

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JANUARY 11, 2023**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Rosemarie Rivoli	Trustee
	Estee Spiegel	Mayor's Alternate
	Frank Weber	Trustee
	Christopher Parton	Attorney
	Phil Israel	Interim Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Sara Marino	Trustee
	Rocco Celentano	Supt. Of Schools' Alternate
Guests:	Several Library staff members and members of the public	

The President called the meeting to order at 7:20 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.

Announcements

Mr. Borsilli thanked Annette Kwiecinski and Sam Rizzo for their service to the Library Board. Mr. Borsilli introduced and welcomed Rosemarie Rivoli and Estee Spiegel to the Library Board.

Mayor Henry thanked everyone for their dedication of service. Mayor Henry announced he recognized and gave certificates to outgoing Board Members Annette Kwiecinski and Sam Rizzo.

Mr. Borsilli welcomed Interim Director Phil Israel.

Reorganization

Library Attorney Christopher Parton conducted the election for office of President.

Nominations for Office of President

Rosemarie Rivoli nominated Kevin Borsilli for President.

Joan George nominated Frank Weber for President.

Vote for Mr. Borsilli: **Vote Yes:** Kevin Borsilli, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber **Pass:** Joan George
The office of President goes to Kevin Borsilli.

The Attorney turned the meeting over to Board President Kevin Borsilli to conduct the remaining elections.

Nominations for Office of Vice President

Frank Weber nominated Joan George for Vice President.

Rosemarie Rivoli nominated David Cittadino for Vice President.

Vote for Joan George: **Vote Yes:** Joan George, Maria Nowak, Zainab Syed and Frank Weber
Vote No: Kevin Borsilli, Rosemarie Rivoli, Estee Spiegel

The office of Vice President goes to Joan George.

Nominations for Office of Secretary

Joan George nominated Zainab Syed for Secretary. There were no other nominations.

Vote Yes: Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber **Vote No:** Zainab Syed

The office of Secretary goes to Zainab Syed.

Nominations for Office of Treasurer

Kevin Borsilli nominated Maria Nowak for Treasurer. There were no other nominations.

Vote Yes: Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber

The office of Treasurer goes to Maria Nowak.

Regular Minutes

Motion: made by Joan George, seconded by Zainab Syed, to approve the December 14, 2022 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed and Frank Weber. Maria Nowak, Rosemarie Rivoli and Estee Spiegel abstained.

Executive Minutes

Motion: made by Joan George seconded by Zainab Syed, to approve the December 14, 2022 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Zainab Syed and Frank Weber. Maria Nowak, Rosemarie Rivoli and Estee Spiegel abstained.

Personnel

Motion: made by Maria Nowak, seconded by Zainab Syed to accept the resignation of Substitute Librarian Virginia Keating, effective January 11, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to accept the resignation of Substitute Librarian Hannah Levy, effective January 11, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to accept the resignation of Substitute Librarian Adam Volpe, effective January 11, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to accept the resignation of Substitute Librarian Felisa Giovanniello, effective January 11, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to approve the new appointment of Per Diem Librarian Virginia Keating at an hourly rate of \$33.26 effective January 12, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to approve the new appointment of Per Diem Librarian Hannah Levy at an hourly rate of \$33.26 effective January 12, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made Maria Nowak, seconded by Zainab Syed to approve the new appointment of Per Diem Librarian Adam Volpe at an hourly rate of \$33.26 effective January 12, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to approve the new appointment of Per Diem Librarian Felisa Giovanniello at an hourly rate of \$33.26 effective January 12, 2023. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Recognition of Trustees

Motion: made by Zainab Syed, seconded by Joan George to recognize Annette Kwiecinski for 9 years of service and Sam Rizzo for 3 years of service on the Board of Trustees. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Dr. George stated both Annette Kwiecinski and Sam Rizzo deserve thanks for their effort and time on the Board of Trustees. Mr. Weber stated he had the pleasure of working with Mrs. Kwiecinski and Mr. Rizzo for their terms on the Board and said it was a very positive experience. Dr. George suggested the Board do something for both Mrs. Kwiecinski and Mr. Rizzo. Mr. Borsilli agreed and asked everyone to give it some thought and come back with something next month.

Finance

Bill Listing

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

Motion: made by Maria Nowak, seconded by Frank Weber to approve the bill listing in the amount of **\$230,333.75**. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

Old Business

Outreach Survey

Mr. Borsilli stated he does not have an update. Mr. Borsilli stated he will include the Outreach Survey in the list of committees he sends out this week.

P-Card

Mr. Israel announced the Library has completed all the steps for the P-Card. Mr. Israel stated they are waiting for the line of credit to be issued after training takes place. Mr. Borsilli asked Mr. Israel to find out what the training includes.

Library Space Rental

There was a discussion regarding the rental of meeting rooms. Dr. George stated she would like to make sure the Library is in compliance with charging for the rental of meeting rooms. Mr. Parton will review the policy and have an update before the February meeting.

Motion for Custodial Uniforms

Dr. George stated she would like to give consideration of rescinding or amending a motion that was passed in September 2022. The motion concerns the wearing of uniforms by the custodial

staff. The motion was passed unanimously. Mr. Borsilli stated the new Board Members need to be updated and may discuss the item in February.

Covid Sick Days

Mr. Parton stated he shared the Board's offer to the union and has not yet received confirmation back from them. Mr. Parton expects to hear back prior to the February meeting.

Director's Report

Mr. Israel announced he has had a great week and a half at Old Bridge Public Library. Mr. Israel stated the staff has been very welcoming and supportive.

Transfer of Funds – SUI Account

Mr. Israel stated a transfer needs to be made from the Money Market Account into the SUI Account to cover a bill for \$60,863.31. Mr. Israel stated there is currently \$6,195.28 in the SUI Account. Mrs. Nowak stated this needs to be voted on tonight because the bill needs to be paid. The Board agreed to transfer \$70,000.00 which would leave a reserve.

Motion: made by Maria Nowak, seconded by Frank Weber to approve the transfer of funds in the amount of \$70,000.00 from the Money Market Account to the SUI Account. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, Zainab Syed and Frank Weber.

HVAC – Automated Temperature Control

Mr. Israel explained the thermostats are not communicating with the rooftop units. The company that services the thermostats is Automated Temperature Control who is scheduled to come out on January 18th to fix the issue. There was a discussion regarding going into a service contract with Automated Temperature Control. The consensus was for the Director to report back on how the service call went before committing to a contract.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

Dr. George asked if there has been any progress made with the Supervisor of IT and Digital Marketing vacancy. Mr. Israel stated they are not receiving any additional applicants. Mr. Borsilli stated the executive committee will get together with Director to discuss current openings.

Policy

No report.

Technology

No report.

Executive Session

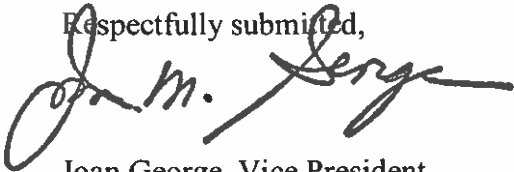
Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel to go into executive session at 8:06 p.m. to discuss items of personnel. All in favor

The Board came out of executive session at 8:20 p.m. No action was taken.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Zainab Syed to adjourn the meeting at 8:21 p.m. All in favor.

Respectfully submitted,



Joan George, Vice President
Library Board of Trustees

Date Approved: February 8, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George