

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
NOVEMBER 13, 2020**

<b>Present:</b>	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Rocco Celentano	Supt. of Schools' Alternate
	Annette Maxwell	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel

<b>Absent:</b>	Sam Rizzo	Mayor's Alternate
	Zainab Syed	Trustee
	Kevin Borsilli	Trustee

**Guests:** Library Attorney Christopher Parton  
Joe Korman of PC Visions  
Several Library Staff Members via Zoom

The President called the meeting to order at 12:00 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 Maria Nowak to Approve the October 14, 2020 Regular Board Minutes. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak and Frank Weber.

**Motion:** made by Maria Nowak, seconded by Frank Weber to Approve the October 14, 2020 Executive Session Board Minutes. **Vote Yes:** Barbara Cannon, Rocco Celentano, Maria Nowak and Frank Weber. Joan George abstained.

**Executive Session**

**Motion:** made by Dr. George, seconded by Rocco Celentano to go into Executive Session at 12:07 p.m. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Maria Nowak and Frank Weber.

The Board came out of executive session at 1:01 p.m. The following action was taken.

**Motion:** made by Dr. George, seconded by Maria Nowak, to suspend Employee #1404 with pay, effective immediately, pending further administrative review. **Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber.

**Motion:** made by Frank Weber, seconded by Maria Nowak to approve the termination of employment of Employee #1436 and the placement of Employee #1436 on the Substitute Page list. **Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

## **Old Business**

### **Job descriptions/seniority lists review and update**

Dr. George stated that she sent a list of the job descriptions to the Board Members twice. Dr. George would like to reapprove the new job descriptions at the December 9<sup>th</sup> Board Meeting, upon the attorney's review, and confirm that the seniority list is correct. Dr. George requested if anyone had any suggestions or editing to the job descriptions, to let the Personnel Committee know and they would incorporate those changes.

## **New Business**

Mr. Weber suggested removing from the agenda, the approval for resolution adopting the Department of Community Affairs standards for remotely held public meetings. The attorney advised that it was not necessary.

Mr. Weber commented that the approval for the purchase of the Daizo Rapid Temperature Screening Kiosk, be removed from the agenda until the next Board Meeting.

## **Directors Report**

Mr. Bobish stated that the library had the MERV filters installed on all of the HVAC units, November 11, 2020. He advised that the library statistics increased from September to October, as follows: Passport appointments increased 59%, passports processed went up 64%, computer appointments increased 79%, browsing appointments increased 104% and circulation went up 38%. Mr. Bobish commented that AARP would like to offer tax help through the Library. Mr. Bobish explained that they would be doing a scaled back approach. They would scan tax documents to their volunteers at home, but would need a room to set up and this would involve opening the library to non-residents as well. Mr. Weber stated that he would not want this service to interfere with other services being offered by the Library.

Mr. Bobish stated that the East Brunswick Public Library asked the Library to co-sponsor their "2021 Option Green Climate" series run through Zoom, at no cost to the Library, the Library's branding would be included, and it would be to assist in getting the word out.

## **Committee Reports**

### **Buildings & Grounds**

No report.

## **Finance**

No report.

## **Outreach/Marketing**

No report.

## **Personnel/Negotiations**

Dr. George stated the attorney was handling the negotiations. Mr. Parton stated that he was waiting for the Board's consensus on the proposal structure. Dr. George advised that it would be taken care of immediately.

## **Policy**

No report.

## **Technology**

No report. Mr. Weber commented that Mr. Borsilli is working on three bids, but he would like all RFP's to be consistent, so that all proposals reflect the exact technology needs of the library. Mr. Bobish stated that he was still waiting to hear back from the third IT company. Dr. George recommended having a meeting with the Technology Committee to restructure the (DSS) department and include restructuring job descriptions.

## **Personnel**

**Motion:** made by Joan George, seconded by Frank Weber to approve the recall of Amy Trombetta to her full-time Supervisory position, effective immediately. **Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

**Motion:** made by Joan George, seconded by Barbara Cannon to approve all necessary action to add and fill a custodian position as soon as possible. **Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

**Motion:** made by Joan George, seconded by Maria Nowak to approve the recall of Librarian Jaclyn Kulesa from furlough effective December 1, 2020 to replace Anita Roik.  
**Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

Dr. George suggested that Librarian Jaclyn Kulesa should be recalled sooner than December 1<sup>st</sup>.

**Motion:** made by Dr. George, seconded by Maria Nowak to amend the motion to recall Librarian Jaclyn Kulesa from furlough effective immediately to replace Anita Roik.  
**Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

## **Finance**

### **Action on bills**

Mrs. Nowak advised that (2) bills (Mobile Beacon and Library Insight) were removed from the November 11, 2020 bill list pending further information.

**Motion:** made by Frank Weber, seconded by Joan George to approve the November 11, 2020 bill listing in the amount of \$99,526.15. **Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

Mrs. Cannon commented that she would like to see the Library look into offering more services to the public. Mr. Bobish stated that he could look at what other services can be offered. Mr. Weber asked how appointments were being managed. Mr. Bobish stated that each service has its own scheduling but that all of the Library staff can view all appointments in real time via Google calendar. Mr. Weber requested a month's history of the scheduling.

### **Public Comments**

No public comments.

### **Adjournment**

**Motion:** made by Dr. George, seconded by Maria Nowak to adjourn the meeting at 1:35 p.m.  
**Vote Yes:** Barbara Cannon, Joan George, Annette Maxwell, Maria Nowak and Frank Weber

Respectfully submitted,

Barbara Cannon, Secretary  
Library Board of Trustees  
Date Approved: December 9, 2020  
Transcribed from tape by Irene Maag and Linda Reynolds  
Reviewed by: Barbara Cannon