

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

Present:	Kevin Borsilli	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Frank Weber	Trustee
	Sara Marino	Trustee
	Rosemarie Rivoli	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:	Zainab Syed	Secretary
Guests:	Several 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.

Regular Minutes

Motion: made by Estee Spiegel, seconded by Sara Marino, to approve the September 13, 2023 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Estee Spiegel and Frank Weber. Rosemarie Rivoli abstained.

Personnel

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the new appointment of Library Assistant (DSS) Jenna Gervase, at an hourly rate of \$18.49, effective October 12, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

Motion: made by Estee Spiegel, seconded by Sara Marino to approve the new appointment of Library Assistant (Passports) Judith Maniaci, at an hourly rate of \$18.49, pending background check. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel to approve the new appointment of Library Page Aiden Bordenabe, at an hourly rate of \$14.13, effective October 12, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the new appointment of Library Page Hope Davis, at an hourly rate of \$14.13, effective October 12, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to approve the new appointment of Library Page Giana Vurckio, at an hourly rate of \$14.13, effective October 12, 2023. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel 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 **\$186,404.61**. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber. Joan George abstained.

Motion: made by Maria Nowak, seconded by Sara Marino, to approve the 2023 Library Budget in the amount of \$3,818,718.00. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber. Joan George abstained.

Old Business

Notary Policy

Ms. Jenkin stated language changes were made to the Notary Policy to indicate that if patrons don't make an appointment they may not have access to a Notary. Dr. George said it's important the Library stay customer friendly in the way the policy is worded. Mr. Parton clarified that notary signature verifying the authenticity of the signature. Mr. Borsilli asked the Director to share the policy to the full Board and to add the item to the November agenda.

Capital Plan

Ms. Jenkin explained the \$1.5 million in the Capital Plan will be reserved for the construction of a new branch facility in addition to the Laurence Harbor branch as well as other major projects. Mrs. Nowak requested adding in South Old Bridge under the development of a new branch. Mrs. Nowak reminded the cash deposit (CD) account is funds reserved for a South Old Bridge branch.

New Business

Amended Youth Serviced Policy

Ms. Jenkin reported the policy has been amended to state children under 14 must have adult supervision in the Library.

Motion: made by Estee Spiegel, seconded by Rosemarie Rivoli to accept the amended Youth Services Policy. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli and Estee Spiegel. (Frank Weber lost connection)

Amended Acceptable Behavior Policy

Ms. Jenkin reported the policy has been amended to state both smoking and vaping are prohibited in the Library.

Motion: made by Rosemarie Rivoli, seconded by Estee Spiegel to accept the amended Acceptable Behavior Policy. Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Estee Spiegel and Frank Weber.

Director's Report

Ms. Jenkin stated she tries to get all the items being worked on in a report to prevent from needing to discuss them all. Ms. Jenkin explained if there are not any questions she assumes Board Members are in agreement with what is reported. Mr. Borsilli stated most have read the report, however its always good to state some of the highlights and ask if anyone has questions.

Niche Academy

Ms. Jenkin discussed some of the benefits of subscribing to Niche Academy.

Idea Farm

Ms. Jenkin announced she has repeatedly been asked about the sewing program, which was run by a volunteer and very popular. Ms. Jenkin stated she will be presenting a special report on the reopening of the Idea Farm. Ms. Jenkin stated it would take about \$2,000 in supplies for the sewing program and there is a proposal in the amount of \$5,000 for 23 sewing classes throughout the year. Ms. Jenkin stated she will be putting a proposal forward for the Idea Farm.

Information Technology Special Report

Ms. Jenkin explained this report is to explain the volume of projects that need to be done. It was clarified that any "Special Report" in the monthly board packet is from the Director.

Laurence Harbor Signage

Ms. Jenkin announced the wrap around the Laurence Harbor sign looks great. The old Amboy Bank sign was shining through the wrap at night, therefore the electricity to the sign was shut off.

Staff Training Day

Ms. Jenkin announced the Police Department requires the Library to pay the overtime for the Active Threat Training on December 15th. Ms. Jenkin went over the training schedule.

Planning Department

Ms. Jenkin stated in the past the Library had received copies of planning documents which were stored in a meeting room. The Planning Department reported there is no longer a need for the Library to keep the plans and the room was cleared out.

Room Scheduling Software

Ms. Jenkin announced they have been in touch with East Brunswick Library to ask what software they use for room scheduling. Ms. Jenkin explained East Brunswick hired a web developer to integrate scheduling into their website. Ms. Jenkin stated this is something to consider.

Closet Clean Out

Ms. Jenkin announced they are doing a major clean out of closets and files.

HVAC

Ms. Jenkin reported some of the problems with the temperature control of the HVAC system and is working with vendors.

Fridays Evenings

Ms. Jenkin stated there will be additional staff scheduled for Friday nights as it tends to get busier when the ice rink is open.

Old Bridge Day

Ms. Jenkin thanked the staff for their efforts on Old Bridge Day. Ms. Jenkin reported 1,286 patrons visited the Library on Old Bridge Day.

Exterior Automatic Doors

Mrs. Nowak asked for an update on the replacement of the exterior automatic doors. Ms. Jenkin stated the doors were ordered two weeks ago. Ms. Jenkin stated the timeframe is 10-12 weeks. Ms. Jenkin will get an update before the next Board Meeting. Ms. Jenkin stated once the exterior doors are replaced, she will be looking into receiving an estimate for the interior automatic doors.

Power Washing

Ms. Jenkin reported she received estimates for the power washing. Ms. Jenkin stated both the building and all of the glass in and out of the building will be cleaned.

Laurence Harbor Branch

Mr. Borsilli stated it was discussed the Board will receive a quarterly report on hours and programming for Laurence Harbor. Ms. Jenkin gave an update for Laurence Harbor.

Committee Reports

Executive Board

Mr. Borsilli reported the Executive Board met with the Director. Mr. Borsilli went over some of the meeting highlights. Mr. Borsilli stated the next action point will be a Special Board Meeting in which the Board Attorney will conduct some training for trustees. Mr. Borsilli stated the meeting will be held on Wednesday, October 25th.

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel

Dr. George reported a meeting will be held on Friday, October 13th with the Attorney regarding negotiations for the Supervisory unit.

Policy

No report.

Technology

No report.

Public Comments

Mr. Borsilli announced there is a 5-minute limit for public comments.

Resident Caleb Hartman introduced himself and read a prepared statement and asked that certain books be age restricted for children.

Resident Kim Leland expressed her concerns about the quality and content of books available to elementary children.

Resident Carolyn Mack expressed her concerns of the type of books that are in the children's area of the Library.

Resident Christopher Fales stated the Library should be about growth and education and not censorship.

Resident and President of the Historical Society Richard Pucciarelli thanked the Board for their continued cooperation on the digital project and said they currently have additional genealogical material they will be working with the Library to digitize.

Resident Ron Mack thanked everyone for their service to the Library and stated some of his concerns regarding the content of books in the children's area.

Resident Robert Hartman introduced himself and asked the Library keep books cataloged age appropriately.

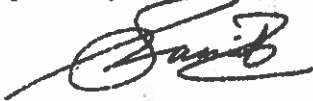
Board Comments

The Board President thanked everyone for their comments. Mr. Borsilli explained there is a policy in place with a form called Request for Reconsideration. If anyone comes across a book that caused them concern, the form can be completed and submitted to the Library Director.

Adjournment

Motion: made by Rocco Celentano, seconded by Estee Spiegel, to adjourn the meeting at 8:41 p.m. All in favor.

Respectfully submitted,



Zainab Syed, Secretary

Library Board of Trustees

Date Approved: November 15, 2023

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George