

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JUNE 14, 2023**

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Frank Weber	Trustee
	Rocco Celentano	Supt. Of Schools' Alternate
	Sara Marino	Trustee
	Rosemarie Rivoli	Trustee
	Estee Spiegel	Mayor's Alternate
	Christopher Parton	Attorney
	Dawn Jenkin	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Absent: Zainab Syed Secretary

Guests: Several Library staff members

The President called the meeting to order at 7:02 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 Joan George, seconded by Estee Spiegel to go into executive session to discuss matters of personnel at 7:03 pm. All in favor.

The Board came out of executive session at 7:33 p.m. Action was taken on items under Personnel.

Regular Minutes

Motion: made by Sara Marino, seconded by Estee Spiegel, to approve the May 10, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino, Estee Spiegel and Frank Weber. Rocco Celentano and Maria Nowak abstained.

Executive Minutes

Motion: made by Estee Spiegel, seconded by Frank Weber, to approve the May 10, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Sara Marino, Estee Spiegel and Frank Weber. Rocco Celentano and Maria Nowak abstained.

Personnel

Motion: made by Joan George, seconded by Estee Spiegel to approve the job description for Supervisor of Information Technology Services as drafted but specifying it is a bargaining unit position. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Estee Spiegel and Frank Weber.

Motion: made by Estee Spiegel, seconded by Joan George to approve the job description for Custodian/Cleaner as drafted. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Estee Spiegel and Frank Weber.

Motion: made by Joan George, seconded by Sara Marino to approve the Intermittent FMLA Leave for Employee #1304. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Estee Spiegel and Frank Weber.

Finance

Bill Listing

Mrs. Nowak stated there were a couple of questions regarding museum passes.

Ms. Jenkin stated she would like to keep all the museum passes and see how the circulation is before making any changes.

Dr. George stated the budget needs to be approved and asked if they can have one ready for the July meeting. Ms. Jenkin stated she spoke to Mrs. Nowak and they will be having a Finance committee meeting.

Mrs. Spiegel asked about the \$4,000.00 bill to PJ Building Cleaning. Ms. Jenkin explained the Library shares the cleaning contract with the Township and the Library's monthly cost is \$4,000.

Mrs. Spiegel asked questions about the format of the Receipts and Disbursements Report. Ms. Jenkin will review the report and get back to Mrs. Spiegel.

Motion: made by Maria Nowak, seconded by Rocco Celentano to approve the bill listing in the amount of **\$160,915.50**. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

Old Business

Laurence Harbor – Update

Ms. Jenkin reported they need to be moved out of the recreation building by June 30th. Ms. Jenkin went over what has been completed. Ms. Jenkin stated she will go over next week with staff to get ordering done. Ms. Jenkin stated she needs to know what her spending limits are. Ms. Jenkin stated a decision will be needed from the Board on operation hours of the Branch. Ms. Jenkin explained the Laurence Harbor Branch is not listed with LMxAC. There is a \$5,000 fee to make Laurence Harbor a Branch. Ms. Jenkin report the drop box at Laurence Harbor is damaged and needs replacement. The cost of a new drop box is

approximately \$6,000. There was a discussion regarding the hours and staffing of Laurence Harbor. Ms. Jenkin stated she is looking to be ready for opening on June 30th with an actually opening on July 5th.

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to approve \$20,000 to cover Laurence Harbor costs associated with the opening of the Laurence Harbor Branch. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

The Board directed the Director to hire two Library Assistants at 12 hours per week for the Laurence Harbor Branch. Mr. Parton stated a motion is not necessary.

New Business

Exterior Automatic Library Doors

Ms. Jenkin reported the exterior automatic doors to the Library have been repeatedly repaired. Ms. Jenkin stated the company that repairs the doors gave an estimate to replace the doors in the amount of \$24,801 which is over bid threshold. Ms. Jenkin stated in the past Townships have allowed their Library to use their Qualified Purchasing Agent (QPA) and noted Old Bridge does have a QPA. If the Township is willing to work with the Library, it changes the bid threshold from \$17,500 to \$44,000. Ms. Jenkin went over the specifics of the doors. Mr. Weber suggested to get another estimate based on the specs Automatics Unlimited gave.

July Board Meeting

Mr. Borsilli stated several members will be away and unavailable for the July meeting. The Board agreed to reschedule the meeting to July 19, 2023.

Director's Report

Teen Volunteers

Ms. Jenkin stated Librarian, Lauren Parnagain, is training all of the teen volunteers. Ms. Jenkin stated they have volunteers for summer reading, math, reading buddies and technology. Ms. Jenkin stated if they know of teens that would be interested to reach out to Ms. Parnagain.

Emergency Closing

Ms. Jenkin announced the Library had an emergency closing on Wednesday, June 7th and closed at 7 p.m. due to the air quality and smoke.

Cleaning Contract

The Board agreed to continue the Cleaning Contract with Township.

Museum Passes

Ms. Jenkin explained there was an incident with the passes to the Intrepid. It was incorrectly posted that the pass allowed 10 people. Ms. Jenkin stated the information was corrected.

Lighting Renovation

Ms. Jenkin announced the lighting renovation is scheduled to be completed in the coming weeks. Ms. Jenkin stated the bulbs are being replaced with a warmer tone. Ms. Jenkin stated the two different tones will be addressed at another time.

Hoopla Renewal

Ms. Jenkin stated payment is due for Hoopla. Ms. Jenkin explained Hoopla is where the Library gets their eBooks, audio books and movies. Ms. Jenkin suggested continuing with the existing plan for the time being. There was a brief discussion regarding the usage of Hoopla.

Hot Spots

Ms. Jenkin stated the Library currently has nine Hot Spots that are circulating. Ms. Jenkin stated two are being used at Laurence Harbor and one is being used in the conference room for a total of 12. Ms. Jenkin reported usage is picking up with the Hot Spots.

There is a discussion regarding Optimum. Mrs. Spiegel indicated there have been issues with Optimum's wi-fi and if people know the Library offered Hot Spots they may be more heavily circulated. Ms. Jenkin stated making the Library's Wi-Fi being the best in Old Bridge is a priority. Mr. Borsilli was hoping to have Verizon in Laurence Harbor and Optimum at the main branch to cover a major outage of one or the other. Mr. Borsilli stated that may be something to investigate in the future. Ms. Jenkin stated Verizon does not offer coverage in Laurence Harbor.

Dr. George suggested the usage of hot spots be reviewed and if the program needs to be expanded to meet the needs of the public to let the Board know.

Zoom Meetings / Microphone

It was mentioned those logging in via Zoom to the Board meeting sometimes have a hard time hearing those speaking in the conference room. It was suggested the Director look into a microphone for Board Meetings.

Board Comments

Dr. George complimented Ms. Jenkin on a job well done.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak stated she will reach out to Ms. Jenkin to set up a Finance Committee Meeting.

Outreach/Marketing

No report.

Personnel

Dr. George stated a Personnel Committee meeting needs to be held.

Policy

No report.

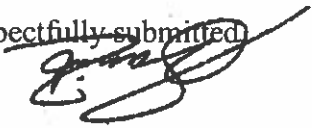
Technology

No report.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Sara Marino to adjourn the meeting at 8:42 p.m. All in favor.

Respectfully submitted



Zainab Syed, Secretary
Library Board of Trustees
Date Approved: July 19, 2023
Transcribed from tape by Linda Reynolds
Reviewed by: Joan George

