

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MAY 11, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Annette Kwiecinski	Secretary
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent:	Zainab Syed	Trustee
	Frank Weber	Trustee

Guests: Library Attorney Christopher Parton
Library Staff Members Dena Price, Lauren Rossi, Irene Maag,
One member of the public via Zoom

The President called the meeting to order at 7:03 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 is publicly accessible in accordance with law.

Minutes

Motion: made by Joan George seconded by Annette Kwiecinski, to approve the April 13, 2022 Regular Board Meeting Minutes as amended. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski and Sam Rizzo. Maria Nowak abstained.

Personnel

Mr. Parton announced there will be a discussion in executive session regarding the terms of the memorandum of agreement with the Non-Supervisory Unit. Upon exiting executive session there will be a vote to ratify that memorandum of agreement.

Finance

Mrs. Nowak announced she reviewed the bills and noted everything was in order.

Motion: made by Maria Nowak, seconded by Annette Kwiecinski to approve the May 11, 2022 Bill Listing in the amount of \$180,172.11. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Old Business

Notable Students

Dr. George stated she received a request for a phone number for someone on the notable student list. Dr. George asked to please not use this list for anything other than compiling a file.

Museum Passes

Mr. Kornblau stated the library will be purchasing software for museum passes. Mr. Kornblau stated there are 15 museums on the list. Mr. Kornblau anticipates the program will be up and running by the end of the month and the program will be promoted. Mrs. Nowak asked the Director to include statistics on the program in his June Director's Report. Dr. George would like a report on how many households use the passes.

Passports

Mr. Kornblau announced passports is doing very well as statistics have been going up each month. Mr. Kornblau stated walk-ins are now being accepted. Mr. Kornblau reported there were 70 walk-in appointments last month. It was agreed there needs to be more publicity that walk-in appointments are welcome.

Update on the Outreach Survey

Mr. Borsilli announced a report was received on vendors to conduct a survey. Mr. Kornblau stated the vendor he recommends for the survey is Library Strategies. Mr. Borsilli stated he would like to move forward with a vote at the June meeting. Mr. Borsilli would like a committee meeting held within the next week and requested the Director set up a meeting with the vendor. There was a discussion on what the Board would like to see out of a survey.

Operational Audit

Dr. George stated she was under the impression the 2018 would be used. Mr. Borsilli stated some of the items in Operational Audit are items that have been included in the Board's goals. Mr. Borsilli stated they will report back in a few months after progress is made with the goals. It can then be determined if improvement was made on what was outstanding on the 2018 Operational Audit. Mr. Borsilli stated the survey should be completed before an audit.

New Business

Mr. Parton read the consolidated goals of the Old Bridge Public Library Board of Trustees.

Motion: moved by Maria Nowak, seconded by Kevin Borsilli to accept the consolidated Goals of the Old Bridge Public Library Board of Trustees. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Maria Nowak and Sam Rizzo.

Director's Report

Job Description

Mr. Kornblau announced he started a draft job description for Library Assistant – Coordinator of Programming. Mr. Kornblau will forward the potential job description to the Personnel Committee.

Policy to Honor Former Employees and Board Members

Mr. Kornblau developed a policy to honor former employees and board members who have passed away. Mr. Kornblau will forward the policy to the Attorney for review.

Laurence Harbor

Mrs. Nowak stated she had asked the Director why there was both a Supervisor and Library Assistant at the Laurence Harbor Branch. Mrs. Nowak explained it was her understanding the agreement was Township would provide someone along with the Library Assistant. Mrs. Nowak stated the Director informed her that Township has yet to supply a staff person and that the Director is unable to reach someone for an answer. Mr. Kornblau stated he received an email today from the Mayor's office that they are aware of the situation and are working on providing someone. Mr. Kornblau stated he plans to continue having a Supervisor along with the Library Assistant until Township is able to provide someone. Mr. Borsilli stated he was not aware of the situation and the agreement was that the Library would provide services with the understanding Township would provide one staff member. Mr. Borsilli stated notice should be sent to the mayor's office that they have someone by a certain date or the Library can no longer provide services. There was a discussion regarding the foot traffic of Laurence Harbor.

Library Assistants / Reorganization

Dr. George stated the Personnel Committee is looking at reorganization and considering the possibility of hiring different levels of Library Assistants.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak announced a meeting was held on Monday. Mrs. Nowak reported the Director is going to revise some line items. Mrs. Nowak stated the budget will be presented at the June meeting.

Mrs. Nowak asked the Director if the Auditor has been contacted for their 2022 proposal. The Director will ask the Executive Assistant for Finance and get back to her tomorrow. Mrs. Nowak stated she would like to see the Auditor's proposal.

Outreach/Marketing

Mr. Rizzo announced he is waiting on a meeting confirmation from the Mayor's office. Mr. Rizzo stated the Director will reach out to the Mayor's office tomorrow to confirm the meeting. The meeting is regarding potential sites to provide Library services to South Old Bridge.

Policy

No report.

Technology

No report.

Board Comments

Mr. Borsilli announced a thank you card addressed to the Board was received by former member Barbara Cannon. Mr. Borsilli read the card.

Mr. Borsilli announced there was an Instagram post by Old Bridge Township that the Library is participating in Turquoise Takeover to raise awareness of lung cancer. The Library will be lit up in turquoise every night for the remainder of the week.

Executive Session

Motion: made by Joan George, seconded by Annette Kwiecinski to go into executive session at 8:09 p.m. to discuss matters of personnel and negotiations. All in favor

The Board came out of executive session at 8:23 p.m. The following action was taken.

Motion: made by Joan George, seconded by Annette Kwiecinski to ratify the Agreement between Old Bridge Township Public Library Board of Trustees and AFSCME Council 63 Local 3231.

Vote Yes: Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski and Sam Rizzo.

Mr. Parton reminded the members of the negotiations committee they need to sign the Memorandum of Agreement.

Adjournment

Motion: made by Annette Kwiecinski, seconded by Rocco Celentano to adjourn the meeting at 8:25 p.m. All in favor.

Respectfully submitted,

Annette Kwiecinski, Secretary
Library Board of Trustees
Date Approved: June 8, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Annette Kwiecinski