

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
AUGUST 18, 2021**

Present:	Barbara Cannon	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Frank Weber	Trustee
	Annette Kwiecinski	Trustee
	Kevin Borsilli	Trustee
	Sam Rizzo	Mayor's Alternate
	Felisha McEachern	Interim Library Director
	Irene Maag	Executive Assistant for Finance
Absent:	Zainab Syed	Secretary
	Rocco Celentano	Supt. of Schools' Alternate
Guests:	Library Attorney Christopher Parton Joe Korman of PC Visions Several Library Staff Members via Zoom	

The President called the meeting to order at 7:15 p.m. and announced the meeting has been advertised in accordance with the Open Public Meetings Act, and is publicly accessible in accordance with the Open Public Meetings Act and the Department of Community Affairs Local Finance Notice 2020-21.

Minutes

Motion: made by Annette Kwiecinski, seconded by Maria Nowak to approve the June 23, 2021 Special Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski and Maria Nowak. Frank Weber and Sam Rizzo abstained.

Motion: made by Annette Kwiecinski, seconded by Maria Nowak to approve the June 23, 2021 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski and Maria Nowak. Frank Weber and Sam Rizzo abstained.

Motion: made by Annette Kwiecinski, seconded by Maria Nowak to approve the July 14, 2021 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak and Frank Weber. Sam Rizzo abstained.

Motion: made by Annette Kwiecinski, seconded by Maria Nowak to approve the July 14, 2021 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak and Frank Weber. Sam Rizzo abstained.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the July 19, 2021 Special Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski and Frank Weber. Maria Nowak and Sam Rizzo abstained.

Motion: made by Joan George, seconded by Kevin Borsilli to approve the July 19, 2021 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski and Frank Weber. Maria Nowak and Sam Rizzo abstained.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the July 22, 2021 Special Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Maria Nowak and Frank Weber. Annette Kwiecinski and Sam Rizzo abstained.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the July 22, 2021 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Maria Nowak and Frank Weber. Annette Kwiecinski and Sam Rizzo abstained.

Personnel

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski, to accept the resignation of Librarian Felisa Giovanniello (Adult Services), effective September 1, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski, to accept the resignation of Library Assistant Lydia Kircher (Passports), effective July 23, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski, to accept the resignation of Library Page Andre Eldred, effective August 8, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski, to accept the resignation of Librarian Diane Meyer (Adult Services), effective August 16, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski, to approve the new appointment of Substitute Librarian Felisa Giovanniello (Adult Services), effective September 2, 2021 at an hourly rate of \$31.80. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Sam Rizzo and Frank Weber. **Vote No:** Maria Nowak

Motion: made by Annette Kwiecinski, seconded by Kevin Borsilli, to approve the new appointment of Substitute Librarian Jennifer Fitzgerald, effective August 19, 2021 at an hourly rate of \$31.80. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Annette Kwiecinski, Sam Rizzo and Frank Weber. **Vote No:** Joan George and Maria Nowak

Motion: made by Kevin Borsilli, seconded by Sam Rizzo, to approve the new appointment of Substitute Library Page Andre Eldred, effective August 19, 2021 at an hourly rate of \$12.00.

Vote Yes: Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Finance

Mrs. Nowak announced she reviewed the bills and noted all her questions were answered satisfactorily.

Motion: made by Maria Nowak, seconded by Kevin Borsilli, to approve the August 11, 2021 bill listing in the amount of \$165,991.24. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Old Business

Virtual Programming Update

Ms. McEachern stated that there were no updates. Mrs. McEachern mentioned Youth Services now offers virtual Story Time three times per week.

Library Re-Opening

The Board discussed the importance of instituting more programs, but to do so will require an increase in staffing. Mrs. Cannon stated job openings have been posted for Librarians, Library Assistants and Pages, expecting potential new hires to be interviewed by the new Director. Mrs. Cannon suggested the Board prepare a list of priorities for the new Director's arrival. Ms. McEachern went over the difficulty of programming with current staff shortages.

In-Person Board Meetings

Board members discussed whether to move to in-person Board meetings or continue with Zoom meetings amid concerns over the current uncertainties with the virus' ever-changing impact. Some Board members stated that it should be a unanimous vote to return to in-person meetings. A hybrid version was discussed as an option.

Motion: made by Kevin Borsilli, seconded by Barbara Cannon, that the September 8, 2021 Board Meeting be held in person, as long as the current rules apply to public meetings and social distancing and mask requirements are in place.

Vote Yes: Kevin Borsilli, Barbara Cannon, Annette Kwiecinski, Sam Rizzo and Frank Weber.

Vote No: Joan George

Abstained: Maria Nowak

New Business

Memo from the Supervisory and Non-Supervisory Unions

Mrs. Cannon opened the floor to discuss the memo from the Supervisory and Non-Supervisory Unions. The consensus was that the public would be highly encouraged and thanked for using masks, while employees would be required to wear them in non-private spaces. Signage will be posted at the Main Entrance encouraging patrons to wear masks.

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski to mandate staff to wear masks inside the Library, unless they are alone in a personal office, and patrons will be highly encouraged to wear masks. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber.

Directors Report

Re-opening

Ms. McEachern advised the Board that job openings for Librarians, Library Assistants and Pages have been posted on the Library's website, Facebook, Library Link, NJLA and the Township's website. The Page job posting was also sent to Old Bridge High School.

Curbside Pick-up

Ms. McEachern commented that the few patrons that have requested curbside service are being accommodated.

Passports

Ms. McEachern announced the Passport Department continues to have a fully booked calendar and patrons are pleased with the level of service provided.

Youth Services

Ms. McEachern stated that Youth Services continues to offer weekly take-home crafts for all ages as well as other virtual activities for patrons.

Committee Reports

Buildings & Grounds

Ms. McEachern announced the new cleaning service began on August 1, 2021. The cleaning service coordinates with the Custodian to ensure the entire building is cleaned. Ms. McEachern explained scheduling and weekly cleaning routines will need to be worked out with the new Director.

Finance

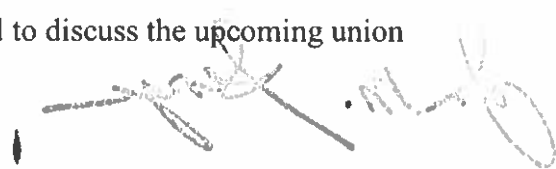
Mrs. Nowak informed the Board that the Draft 2021 Budget will be ready for the September 8, 2021 Board Meeting.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George announced a committee meeting will be held to discuss the upcoming union negotiations.



Policy

No report.

Technology

Mr. Borsilli stated that PC Visions had completed the review of the Library networks and the inventory of hardware. He discussed conducting a quarterly review of the Library's networks and hiring another part-time IT person.

Mr. Borsilli invited Board Members to attend the Art Music Festival at Mannino Park on Saturday, August 21, 2021 and asked for Library materials to display about services that are available.

Re-opening Committee

No report.

Board Comments

September Meeting

Mrs. Cannon confirmed the September meeting will be advertised as a Zoom meeting for now. The Board will be polled in a couple of weeks to meet in person or via Zoom.

Interim Director

Mrs. Cannon thanked Ms. McEachern for her work over the last five months. Dr. George confirmed that Ms. McEachern will continue as Interim Director until October 1, 2021.

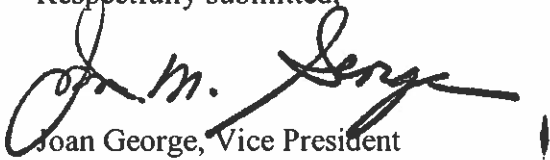
Public Comments

Dena Price thanked the Board for the opportunity to speak and thanked Ms. McEachern for her work as Interim Director.

Adjournment

Motion: made by Joan George, seconded Annette Kwiecinski to adjourn the meeting at 8:05 p.m. All in favor

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Joan M. George". The signature is written in a cursive style with a long, sweeping underline.

Joan George, Vice President
Library Board of Trustees

Date Approved: September 8, 2021

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Felisha McEachern and Joan George