

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
SEPTEMBER 13, 2023**

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

Absent:	Sara Marino	Trustee
	Rosemarie Rivoli	Trustee

Guests: Several 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 Estee Spiegel, seconded by Frank Weber, to approve the August 9, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber. Rocco Celentano abstained.

Executive Minutes

Motion: made by Estee Spiegel, seconded by Frank Weber, to approve the August 9, 2023 Executive Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber. Rocco Celentano abstained.

Personnel

Motion: made by Estee Spiegel, seconded by Rocco Celentano to accept the retirement of Library Assistant (DSS) Vivian Matrigrano after 20 years of service. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber.

Board Members thanked Ms. Matrigrano for her 20 years of service.

Motion: made by Estee Spiegel, seconded by Zainab Syed to accept the resignation of Library Page Jady Starace, effective September 30, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber.

Motion: made by Estee Spiegel, seconded by Zainab Syed to approve the new appointment of Library Assistant (Circulation) Jady Starace, at an hourly rate of \$18.49, effective October 1, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber.

Finance

Bill Listing

Mrs. Nowak announced she reviewed the bills and noted everything is in order.

Motion: made by Maria Nowak, seconded by Estee Spiegel, to approve the bill listing in the amount of **\$150,588.94**. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber. **Vote No:** Joan George

Transfer

Mrs. Nowak asked if the Auditor was contacted to make sure the move of funds is appropriate. Mr. Weber clarified that the money is actually staying in the Money Market Account and will be earmarked for Capital. Ms. Jenkin stated that was correct.

Motion: made by Estee Spiegel, seconded by Rocco Celentano, to approve to re-designate funds from the Money Market to the Capital Fund in the amount of \$523,197. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber. **Vote No:** Joan George

Old Business

Motion: made by Estee Spiegel, seconded by Kevin Borsilli to approve closing the Library for a Staff Training Day on December 15, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Maria Nowak, Estee Spiegel, Zainab Syed and Frank Weber.

Ms. Jenkin stated she will be seeking council from the Trustees on prioritizing the training that needs to be done. Ms. Jenkin said she will have an Agenda next month to share with the Board.

Board Meeting Microphone

Mr. Borsilli asked what the status was on implementing a microphone for Board Meetings so those attending via Zoom could hear better. Ms. Jenkin stated they had purchased one but it didn't work properly. Ms. Jenkin will have the microphone put at the top of the priority list for the IT Supervisor. Dr. George suggested meetings be set up similar to the Board of Education and Council in which the attendees are all facing the camera.

New Business

Senator Robert Menendez – Mobile Office Hours

Senator Menendez will be holding a session with his constituents at the Library on September 28th.

Director's Report

Piano

Ms. Jenkin stated the piano that was donated to the Library was tuned and repaired.

Fire Drill

Ms. Jenkin announced the fire drill went okay, but noted some safety updates need to be implemented. Ms. Jenkin stated the Exit signs do not light up and there is not a way to inform the hearing impaired of an emergency. Ms. Jenkin stated the sound of the fire alarm is not sufficient. Ms. Jenkin stated these items are being worked on. Ms. Jenkin said they will be implementing an In and Out Board.

Signage – Laurence Harbor

Ms. Jenkin announced the signage is now up at the Laurence Harbor Branch.

Renovation Proposal

Ms. Jenkin stated she is working on a renovation proposal for the Board.

Library Garden

Ms. Jenkin announced she reached out the Rutgers Master Gardeners regarding the Library's Garden. Ms. Jenkin stated she feels they need to consult a landscape designer. Ms. Jenkin stated she also reached out to the New Jersey Native Plant Society.

Idea Farm

Ms. Jenkin announced they are showing signs of progress of reopening the Idea Farm. Librarian Lauren Barone has put effort in starting the sewing program.

Passports

Ms. Jenkin announced the Passport Office reinspection was completed on September 7th.

Tax Program

Ms. Jenkin stated preparation for the AARP Tax program is underway.

Early Voting

Ms. Jenkin announced there will be early voting at the Library in October. They are working out some schedule conflicts with meeting room.

Local Authors Collection

Ms. Jenkin announced they are setting up a local authors collection.

Personnel Manual and Procedures

Ms. Jenkin stated the Personnel Manual needs updating. Ms. Jenkin stated she will bring this item up when the Personnel Committee meets.

Power Washing of the Library

Ms. Jenkin announced she is in the process of receiving estimates ranging up to \$9,000 to power wash the building.

Hoopla

There was a conversation regarding eBooks. Ms. Jenkin stated she will send a report to the Board.

Committee Reports

Buildings & Grounds

No report.

Finance

Mrs. Nowak will have a meeting next week.

Outreach/Marketing

No report.

Personnel

Dr. George stated she will hold a Personnel Meeting after the Executive Board meets.

Dr. George announced they will begin negotiations with the Supervisory Union. Mr. Parton stated they are expecting the Union's proposal within the next ten days. Mr. Parton stated he has sent the contract to the Negotiations Committee.

Executive Board Meeting

Mr. Borsilli stated the Executive Board will be meeting. Mr. Borsilli asked the Executive Board Members to email him priority items. They will then sit down with the Director and go over those priorities.

Policy

Ms. Jenkin announced she and Mr. Parton have been working on the Notary Policy. Mr. Parton stated this item will be on the October Agenda.

Technology

No report.

Other Comments

Old Bridge Day

Mrs. Spiegel asked about Old Bridge Day. Ms. Jenkin gave an update and stated Library representation will be present and noted staff is working on activities.

Friends of the Library

Ms. Jenkin stated the Friends of the Library will be holding a second meeting. Ms. Jenkin said the Friends will have a table on Old Bridge Day looking for community feedback.

Adjournment

Motion: made by Estee Spiegel, seconded by Rocco Celentano, to adjourn the meeting at 7:57 p.m. All in favor.

Respectfully submitted,



Zainab Syed, Secretary

Library Board of Trustees

Date Approved: October 11, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Zainab Syed

