

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
FEBRUARY 8, 2023**

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

The President called the meeting to order at 7:10 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.

Executive Session

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to go into executive session at 7:11 p.m. to discuss items of personnel. All in favor

The Board came out of executive session at 7:58 p.m. Personnel Item D and Finance Item B were added to the Agenda.

Regular Minutes

Dr. George stated the January 11, 2023 minutes indicate she voted “no” in the roll call for the election for Board President. Dr. George stated her vote was “pass” and her vote needs to be corrected.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli, to approve the January 11, 2023 Regular Board Meeting Minutes as amended. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber. Rocco Celentano abstained.

Executive Minutes

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli, to approve the January 11, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber. Rocco Celentano abstained.

Personnel

Motion: made by Rocco Celentano, seconded by Frank Weber to approve the agreed restoration of sick time to Local #3231. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to accept the resignation of Substitute Librarian Priscilla Sierra, effective February 8, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the appointment of Per Diem Librarian Priscilla Sierra at an hourly rate of \$33.26 effective February 9, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

Motion: made by Frank Weber, seconded by Rocco Celentano to rescind the uniform directive from the September 14, 2022 Board Meeting. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

Finance

Bill Listing

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

Motion: made by Maria Nowak, seconded by Frank Weber to approve the bill listing in the amount of **\$187,448.78**. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

Resolution for Laurence Harbor

OLD BRIDGE PUBLIC LIBRARY BOARD OF TRUSTEES RESOLUTION

WHEREAS, the Township of Old Bridge is considering an Ordinance for the construction of and capital improvements to a new Laurence Harbor Community Center, which project will include dedicated Library facilities; and

WHEREAS, the Township has requested a funding contribution from the Library in consideration of such facilities, including active Library input and participation in all phases of the initial and final design of such facilities; and the Library has the authority and statutory mechanism for the transfer of funds to the Township;

NOW THEREFORE BE IT RESOLVED, that in consideration of the pending Township Ordinance, the Old Bridge Public Library Board of Trustees hereby commits to the transfer from budget, surplus and/or capital reserve funds of the sum of one point five million dollars (\$1,500,000.00) to the Township of Old Bridge, for the purposes of participation in the costs of the pending Laurence Harbor Community Center project, specifically including dedicated Library facilities.

February 8, 2023

Motion: made by Rosemarie Rivoli, seconded by Rocco Celentano to approve the Old Bridge Public Library Board of Trustees Resolution dated February 8, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber. **Pass:** Joan George

Mr. Borsilli announced Amboy Bank has offered their vacant branch in Laurence Harbor to the Library to provide library services to the community until the redevelopment is complete. Mr. Borsilli stated there will not be any cost to the Library other than utilities, insurance, cleaning and staffing. Mr. Borsilli stated a walk-thru will be scheduled for next week.

Old Business

P-Card

Mr. Israel announced the P-Cards have been received and activated. Purchases have been made and staff has been trained on managing the accounts.

Library Space Rental

Mr. Parton announced the State Library Board has taken the position that libraries cannot charge for use of meeting rooms. Mr. Parton presented an updated Meeting Room Policy. Mr. Israel recommended eliminating the audio visual equipment rental fees. Mr. Borsilli suggested the equipment only be rented to library card holders. The Board agreed.

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to accept the Meeting Room Policy as revised which includes the elimination of fees and charges for Audio Visual equipment and limited to library card holders. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

New Business

Board Meetings on YouTube

Dr. George announced she would like to see Library Board Meetings on YouTube, as the Council, Board of Education and Edison Library does. Dr. George stated she would like to see the Board be more transparent. Mr. Borsilli stated he will speak to Township to find out if the Library's Zoom Recordings can be added to the Old Bridge Township YouTube page starting next month. Executive session will need to be edited out. Dr. George stated it's important to inform the public when the meetings are uploaded.

Mr. Borsilli stated next week he would like to have a meeting with the Executive Board and Mr. Israel to discuss priorities and for Mr. Israel to provide feedback as to what he's seen and feels he should be focusing on and what can be changed. Mr. Borsilli stated one of the items to discuss is the Supervisor for IT and Marketing. Mr. Borsilli requested Board Members email him by the end of the week if they have any items they would like added to the list of priorities.

Director's Report

PC Visions

Mr. Israel reported PC Visions has been looking in to the internet issues. The speed of the signal goes down when its branched out to the rest of the building. PC Visions will be reaching out LMxAC as they seem to think it has to do with the firewalls that were installed. Mr. Israel explained the upload is a different issue which is very low. Optimum stated the reason it's so low is because there is not fiber in the Library. Mr. Israel stated this is going to have to be explored with Optimum.

Department of State Postage Increase

Mr. Israel announced the Department of State is increasing the expedite postal fee for passports to \$19.57. Mr. Israel suggested raising the Library's expedite fee from \$17 to \$20 effective March 1, 2023.

Motion: made by Maria Nowak, seconded by Frank Weber to approve to increase the expedite postage fee for passports from \$17.00 to \$20.00 effective March 1, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli, Estee Spiegel, and Frank Weber.

Computer Rack

Mr. Israel announced he asked PC Visions to look at possibilities to enclose the computer rack in Irene's office. Mr. Israel stated PC Visions will come back with suggestions that he will pass on to the Board.

Director Job Posting

Mr. Israel announced the Director job posting has been advertised in Delaware, Pennsylvania and New York. Mr. Borsilli added the Director's job posting has been posted on several of the Library Associations in all of the surrounding states.

Comments on Director's Report

Dr. George commended Mr. Israel on the Director's Report. Dr. George stated Mr. Israel made a lot of good suggestions that were refreshing. Dr. George appreciated Mr. Israel bringing up the computer rack in Irene's office as working conditions in that office are not ideal.

Committee Reports

Director's Search

It was discussed the job posting has been posted to several Library Associations including LMxAC and the Library and Township websites. Mr. Borsilli announced they reached out to some search firms. Mr. Borsilli forwarded the proposal from Pro Libra to all members of the Board.

Motion: made by Kevin Borsilli, seconded by Rosemarie Rivoli to move forward with accepting the proposal from Pro Libra in the amount of \$17,000.00 to perform an executive search for a Library Director. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Rosemarie Rivoli and Estee Spiegel. **Vote No:** Frank Weber

Mr. Borsilli stated he will contact Pro Libra tomorrow to move forward with the search.

Buildings & Grounds

No report.

Finance

Mrs. Nowak said she will have a report next month.

Outreach/Marketing

Mr. Weber stated he will reach out to the committee to schedule a meeting. Mr. Weber stated he will look into the building on Marlboro Road. Mr. Borsilli stated he will contact Mr. Weber regarding a walk-thru at Laurence Harbor.

Personnel and Negotiations

No report.

Policy

No report.

Technology

Mr. Weber stated he will follow-up with Mr. Israel and PC Visions regarding issues with the Library's internet connection.

File of Contracts

Dr. George stated she would like a file created to contain all of the Library's current contracts. Mr. Borsilli stated they can discuss this item at next week's meeting.

Public Comments

A resident made a comment that the use Amboy Bank in Laurence Harbor is a great idea. Mr. Borsilli thanked the member of the public for her comments.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Frank Weber to adjourn the meeting at 8:46 p.m. All in favor.

Respectfully submitted,



Zainab Syed, Secretary
Library Board of Trustees
Date Approved: March 8, 2023
Transcribed from tape by Linda Reynolds
Reviewed by: Joan George