

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
OLD BRIDGE, NEW JERSEY  
DECEMBER 8, 2021**

<b>Present:</b>	Barbara Cannon	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Frank Weber	Trustee
	Annette Kwiecinski	Trustee
	Kevin Borsilli	Trustee
	Sam Rizzo	Mayor's Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel
<b>Absent:</b>	Rocco Celentano	Supt. of Schools' Alternate
<b>Guests:</b>	Library Attorney Christopher Parton Staff Members Diane Rabuffo, Dena Price and Jackie Kulesa Two Members of the Public	

The President called the meeting to order at 7:00 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**

Dr. George asked for minor revisions under Update of Old Bridge Notable Students file and Public Comments.

**Motion:** made by Joan George, seconded by Kevin Borsilli, to approve the November 10, 2021 Regular Board Meeting Minutes as amended. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Zainab Syed.

**Motion:** made by Joan George, seconded by Kevin Borsilli, to approve the November 10, 2021 Executive Session Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Zainab Syed.

### **Personnel**

**Motion:** made by Maria Nowak, seconded by Kevin Borsilli to approve the appointment of Staff Librarian (Youth Services) Anna Genovese at an annual salary of \$59,041.82 pending resignation from her previous position. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

**Motion:** made by Maria Nowak, seconded by Joan George to approve FMLA for Employee #1270 effective November 16, 2021 through February 21, 2022. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

## **Finance**

Mrs. Nowak stated she reviewed all of the bills and noted everything was in order.

**Motion:** made by Maria Nowak, seconded by Frank Weber to approve the December 8, 2021 Bill Listing in the amount of \$112,238.41. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

## **Old Business**

### **Library Programming Update**

Mr. Kornblau stated the annual tree lighting celebration is planned for December 14, 2021 and noted the Library Parking Lot will need to be closed off for horse carriage rides. Patrons and staff will need to use the ice arena parking lot.

The Old Bridge Lyons Club will be holding a program at the Library on December 19, 2021.

### **2022 Library Holiday/Closure Schedule**

**Motion:** made by Joan George, seconded by Frank Weber to approve the 2022 Holiday/Closure Schedule pending negotiations with the non-supervisory unit. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

### **Update on Companies to Conduct Outreach Survey**

Mr. Kornblau gave an update on the proposals. There was a discussion on types of surveys. Mr. Weber, Mr. Borsilli and Dr. George volunteered to serve on an ad-hoc committee.

### **Attorney's Review of Bylaws**

Mr. Parton went over the revised Bylaws. The proposed Bylaws will be posted on the Library website for the public to review. The Bylaws will be voted on at the January 12, 2022 meeting.

### **Operational Audit**

There was a discussion on the 2018 Operational Audit.

### **Energy Audit**

Mr. Kornblau announced an Energy Audit was held this morning and went over the bids received. **Motion:** made by Zainab Syed, seconded by Frank Weber to approve Constellation excluding Laurence Harbor and pending administrative and attorney review. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

## **2021 Budget**

Mr. Kornblau announce he included the Draft 2021 Budget in the monthly Board Packet. There was a discussion regarding the 2021 Budget.

**Motion:** made by Joan George, seconded by Barbara Cannon to adopt the proposed 2021 Budget as a preliminary Budget. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

## **Supervisor of Information Technology Services**

Dr. George went over revisions of the Job Description for the Supervisor of Technology Services.

**Motion:** made by Joan George, seconded by Zainab Syed to approve the revised Job Description for the Supervisor of Technology Services. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

## **New Business**

### **Library Telephone System**

There was a discussion regarding the Library's telephone system. Mr. Kornblau will have all Library phone extensions posted on the website.

## **Directors Report**

### **Minimum Wage Increase**

Mr. Kornblau informed the Board minimum wage will increase to the hourly rate of \$13.00 effective January 1, 2022. This will affect the Library Pages and Substitute Pages.

**Motion:** made by Joan George, seconded by Frank Weber to approve the hourly minimum wage of \$13.00. **Vote Yes:** Kevin Borsilli, Barbara Cannon, 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.

### **Personnel/Negotiations**

The Attorney gave an update on union negotiations.

### **Policy**

No report.

### **Technology**

Mr. Kornblau gave an update on the applications received for the Supervisor of Information Technology position.

### **Executive Session**

**Motion:** made by Joan George, seconded by Annette Kwiecinski to go into executive session at 8:17 p.m. to discuss matters of personnel. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

The Board came out of executive session 8:33 pm. The following action was taken:

The Attorney announced Section V Subsection A has been administratively withdrawn from the Agenda. The Board will entertain a motion on Section V Subsection B.

**Motion:** made by Frank Weber, seconded by Annette Kwiecinski to approve the appointment of Staff Librarian (Adult Services) Lauren Rossi at an annual salary of \$59,041.82 effective December 9, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

### **Adjournment**

**Motion:** made by Frank Weber, seconded by Annette Kwiecinski to adjourn the meeting at 8:38 p.m. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Respectfully submitted,

Zainab Syed, Secretary  
Library Board of Trustees  
Date Approved: January 12, 2022  
Transcribed from tape by Linda Reynolds  
Reviewed by: Zainab Syed