

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JANUARY 10, 2024**

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

Guests: Member of the public Estee Spiegel and several staff members

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.

Announcements

Mr. Borsilli thanked Estee Spiegel for her service to the Library Board. Mr. Borsilli introduced and welcomed Martha Tropeano to the Library Board.

Reorganization

Mr. Borsilli turned the meeting over to Linda Reynolds to conduct the election for office of President.

Nominations for Office of President

Rosemarie Rivoli nominated Kevin Borsilli for President. There were no other nominations.

Vote Yes: Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed and Martha Tropeano.

The office of President goes to Kevin Borsilli.

Linda Reynolds turned the meeting over to Board President Kevin Borsilli to conduct the remaining elections.

Nominations for Office of Vice President

Rocco Celentano nominated Sara Marino for Vice President. There were no other nominations.

Vote Yes: Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed and Martha Tropeano.

The office of Vice President goes to Sara Marino.

Nominations for Office of Secretary

Kevin Borsilli nominated Rosemarie Rivoli for Secretary. There were no other nominations.

Vote Yes: Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed and Martha Tropeano.

The office of Secretary goes to Rosemarie Rivoli.

Nominations for Office of Treasurer

Kevin Borsilli nominated Maria Nowak for Treasurer. There were no other nominations.

Vote Yes: Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed and Martha Tropeano.

The office of Treasurer goes to Maria Nowak.

Executive Session

Motion: made by Joan George, seconded by Rocco Celentano to go into executive session at 7:13 p.m. to discuss matters of personnel. All in favor

The Board came out of executive session at 7:38 p.m. Action taken is listed under Personnel.

Regular Minutes

Motion: made by Rocco Celentano, seconded by Joan George, to approve the December 13, 2023 Regular Board Meeting Minutes. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Rosemarie Rivoli, Zainab Syed. Maria Nowak and Martha Tropeano abstained.

Executive Minutes

Motion: made by Joan George seconded by Rosemarie Rivoli, to approve the December 13, 2023 Executive Meeting Minutes. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Rosemarie Rivoli, Zainab Syed. Maria Nowak and Martha Tropeano abstained.

Personnel

Motion: made by Rosemarie Rivoli, seconded by Sara Marino to approve the new appointment of Staff Librarian Cassidy Miller at an annual salary of \$62,962.79 effective January 29, 2024. **Vote Yes:** Rocco Celentano, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed and Martha Tropeano. **Vote No:** Joan George and Frank Weber.

Finance

Bill Listing

Mrs. Nowak announced she reviewed the bills and noted she has questions on nine bills. Mrs. Nowak requested the bill listing be approved with the understanding the nine bills be held and will be released after receiving satisfactory explanations from the Director. Mrs. Nowak is scheduled to meet with Director on Monday.

Motion: made by Maria Nowak, seconded by Frank Weber to approve the bill listing in the amount of **\$262,112.54**. **Vote Yes:** Rocco Celentano, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed, Martha Tropeano and Frank Weber. Dr. George abstained.

Transfer of Funds – SUI Account

Motion: made by Maria Nowak, seconded by Rocco Celentano to approve the transfer of \$15,000 from the Money Market account to the SUI/Trust Fund to cover SUI reimbursement billings. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed, Martha Tropeano and Frank Weber.

Old Business

Mind's Eye Technologies

Mr. Weber asked if the Library had to go out for bidding on this item. Ms. Jenkin stated \$17,500 is the bid threshold. Ms. Jenkin stated the estimate came in lower at slightly over \$15,000. Ms. Jenkin stated they went with two different vendors. Ms. Jenkin stated they also worked with the Township IT Department.

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to approve \$16,000 as amended for Mind's Eye Technologies to run additional cable for internet access. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed, Martha Tropeano and Frank Weber.

CXtec

Ms. Jenkin explained what type of equipment will need replacement on the technology tower.

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to approve up to \$10,000 to CXtec to replace and install the technology tower equipment. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed, Martha Tropeano and Frank Weber.

Dell Computers

Ms. Jenkin gave an update regarding the purchase of Dell computers. Ms. Jenkin said they will be replacing two workstations at the public circulation desk, three circulation staff computers along with one communal computer.

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to approve \$8,166 to Dell for the replacement of circulation computers and to create a high capacity computing station for communal staff use that will run data heavy software. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Maria Nowak, Rosemarie Rivoli, Zainab Syed, Martha Tropeano and Frank Weber.

Muslim Heritage Month

Mrs. Syed updated the Board that she has been in contact with the Library Director and will be ironing out dates for programs. Mrs. Syed stated it was decided there will be a Paint and Sip. Ms. Jenkin noted there is a book display for Muslim Women in the Arts and Sciences.

Trustee Training

Mr. Borsilli announced the Director provided a link with Trustee Training which has very good information. Mr. Borsilli asked Ms. Jenkin to send the information to all Trustees. Mr. Borsilli stated in the past new Board members were provided with an informational binder. Mr. Borsilli stated the information will now be moved to the Trustee Google Drive. Mr. Borsilli asked all Board Members to become familiar with the Google Drive. Mr. Borsilli asked Ms. Jenkin to give an update next month as to where we stand with Board Members accessing their email addresses. Ms. Jenkin pointed out the State Library's website has training materials for Trustees. Ms. Rivoli stated on March 23rd there will be Trustee Training through the State Library.

Director's Report

Ms. Jenkin stated the Director's Report is considered the document of record. Ms. Jenkin stated some libraries make the Director's Report available to the public. Ms. Jenkin stated currently the Director's Report is shared with the Council. There was a discussion regarding what reports the Board may or may not decide to make public. The Attorney stated the only item that is required to be made public is the Board Agenda.

Friends of the Library

Dr. George stated the Trustees have no information about the Friends of the Library. Dr. George stated she feels there needs to be an introduction.

RFID (Radio Frequency Identification)

Ms. Jenkin explained what RFID is used for. Ms. Jenkin stated she will be receiving estimates and will follow up with the Technology Committee.

Committee Reports

Buildings & Grounds

Mr. Celentano announced the Committee met with the Director last week. Mr. Celentano stated they discussed the roof leaks and bathroom renovations. Mr. Celentano stated the Director is currently working on the renovations and consulting architects and should have estimates next month. Mr. Celentano stated the Committee spoke of rearranging some of the areas of the Library which would require moving furniture. Dr. George asked when it comes to the roof and the renovations of bathrooms if it's the Township or the Library's responsibility. Dr. George stated she feels the moving of areas is the Director's preference. Mr. Weber stated the Library had roof leaks the day it opened in 1991. Mr. Weber stated the architect that designed the roof was sued by another library for a poor design. Mr. Weber explained the roof was replaced approximately five years ago and it still leaks. Mr. Parton stated it would be helpful to obtain any legal records.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

Library Attorney Christopher Parton reported the Collective Bargaining Agreement for the Supervisory Unit has been received and has been signed by the union representatives.

Dr. George stated negotiations with the Non-Supervisory Unit should start in September.

Policy

Mr. Celentano anticipates a meeting will be held in the near future.

Technology

No report.

Board Committees

Mr. Borsilli asked members to contact him regarding committees they are interested in serving on. Mr. Borsilli stated a Strategic Planning Committee needs to be added.

Director's Evaluation

Mr. Borsilli stated they will need to start the evaluation process for the Director. Dr. George said she will send Mr. Borsilli the forms she has on file.

Public Comments

Resident Estee Spiegel thanked the Board for the last year and those who helped her as a trustee. Mrs. Spiegel gave an update on the Friends of the Library. Mrs. Spiegel stated the Friends Executive Board met with the Director as well as a staff member. Mrs. Spiegel explained the new Board for the Friends cannot find any old paperwork. Mrs. Spiegel explained some of the banking issues the Friends are encountering. Mrs. Spiegel explained some of the fundraising items the Friends will be planning.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Zainab Syed to adjourn the meeting at 8:48 p.m. All in favor.

Respectfully submitted,

Rosemarie Rivoli, Secretary
Library Board of Trustees
Date Approved: February 14, 2024
Transcribed from tape by Linda Reynolds
Reviewed by: Rosemarie Rivoli