

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
DECEMBER 14, 2022**

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

Absent: Maria Nowak Treasurer

Guests: Library Attorney Christopher Parton, Phil Israel and 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 Rocco Celentano, seconded by Annette Kwiecinski, to approve the November 16, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino and Frank Weber. Zainab Syed abstained.

Executive Minutes

Motion: made by Annette Kwiecinski seconded by Joan George, to approve the October 12, 2022 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino and Frank Weber. Zainab Syed abstained.

Executive Session

Motion: made by Joan George, seconded by Sara Marino to go into executive session to discuss items of negotiations and personnel at 7:08 pm. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

The Board came out of executive session at 7:40 p.m. The following action was taken:

Motion: made by Joan George, seconded by Zainab Syed to contract the employment of Phillip Israel through Atrium Works at an hourly rate of \$95.00 at 30 hours per week with a start date of January 3, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

The Board welcomed Mr. Israel. Mr. Israel thanked the Board and is looking forward to starting in January.

Motion: made by Annette Kwiecinski, seconded by Zainab Syed to approve the Sidebar Agreement with AFSCME Local #3231-001 for 2023 compensation with salary increases in the amount of 2.5% along with the addition of longevity bonus payment language. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Zainab Syed, seconded by Rocco Celentano to approve the 2023 Employment Agreement for Linda Reynolds, Executive Assistant for Personnel. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Rocco Celentano, seconded by Sara Marino to approve the 2023 Employment Agreement for Irene Maag, Executive Assistant for Finance. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Personnel

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Kathleen Jessen effective December 14, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Jenel Bramante effective December 14, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Elizabeth O'Keefe effective December 14, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Magnolia Walters effective December 14, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Vaishnavi Adusumilli effective December 14, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Zainab Syed to accept the resignation of Substitute Library Assistant Joan Tuohy effective December 14, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Per Diem Library Assistant Kathleen Jessen at an hourly rate of \$17.77 effective December 15, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Per Diem Library Assistant Jenel Bramante at an hourly rate of \$17.77 effective December 15, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Per Diem Library Assistant Elizabeth O'Keefe at an hourly rate of \$17.77 effective December 15, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Per Diem Library Assistant Magnolia Walters at an hourly rate of \$17.77 effective December 15, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Per Diem Library Assistant Vaishnavi Adusumilli at an hourly rate of \$17.77 effective December 15, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Joan George, seconded by Annette Kwiecinski to approve the new appointment of Per Diem Library Assistant Joan Tuohy at an hourly rate of \$17.77 effective December 15, 2022. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Finance

Bill Listing

Mr. Borsilli announced he was in contact with Mrs. Nowak who reported she reviewed the bills and everything was in order.

Motion: made by Frank Weber, seconded by Rocco Celentano to approve the bill listing in the amount of \$177,043.19. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

2022 Budget

There was a brief discussion regarding revisions made to the draft budget. The funds in the contingency line item was moved into the furnishing line item. The contingency line item has been removed.

Motion: made by Frank Weber, seconded by Zainab Syed to approve the 2022 Budget. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

2021 Audit

Mr. Borsilli announced the Audit Report was forwarded to all Board Members. Dr. George suggested sending a copy of the Audit to Mr. Israel.

Motion: made by Rocco Celentano, seconded by Zainab Syed to approve the 2021 Audit. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Annette Kwiecinski, Sara Marino, Sam Rizzo, Zainab Syed and Frank Weber.

Old Business

Program Update

Mr. Kornblau announced eight museum passes were reserved this past month.

Passports

Mr. Weber reviewed the passport report and came up with different numbers. Mr. Weber suggested the reporting system be reviewed. Mr. Borsilli stated this is something the Interim Director can look into. Dr. George stated they need to review staffing in Passports.

Outreach Survey

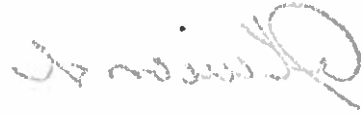
Mr. Borsilli didn't have an update on the survey, but will reach out to Mrs. Marino to come up with a plan for 2023.

Library Space Rental

Mr. Borsilli announced it came to his attention that the Library has not resumed renting out meeting rooms to the community and asked why that was the case. Mr. Borsilli stated by not reserving conference rooms contributes to slowing down traffic in the Library. Dr. George suggested the

Interim Director work on this item. Dr. George stated to her knowledge the Board has not been updated regarding the rentals of meeting rooms.

Director's Report



Foot Traffic

Mr. Kornblau reported foot traffic is up 40 percent over last year and close to 75 percent of what it was in 2019.

P-Card

Dr. George asked for an update on the P-Card. Mr. Borsilli stated having a P-Card is needed to obtain services that require a credit card. Mr. Borsilli stated he will add the item on next month's Agenda under Old Business.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

No report.

Policy

No report.

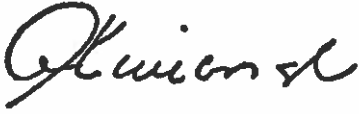
Technology

No report.

Adjournment

Motion: made by Rocco Celentano, seconded by Zainab Syed to adjourn the meeting at 8:03 p.m. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Annette Kwiecinski". The signature is written in a cursive style with a large initial "A".

Annette Kwiecinski, Secretary
Library Board of Trustees

Date Approved: January 11, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Annette Kwiecinski