didn't care for their work. Mr. Weber asked if references have been checked on the two companies. Mrs. Nowak responded she didn't believe the Facilities Manager checked references. Mr. Weber stated he would not feel uncomfortable going ahead without references. Mr. Weber requested at least three references on both companies. Mr. Goldman suggested finding out if Township has used either of these companies. Mr. Weber requested the item be put on next month's agenda.

Complete Security Quote

Mr. Goldman announced the motion sensors were originally hardwired and explained over time the wires dry out. Mr. Weber stated the system is not functioning as well as it should. Mr. Weber explained the new sensors will be wireless. Mr. Weber indicated Township is recommending the Library replace the sensors.

Motion: made by Steven Goldman, seconded by Paul Lawrence to accept the quote from Complete Security System for the replacement of motion detectors and door panel in the amount of \$2,435.00 with an annual recurring monitoring fee of \$480.00. All in favor

Director's Report

Mrs. DeMatteo reported the sidewalk project has been progressing. Mrs. DeMatteo recently heard from the Assistant Township Engineer. Mrs. DeMatteo reported the tentative dates for paving of the parking lot are July 19 and July 20. Mrs. DeMatteo stated the dates have not been confirmed.

Laundromats

Mrs. DeMatteo announced three laundromats in town would like to Library to install book displays. Mrs. DeMatteo reported wire table top displays have been ordered. Mrs. DeMatteo explained this program will be similar to the Little Free Libraries program. Mrs. DeMatteo stated laundromat stops will be put on the Library Van schedule for replenishment.

HVAC Update

Mr. Weber asked if there were any reports from Library staff regarding the air conditioning. Mrs. DeMatteo reported it has been warmer in the back of the building. Mrs. DeMatteo explained the manufacturer has been back a few times to look at the units.

Statistics

Mr. Goldman announced he noticed the statistics are down. Mr. Goldman indicated this would include three days the Library was closed. Mr. Weber suggested putting a note in the statistics stating the Library closed three days in June.

Mr. Borsilli stated he noticed only one person showed up for the Teen Advisory Board. Mr. Borsilli asked if there is something that can be done to boost that number. It was determined June is a tough month due to end of school year activities.

Mrs. Cannon announced the Historical Society would like the Library to digitize their weekly newspaper. However, the newspaper they want to get digitized is an old local paper called the Madison American and it was published in the 1950s – 1960s.

Mr. Weber asked Mrs. DeMatteo to find out if the Library can find someone to digitize the newspaper and find out what the cost would be. Mr. Weber indicated the Library may be able to find a way to share the cost.

Committee Reports

Buildings & Grounds

No report.

Finance

No report

Outreach/Marketing

No report.

Personnel/Negotiations

No report.

Policy

No report.

Technology

Mr. Lawrence announced a meeting will be scheduled.

Personnel

Motion: made by Kevin Borsilli, seconded by Paul Lawrence to approve the new appointment of Part-time Circulation Library Assistant Strudel Daehler at an hourly rate of \$17.00 pending background check. All in favor

Motion: made by Barbara Cannon, seconded by Kevin Borsilli to approve the new appointment of Circulation Library Assistant Sara Oliveira at an hourly rate of \$17.00 pending background check. All in favor

Finance

Action on bills

Motion: made by Steven Goldman, seconded by Barbara Cannon to approve the July 10, 2019 bill listing in the amount of \$211,644.47. All in favor

Public Comments

Marcy Kagan, Diane Meyer, Jollander Williams and Bill Murawski made comments regarding patron incident.

Jonathan Upton made comments regarding a conversation he had with Dr. George and asked a question regarding the Laurence Harbor Branch. The Board answered his question and thanked him for his comments.

Executive Session

Motion: made by Steven Goldman, seconded by Kevin Borsilli to go into executive session at 7:48 p.m. All in favor

The board came out of executive session at 8:07 p.m. The following action was taken.

Motion: made by Steven Goldman, seconded by Kevin Borsilli that effective June 18, 2019 Nicole DeMatteo will receive a stipend of \$250.00 for each day worked, which will be downgraded to \$150.00 when a permanent Library Director is in place to assist with the transition. The stipend of \$150.00 will be in effect until October 29, 2019. All in favor

Adjournment

Motion: made by Kevin Borsilli, seconded by Paul Lawrence to adjourn the meeting at 8:19 p.m. All in favor

Respectfully submitted,

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: August 14, 2019

Transcribed from tape by Linda Reynolds and Maria Nowak

Reviewed by Nicole DeMatteo, Barbara Cannon and Frank Weber