

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MAY 10, 2023**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Sara Marino	Trustee
	Rosemarie Rivoli	Trustee
	Estee Spiegel	Mayor's Alternate
	Christopher Parton	Attorney
	Phil Israel	Interim Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent:	Maria Nowak	Treasurer
	Zainab Syed	Secretary
	Frank Weber	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 7:00 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.

Executive Session

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel to go into executive session to discuss matters of personnel at 7:06 pm. All in favor.

The Board came out of executive session at 7:17 p.m. Action was taken on item B under Personnel.

Regular Minutes

Motion: made by Estee Spiegel, seconded by Sara Marino, to approve the April 12, 2023 Regular Board Meeting Minutes. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Executive Minutes

Motion: made by Estee Spiegel, seconded by Sara Marino, to approve the April 12, 2023 Executive Meeting Minutes. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Personnel

Motion: made by Joan George, seconded by Estee Spiegel to accept the resignation of Library Assistant – Coordinator of Programming Alastar Dimitrie, effective May 26, 2023. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Motion: made by Joan George, seconded by Estee Spiegel to approve the revised 2023 employment contract for the Executive Assistant for Finance, Irene Maag. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Finance

Bill Listing

Mr. Borsilli announced he spoke with the Treasurer, Maria Nowak, who reported all of the bills were in order.

It was clarified the only museum pass on the May bill listing is the Intrepid.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the bill listing in the amount of \$291,815.53. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Audit Proposal

Mr. Israel stated the Audit Proposal includes an \$800 fee increase from last year.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to accept the Audit Proposal from Suplee, Clooney & Company in the amount of \$7,800. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Transfer Calculation Form

Motion: made by Joan George, seconded by Rosemarie Rivoli to table the approval of the Transfer Calculation Form until the June meeting. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Old Business

Laurence Harbor – Occupancy Agreement

Mr. Borsilli stated the Library has received an Occupancy Agreement from Amboy Bank. Mr. Borsilli stated its anticipated the Library will start moving in by the beginning of June 2023.

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel to approve the Occupancy Agreement between Amboy Bank and Old Bridge Public Library. **Vote Yes:** Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli. Joan George abstained.

Laurence Harbor – Moving Expenses

There was a discussion on the expenses for cleaning and moving into Amboy Bank. Mr. Borsilli recommended to increase funds available so the transition of the Laurence Harbor Branch moving into Amboy Bank has no delays.

Motion: made by Kevin Borsilli, seconded by Rosemarie Rivoli to increase the perimeter on the Administrations authority from \$8,000 to \$10,000. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

There was a discussion on staffing Laurence Harbor and the collection. Dr. George asked to have a meeting of the entire Library Board to discuss Laurence Harbor and other priorities. Ms. Rivoli suggested the Board tour the main branch to observe library services.

New Business

Legal Services

Mr. Borsilli stated the Agreement to Provide Legal Services was sent to Board Members today for review.

Motion: made by Joan George, seconded by Estee Spiegel to accept the Agreement to Provide Legal Services between the Board of Trustees of the Old Bridge Public Library and Kenny Gross, Kovats & Parton. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Museum Passes

Mr. Israel suggested Board Members take a look at what passes other libraries offer. The information is usually on library websites. There was a discussion on the promotion of museum passes.

Director's Report

Comments

Mr. Israel stated the staff has been amazing to work with and he has enjoyed his time at Old Bridge Library. Mr. Israel said this has been a great experience for him both personally and professionally. He thanked the Board for the opportunity to serve as Interim Director.

Laurence Harbor

Mr. Israel announced he will be at Laurence Harbor next Wednesday at 9:30 a.m. with the new Director and invited members to join them.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel

Dr. George reported negotiations for the Supervisory Unit will start in September.

Policy

Mr. Israel stated Mr. Celentano agreed to amend the meeting room policy which would add language that celebrations such as birthday parties are not permitted.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the revised meeting room policy. **Vote Yes:** Joan George, Sara Marino, Rosemarie Rivoli, Estee Spiegel and Kevin Borsilli.

Technology

No report.

Board Comments

Mr. Borsilli thanked Mr. Israel for his time and his services. Ms. Rivoli and Mrs. Spiegel also thanked Mr. Israel.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Sara Marino to adjourn the meeting at 8:25 p.m. All in favor.

Respectfully submitted,


Zainab Syed, Secretary

Library Board of Trustees

Date Approved: June 14, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George