

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
DECEMBER 9, 2020**

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

Guests: Library Attorney Christopher Parton
Joe Korman of PC Visions
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 Joan George, seconded by Maria Nowak to approve the November 13, 2020 Regular Board Minutes. **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Zainab Syed and Frank Weber. **Abstain:** Kevin Borsilli and Sam Rizzo

Motion: made by Frank Weber, seconded by Maria Nowak to approve the November 13, 2020 Executive Session Board Minutes: **Vote Yes:** Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Zainab Syed and Frank Weber. **Abstain:** Kevin Borsilli and Sam Rizzo

The President commented that there was an Emergency Meeting on November 27, 2020, but that it was not on the agenda. Most board members should have the minutes and that they will be voted for approval at the next Board meeting.

Old Business

Job descriptions/seniority lists review and update

Dr. George commented that she sent the list of the active job descriptions to the Board Members on three occasions. Dr. George would like to approve the new job descriptions tonight. She stated she would like the attorney to review the seniority list to make sure that it is correct. The job descriptions were last approved in 2018. except for the Custodial I position that the attorney advised could be re-activated. Mr. Weber asked if any of the job descriptions were changed in any way. Dr. George said that none had been changed. Mr. Weber stated that per conversations with the attorney, the job descriptions do not need to be approved again, but the Board can make a recommendation to note on the job descriptions that they were last reviewed by the Board in December of 2020. Mr. Weber directed Mr. Bobish to make the notations on the job descriptions.

New Business

2021 Board Meeting Schedule

Mr. Weber confirmed with Mr. Bobish that none of the 2021 Board meetings interfere with any holidays.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to Approve the 2021 Board Meeting Schedule. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Library Board of Trustees

2020 Meeting Schedule

Time: 7:00 p.m.

January 13, 2021

February 10, 2021

March 10, 2021

April 14, 2021

May 12, 2021

June 9, 2021

July 14, 2021

August 11, 2021

September 8, 2021

October 13, 2021

November 10, 2021

December 8, 2021

2021 Holiday Schedule

Mr. Weber confirmed with Mr. Bobish that the 2021 holidays were directly from the contract and there were no conflicts.

Motion: made by Kevin Borsilli, seconded by Barbara Cannon to Approve the 2021 Holiday/Closure Schedule. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

2021 Holiday/Closure Schedule

New Year's Day	Friday, January 1 – Holiday – CLOSED
Martin Luther King Day	Monday, January 18 – Holiday – OPEN
President's Day	Monday, February 15 – Holiday – OPEN
Easter	Sunday, April 4 – Not a Holiday - CLOSED
Memorial Day	Monday, May 31 – Holiday – CLOSED
Independence Day	Sunday, July 4 – Holiday – CLOSED
Labor Day	Monday, September 6 – Holiday – CLOSED
Election Day	Tuesday, November 2 – Holiday - OPEN
Veteran's Day	Thursday, November 11 – Holiday – OPEN
Day before Thanksgiving	Wednesday, November 24 – Close at 5:00 p.m.
Thanksgiving Day	Thursday, November 25– Holiday - CLOSED
Day after Thanksgiving	Friday, November 26 – Holiday – OPEN (Holiday for non-supervisory unit only)
Christmas Eve	Friday, December 24 – Close 2:00 p.m.
Christmas Day	Saturday, December 25 – Holiday - CLOSED
New Year's Eve	Friday, December 31 – Close 2:00 p.m.
New Year's Day	Saturday, January 1, 2022 – Holiday – CLOSED

Accept the Director's Resignation

Mrs. Cannon asked if there would be an exit interview. Mr. Bobish agreed to an exit interview. Dr. George asked if there should be a discussion held in Executive Session. Mr. Parton advised that the action to accept the resignation as presented is a public action. He stated that any discussion about the resignation should be after the fact, and should be done in Executive Session.

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to approve the resignation of the Director as of January 29, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Directors Report

Mr. Bobish stated that since the Governor's directive to reduce indoor capacity, the library reduced its services to curbside materials pick-up, curbside printing pick-up, passport and notary appointments only. He advised that the library was closed for a few days for a deep cleaning after an employee tested positive for COVID-19. All returning staff members have tested negative. Mr. Bobish explained that he is currently working on transitioning for his successor, finalizing reviews and completing other housekeeping projects. He stated that Librarians Dena Price and Jackie Kulesa have been exploring different types of virtual programming that can be implemented for the community, by television or through webinars. This could include

children's story times, crafts and experiments, as well as one time speakers, food programs, and adult trivia. He stated they are setting up a meeting with Old Bridge TV.

Mrs. Nowak asked for an update on the materials at the Laurence Harbor branch. Mr. Bobish stated that there is no new update. Mr. Bobish advised that ServPro has offered to give a quote, but he has not received it yet. He stated that there is an out of state vendor who can provide a value to the materials. He mentioned that he would like to request the Township for an area to store some of the materials, but needs to follow up on this.

Mr. Weber commented on the LMxAC report included in the director's report, which shows that the Old Bridge Public Library one of the leading libraries that is offering extensive services within the 40 library consortium.

Motion: made by Barbara Cannon, seconded by Frank Weber to approve the Director's Report.
Vote Yes: Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report. Mrs. Cannon asked if the library was providing the services that are allowed with the new restrictions. Mr. Bobish confirmed that we were as of Tuesday and this did not include browsing appointments. Mr. Weber confirmed this service was removed due to the risks.

Personnel/Negotiations

Dr. George stated this will be discussed in Executive Session.

Policy

No report.

Technology

Mr. Borsilli explained that the Technology Committee received three bids, but none of the bids were consistent. He recommends drafting up the needs of the library and sending those out for bids. Mr. Weber agreed that the bids need to be consistent. He recommends hiring an independent consultant to draft the RFP based on the specific technology needs of the Library. Mr. Weber suggested the Board authorize an amount up to \$5,000 to begin the search for a

qualified consultant to analyze the exact technology needs of the library so that an RFP can be written and sent in order to get three consistent bids. Mrs. Cannon asked if this would include the website update. Mr. Weber confirmed it would be included.

Motion: made by Frank Weber, seconded by Kevin Borsilli to approve the authorization of up to \$5000 to hire a qualified consultant to determine the Library's technology needs. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Personnel

To be discussed in Executive Session

Finance

Action on bills

Motion: made by Maria Nowak, seconded by Frank Weber to approve the December 9, 2020 bill listing in the amount of \$116,428.90. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Public Comments

No public comments.

Executive Session

Motion: made by Maria Nowak, seconded by Joan George to go into Executive Session at 7:26 p.m. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

The Board came out of Executive session at 8:30 p.m. The following action was taken.

Dr. George stated that the Board needs to vote and approve the salary agreements of Linda Reynolds, Executive Assistant for Personnel and Irene Maag, Executive Assistant for Finance.

Motion: made by Maria Nowak, seconded by Frank Weber to approve the salary contract for the Executive Assistant for Personnel, Linda Reynolds at a salary of \$56,650.00 plus a \$5,000 stipend for extra work duties outside the workday effective January 1, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Joan George to approve the salary contract for the Executive Assistant for Finance, Irene Maag at a salary of \$48,960.00 effective January 1, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Adjournment

Motion: made by Maria Nowak, seconded by Barbara Cannon to adjourn the meeting at 8:40 pm. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Respectfully submitted.

Barbara Cannon, Secretary

Library Board of Trustees

Date Approved: January 13, 2020

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Michael Bobish and Barbara Cannon