

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JUNE 8, 2022**

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

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

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 is publicly accessible in accordance with law.

New Board Member

Board President, Kevin Borsilli introduced and welcomed new trustee Sara Marino.

Executive Session

Motion: made by Frank Weber, seconded by Maria Nowak to go into executive session at 7:04 pm. All in favor

The Board came out of executive session at 7:17 p.m. No action was taken.

Minutes

Motion: made by Joan George seconded by Maria Nowak, to approve the May 11, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo and Frank Weber. Rocco Celentano and Zainab Syed abstained.

Motion: made by Joan George seconded by Maria Nowak, to approve the executive session minutes of May 11, 2022. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Sara

Marino, Maria Nowak, Sam Rizzo and Frank Weber. Rocco Celentano and Zainab Syed abstained.

Motion: made by Joan George, seconded by Maria Nowak, to approve the Special Meeting minutes of April 27, 2022. **Vote Yes:** Kevin Borsilli, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Frank Weber. Rocco Celentano, Sara Marino and Zainab Syed abstained.

Personnel

Motion: made by Maria Nowak, seconded by Frank Weber to accept the retirement of Staff Librarian (Adult Services) Dena Price effective October 1, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Board Members thanked Mrs. Price for her service.

Dr. George stated she reviewed the resumes of the Substitute Library Assistants and noted most are township residents.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Magnolia Walters at an hourly rate of \$17.77 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Joan Tuohy at an hourly rate of \$17.77 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Vaishnavi Abusumilli at an hourly rate of \$17.77 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Kathleen Jessen at an hourly rate of \$17.77 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Frank Limaldi at an hourly rate of \$17.77 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Laura Molina at an hourly rate of \$17.77 pending background check.

Vote Yes: Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Elizabeth O’Keefe at an hourly rate of \$17.77 pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Rocco Celentano, to approve the appointment of Substitute Library Assistant Maria Wacaster at an hourly rate of \$17.77. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Maria Nowak to approve the following job descriptions be approved and adopted: Managing Librarian of Patron Services and Library Assistant – Coordinator of Programming (part-time). **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Maria Nowak to eliminate the position of Facilities Manager. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Frank Weber to eliminate the position of Managing Librarian – Adult Services. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to eliminate the position of Managing Librarian – Youth Services. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to approve the position of Managing Librarian for Patron Services. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to approve the appointment of Pham Condello as Managing Librarian for Patron Services effective June 9, 2022 at a salary to be determined. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Mr. Kornblau thanked Mrs. Price for her role as acting Managing Librarian which will end now that Mrs. Condello has been appointed as Managing Librarian of Patron Services.

Finance

Discussion Bills

Mrs. Nowak stated the following bills were removed from the bill listing.

Program – October 8, 2022

Mrs. Nowak asked this bill be placed on the August 10th bill listing which is closer to the date of the event.

Mid-Atlantic Library Alliance

Mrs. Nowak stated this is a consortium out of Virginia. Mrs. Nowak indicated she cannot find another library in New Jersey that is a member of this consortium. Mrs. Nowak stated she would like this bill removed until the Director provides the Board with a report on how much the consortium will actually save the Library. The Director stated he can have a report by next week.

Museum Passes

Mrs. Nowak stated the current bill listing includes six new museum passes for total of \$1,289. Mrs. Nowak would like to table this bill as several Board Members have asked for a report on how the current Museum Passes are being used. Mr. Kornblau stated he does not have any statistics as the program is not currently up and running. Mr. Kornblau stated they need to start the program from scratch. Mr. Borsilli gave a background of the Museum Pass Program. Mr. Kornblau stated the Museum Pass program should go live next week. Mr. Borsilli requested the Director send a report.

New Desk

Mrs. Nowak asked why a desk for Laurence Harbor was purchased for \$1,449.19 is not being used. Mr. Kornblau stated Parks and Recreation were going to move a pool table to make room for the desk. Mr. Kornblau stated he found out after the desk was purchased that they were not going to move the pool table. Mrs. Nowak stated she had safety concerns about the mobile book cases as they would be needed to be moved in and out of a closet while summer camp is in session. Mr. Kornblau stated the wheels lock and they would empty the book cases before moving them.

Bill Listing

Motion: made by Maria Nowak, seconded by Frank Weber to approve the June 8, 2022 Bill Listing in the amount of \$139,678.39. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Audit Proposal

Motion: made by Maria Nowak, seconded by Annette Kwiecinski to accept the audit proposal from Suplee, Clooney & Company in the amount of \$6,900. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Old Business

Museum Passes

Mr. Borsilli asked publicity on the Museum Pass Program be included in the Library's newsletter. Mr. Borsilli suggested including what museums' are currently available and what's to come.

Passports

Dr. George noted 70 drop-in appointments were recorded for both April and May. Mr. Kornblau stated it was a coincidence. Dr. George commented there was an announcement in the newsletter that drop-in appointments are welcome. Mr. Kornblau stated they will be passing out bookmarks to advertise walk-ins are welcome. Mr. Kornblau stated they will also get word out on social media. It was suggested more signage be posted. There was a discussion that the message on the Townships phone system still stated appointments are required. Mr. Kornblau stated he will look into having the message updated.

Update on the Outreach Survey

Mr. Borsilli asked where they stand with Library Strategies. Mr. Kornblau stated he sent Mr. Borsilli and Mr. Weber some dates to meet with Library Strategies. Mr. Borsilli stated the last time he spoke with the Director, the Director indicated to him it would have to wait until after the June meeting. Mr. Borsilli stated Mrs. Marino would like to work with them on the survey.

Laurence Harbor Staffing

Mr. Kornblau confirmed there is one Library staff member and one Parks and Recreation staff member during operating hours.

New Business

Organization Chart

Dr. George announced she sent out the Organization Chart to the Board. Dr. George stated the Library Assistant – Coordinator of Programming needs to be moved under the Managing Librarian of Patron Services. There was a brief discussion on the vacancy for Supervisor of Technical Services.

Motion: made by Joan George, seconded by Maria Nowak to adopt the Organization Chart with the Library Assistant - Coordinator of Programming moved under the Managing Librarian of Patron Services. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Juneteenth Day

Mr. Kornblau stated the Non-Supervisory contract is the only contract and agreement that has the language of observing the holiday the same as the State of New Jersey. Mr. Parton suggested it should be uniformed throughout the Library to avoid conflict between the bargaining units and stand-alone employees.

Motion: made by Joan George, seconded by Rocco Celentano to amend all calendars and notices to designate the third Friday in June as a New Jersey state and public holiday known as Juneteenth Day. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Passports

Mr. Kornblau stated passport revenue has been increasing consistently during the past five months. Dr. George asked if they were turning away people in passports and asked if adding staff would benefit the department. Mr. Kornblau stated if more staff is added they would be able to process more passports. Dr. George asked for a report for the next meeting. Mr. Borsilli requested including the number of people they have to turn away in the report.

Zoom Discussion

There was discussion that the State Library provides the Library with three Zoom accounts and possibility of providing the Board President with a Zoom account. Mr. Kornblau indicated the State Library does not look into who is using the Zoom account and trusts the Library is providing the account to someone who is in association with the Library. Mr. Kornblau stated they do have a Zoom account that they can transfer over to the Board President.

Debit Card

Mr. Borsilli stated in the past there had been discussion regarding a debit card for the Library that could be used through the petty cash account. Mr. Parton stated a P-Card Policy (purchasing card) was adopted last year. Mr. Borsilli clarified that they are waiting for the State to approve the P-Card. Mr. Borsilli asked if it's possible to set up a debit card through the Library's petty cash checking account. Mrs. Nowak stated they need to check with the Auditor. Mr. Kornblau stated he has an email response from the Auditor from months ago that he will forward. Mr. Kornblau stated he will reach out to the State again regarding the P-Card.

Policy Honoring Former Employees

Mr. Kornblau announced he sent a draft policy to the Attorney as well as the Policy Committee. Mr. Celentano stated he did receive the Director's email.

Director's Report

OBMUA

Mr. Kornblau stated he received a proposal from the OBMUA regarding the capping of the sewer and water pipes at the former Laurence Harbor Branch. Mr. Kornblau stated the cost is over \$12,000 to cap the pipes on the building. Mr. Weber stated the property is owned by the Township. Mr. Kornblau stated they are still receiving bills from the OBMUA for the building. It was determined to move forward with the project and send the bill to the Township. Mr. Kornblau explained a contractor does the work and OBMUA inspects the work. Mr. Kornblau stated he has a proposal from the contractor the OBMUA recommends. Mr. Weber indicated the Township may want to do the work themselves and use one of their contractors. Mr. Weber stated he will ask the OBMUA to send a letter to Township. Mr. Kornblau stated this was discussed in the past as something the Board wanted but was dropped. Mr. Weber stated he does not recall such request. Mr. Kornblau stated he has some emails he can share with the Board.

Roof

Mr. Kornblau announced the roof leaks in the Library have been increasing. Mr. Kornblau stated there are several new leaks. Mr. Kornblau indicated the Mayor has been notified and would be meeting with the Director of Public Works. Mr. Weber stated when the roof was installed the vendor guaranteed to repair the roof as leaks appear. Mr. Weber stated as soon as leaks appear Township should be notified.

Passport Office

Mr. Kornblau announced there is a flooding issue in the Passports Department. Mr. Kornblau stated he received a proposal from Archer Plumbing to rectify the situation for approximately \$6,000. Mr. Kornblau stated 8 gallons of water was vacuumed out after a recent storm. Mr. Weber stated to keep track of repair expenses so there is a record.

Laurence Harbor

Mr. Kornblau stated the Parks and Recreation Department would like the Library to suspend services from July 5th through August 5th. Mr. Kornblau suggested having the Library Van in Laurence Harbor during the 12 hours the Library is normally operating. Mr. Kornblau stated there would be outdoor programming. Mr. Borsilli asked if the Mayor is aware of the request from Parks and Recreation to suspend services in Laurence Harbor until summer camp ends. Mr. Borsilli reminded that Library services at Laurence Harbor were requested by the Mayor's office. Mr. Kornblau will contact the Mayor's office. Mr. Weber and Mrs. Nowak stated they feel it makes more sense to suspend the services rather than set up outdoor services during a time when

it can reach up to 100 degrees. Mr. Weber suggested sending the van to pick up books and continue to bring books to residents. The van can stay for an hour or two for those residents to pick up their books to keep services going. Mr. Borsilli suggested sending an email to all involved. Mr. Weber suggested releasing a statement explaining that Parks and Recreation need full use of the building until August 5th, but books are still available.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak stated she will be setting up a meeting.

Outreach/Marketing

Mr. Rizzo announced he met with the Mayor. Mr. Rizzo stated the Mayor is going to have his staff take a look at some possible sites for services to South Old Bridge. Mr. Rizzo stated they will have a follow up meeting.

Personnel

Dr. George stated staff lateness has been a topic of discussion with various Directors and nothing changes. Dr. George proposed a form being filled out when a staff member is late. There was a conversation regarding changing work hours for Library Assistants. Dr. George suggested to amend the staff's start time 15 minutes later and institute a form that gets filled out when an employee is late. Mr. Parton stated it's an enforcement issue as it's in the personnel manual and it was noted in the Memorandum of Agreement in 2019. The language had been put into the collective bargaining agreement. Mr. Parton suggested increasing the enforcement.

Dr. George stated they need to evaluate the Director as soon as everyone and the Director can agree on a date.

Policy

No report.

Technology

No report.

Adjournment

Motion: made by Frank Weber, seconded by Maria Nowak to adjourn the meeting at 8:45 p.m.
All in favor.

Respectfully submitted,

Annette Kwiecinski, Secretary
Library Board of Trustees
Date Approved: August 10, 2022
Transcribed from tape by Linda Reynolds
Reviewed by: Annette Kwiecinski