

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
OCTOBER 12, 2022**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Frank Weber	Trustee
	Sara Marino	Trustee
	Zainab Syed	Trustee
	Sam Rizzo	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Alan Kornblau	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Annette Kwiecinski	Secretary
Guests:	Library Attorney Christopher Parton, several Library staff members and 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 is publicly accessible in accordance with law.

Regular Minutes

Motion: made by Frank Weber, seconded by Joan George, to approve the September 14, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sam Rizzo, Zainab Syed and Frank Weber. Rocco Celentano, Sara Marino and Maria Nowak abstained.

Executive Minutes

Motion: made by Frank Weber seconded by Joan George, to approve the September 14, 2022 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sam Rizzo, Zainab Syed and Frank Weber. Rocco Celentano, Sara Marino and Maria Nowak abstained.

Personnel

Motion: made by Joan George, seconded by Rocco Celentano to approve and post the job descriptions for Per Diem Librarian and Per Diem Library Assistant with hourly rates to be confirmed. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Library Assistant – Passport Agent Christopher Fales, effective October 16, 2022. **Vote Yes:** Kevin

Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Laura Molina, effective October 12, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Joan George, seconded by Zainab Syed to approve the new appointment of Library Assistant – Passport Acceptance Agent Laura Molina at an hourly rate of \$18.13, effective October 13, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Joan George, seconded by Zainab Syed to approve the new appointment of Library Assistant – Passport Acceptance Agent Shauntel Bellamy, pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Finance

Bill Listing

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

Motion: made by Maria Nowak, seconded by Frank Weber to approve the bill listing in the amount of \$171,347.73. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

2022 Budget

Mrs. Nowak stated the Director moved the \$192,128.40 to surplus. Mrs. Nowak stated the surplus has always been put in the income line of the budget and not expenditures. There was a discussion regarding the budget and the surplus. Mrs. Nowak stated the funds should be put in furnishings or create another line item. It was agreed to put the Budget on the November Agenda.

Motion: made by Frank Weber, seconded by Maria Nowak that surplus may not be transferred except by an affirmative vote by the Board of Trustees. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Old Business

Program Update

Mr. Kornblau announced programs are picking up. Mr. Kornblau stated early voting will affect programming that takes place in the large meeting room. Mr. Kornblau stated there is a lot going on in Children's and Adults and suggested everyone check out the events page.

Passports

Mr. Kornblau stated passports has been doing well and noted they are down one staff member as an employee is out with covid. Mr. Borsilli stated it has been discussed at last month's meeting, as well as prior meetings that the trustees would like a report on the activity of passports. Mr. Kornblau responded he only has statistics for half of September and will have a full month of statistics for the November meeting. Dr. George requested the number of staff hours that is assigned to that department be included. After a review of that report and of the scheduling plans, and of the suggestions of the Director, the Personnel Committee will recommend staffing needed to provide services to patrons.

New Business

COVID Protocols

Mrs. Nowak stated the Director reported there is an employee out with covid and would like to know the protocols for covid and asked when can the employee return to work. Mr. Kornblau stated when an employee claims to have Covid they must show proof of a Positive Covid test. Mr. Kornblau explained an employee is required to submit a Negative PCR test in order to return to work. Mr. Kornblau stated the CDC has guidelines that say after 5 days if you don't have symptoms you can come back to work with a mask for 10 days. Mr. Kornblau stated the Library has been consistent with the proof a negative PCR to return to work. Dr. George stated the school system doesn't have such strict requirements to return. Dr. George suggested the Director find out the covid protocols Township is requiring. Dr. George asked why the Library is tougher than the CDC. There was a discussion regarding the CDC recommendations. Mr. Parton clarified that the Board of Trustees must be included in regards to the Library's return to work policy. Dr. George asked the Director and the Attorney if they have received any comments or requests from either union about the current protocols and its effect on their staff members. Mr. Kornblau stated he has not received anything from the unions. Mr. Borsilli stated that he has not heard from the union regarding concerns.

Mrs. Nowak asked how the staff sick time is being handled. Mrs. Nowak stated if an employee runs out of sick time, does the Library continue to pay them or does the time off go unpaid. Mr. Kornblau stated no one has used up all their sick time. Mr. Borsilli asked the Director to email the Board the Township's covid protocols by the midmonth report. Mr. Borsilli stated this should go on the November agenda. Mr. Borsilli asked Board members to review the CDC guidelines. Mr. Parton stated it's in the Library's best interest to align with the Township. Mr. Borsilli stated he hasn't heard any pushback from anyone on this matter and noted the Director stated he hasn't either. Mr. Borsilli stated he feels they are okay at this point, however preparations on covid procedures should be made with cold and flu season coming up. Dr. George asked the Personnel Committee be informed of any problems that occur due to the current covid policy, such as how staff sick time is being handled and it appears that a meeting needs to be held with both the Unions since terms and conditions of employment are contractual issues.

Update on Outreach Survey

Mr. Kornblau announced as of Monday there have been 563 responses to the survey. Mr. Kornblau explained how the survey is being promoted. Dr. George stated she has not seen anything advertised. Mr. Borsilli suggested reaching out to the Township to promote on their social media sites.

Social Media

Dr. George announced there was a controversy on social media and the public had made comments that they did not know who the Trustees were or how to get in touch with them. Mr. Borsilli stated how the situation was handled internally is being reviewed. Dr. George requested trustees be issued an Old Bridge Library email address to be posted on the Library's website ASAP.

Director's Report

Early Voting

Mr. Kornblau announced Early Voting is scheduled to begin October 29th and will take place for nine days. Mr. Weber recommended a notice go out asking the public not use the reserved parking for early voting.

Funds

Mr. Kornblau reported they received 1/3 mil amounts for next year. Mr. Kornblau announced next year's allocation has increased.

HVAC

Mr. Kornblau reported the condenser for unit one was replaced and noted all units and boilers are in working condition.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

Mr. Rizzo announced a meeting was held and suggestions were made for the outreach of the survey.

Personnel and Negotiations

Dr. George stated a committee meeting was held and noted the attorney was present to answer committee member's questions.

Policy

Mr. Celentano announced there is a new policy for DVDs and asked the Director to explain.

Mr. Kornblau stated there is currently a \$1.00 charge to check out a 7-day DVD and circulation is not significant. It was recommended to the Policy Committee to waive the \$1.00 fee to help increase the circulation.

Mr. Weber stated he would like to see statistics on the DVDs including a list of titles. There was a discussion regarding the limit of DVDs a patron can check out at a time. It was suggested a limit be included in the policy. Mr. Borsilli agreed and Mr. Celentano stated the change can be made. Mr. Borsilli asked the Director to come back to the Board with a report to include statistics in a couple of months.

Motion: made by Joan George, seconded by Frank Weber to table the motion until the November Board Meeting. **Vote Yes:** Joan George and Frank Weber

Vote No: Kevin Borsilli, Rocco Celentano, Sara Marino, Maria Nowak, Sam Rizzo and Zainab Syed

Motion: made by Rocco Celentano, seconded by Kevin Borsilli to waive the \$1.00 charge for 7-Day DVD loan with the amendment of a maximum of 5 rentals per borrow. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Sara Marino, Maria Nowak, Sam Rizzo and Zainab Syed

Vote No: Joan George and Frank Weber

Technology

Mr. Weber reported PC Visions made some upgrades to the Wi-Fi equipment. Mr. Weber stated they recommended replacing all of the Dell computers and upgrade to all-in-one units. Chrome boxes are also being looked in to. Mr. Borsilli stated the information will be shared with the full Board and put it on the November Agenda.

Mr. Kornblau reported the Library's firewall was updated.

Executive Session

Motion: made by Frank Weber, seconded by Sara Marino to go into executive session at 8:08 pm to discuss matters of personnel and negotiations. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

The Board came out of executive session at 8:42 p.m. The following action was taken.

Motion: made by Frank Weber, seconded by Joan George to approve the revised Director's Agreement between Alan Kornblau and the Board of Trustees with the same dates with slight revisions with regard to Mr. Kornblau's hours of work with the anticipation the contract will be signed by October 22, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Rocco Celentano, seconded by Joan George to approve a sidebar agreement between the Board of Trustees and the Supervisory Union Local #3231-001 for the clarification of compensation and title for the Supervisor of IT and Digital Marketing and Supervisor of Materials Processing. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Motion: made by Sara Marino, seconded by Rocco Celentano to approve the sidebar agreement clarifying the compensation and title for the Coordinator of Patron Services. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber

Public Comments

Member of the public Kyler Dineen made a comment regarding the illustration that was painted over in the Children's section. Mr. Dineen stated his concerns and wanted to know why it was painted over. Mr. Borsilli went over the procedures of the painting of murals and other art projects at the Library. Mr. Kornblau stated they will implement a policy. The Board thanked him for his comments.

Another patron, Andrew Bogdan asked additional questions regarding the child's art that was referred to The Board thanked the member for their comments.

Patron, Estee Spiegel stated she is the admin of the Facebook page where discussions were held about the disputed child's art work. Ms. Spiegel made some comments and suggestions to promote Library functions. The Board thanked her for her comments.

A member of the public made a suggestion to have a sign-up sheet for emails to do email blasts for Library meetings and programs. The Board thanked him for his comments.

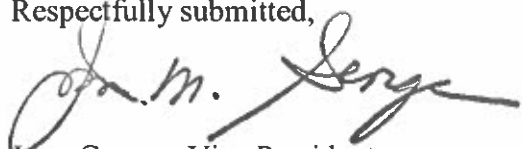
Board Comments

Dr. George thanked the members of the public for taking the time to attend the meeting. Dr. George wanted to clarify that the Board of Trustees were not informed about the public concerns or of any actions taken on removal of the work. Dr. George stated she has discovered that, unlike other sites, it appears to be difficult for the public to identify or contact Trustees. While Trustees' names are listed on the library's website there is no contact information. She requested that Trustees be issued Library email addresses that are included on the Library website.

Adjournment

Motion: made by Joan George, seconded by Frank Weber to adjourn the meeting at 9:00 p.m.
All in favor.

Respectfully submitted,

A handwritten signature in cursive script, appearing to read "Joan George".

Joan George, Vice President
Library Board of Trustees

Date Approved: November 16, 2022

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George

