

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
FEBRUARY 14, 2024**

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

Absent:	Rosemarie Rivoli	Secretary
	Rocco Celentano	Supt. Of Schools' Alternate

Guests: Two 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 Martha Tropeano, seconded by Joan George, to approve the January 10, 2024 Regular Board Meeting Minutes. **Vote Yes:** Joan George, Maria Nowak, Martha Tropeano, Frank Weber and Kevin Borsilli

Executive Minutes

Motion: made by Joan George, seconded by Frank Weber, to approve the January 10, 2024 Executive Session Minutes. **Vote Yes:** Joan George, Maria Nowak, Martha Tropeano, Frank Weber and Kevin Borsilli

Personnel

Motion: made by Sara Marino, seconded by Martha Tropeano to accept the resignation of Library Page, Tyler Ho, effective January 13, 2024. **Vote Yes:** Joan George, Sara Marino, Maria Nowak, Martha Tropeano, Frank Weber and Kevin Borsilli

Finance

Tutor.com

Mrs. Nowak stated she reviewed the bill listing. She asked Board Members if they want to renew the subscription for Tutor.com. Mrs. Nowak stated the renewal is \$8,000 and noted there were 56 usages in 2023. There was a lengthy discussion on how the information has been provided to the community on the program. Vote provided on the bill list below shows that was passed by a majority of the Board to renew the subscription with the understanding the program is heavily promoted in the future.

Mr. Borsilli asked the Director to provide a report on statewide usage for Tutor.com including research from neighboring school districts and libraries.

Bill Listing

Motion: made by Maria Nowak, seconded by Sara Marino to approve the bill listing in the amount of **\$209,825.61**. **Vote Yes:** Sara Marino, Maria Nowak, Zainab Syed, Martha Tropeano, Frank Weber and Kevin Borsilli **Vote No:** Joan George

Old Business

RFID (Radio Frequency Identification)

Mr. Weber asked the Director for an update on RDIF. Ms. Jenkin announced she is in the process of receiving proposals from vendors for RFID.

Director's Report

Ms. Jenkin shared the following information on a variety of activities related to the Library.

Ms. Jenkin reported the Friends of the Library have obtained their 501c3 and that their next meeting is scheduled for February 27th.

The branch at Laurence Harbor held its first Storytime at the adjacent recreation building. There were 26 attendees.

Ms. Jenkin said that at a recent LMxAC meeting it was reported LMxAC will be moving to a new catalog in June.

When asked Ms. Jenkin gave an update on the reciprocal policy with a description of the different types of borrowing. Ms. Jenkin said she will report future statistics for the sharing of physical materials.

Ms. Jenkin announced she enrolled in a program called 12 Months to Better Library Data. The program will be three workshops via Zoom.

Ms. Jenkin asked for clarification of when large purchases go to committee. Mr. Weber stated he believed there was a policy if an emergent need occurs of a dollar amount of approximately \$2,700 and a larger

amount of \$17,500. Ms. Jenkin said she's unaware of it needing to be an emergency. Mr. Weber asked Ms. Jenkin to send him a copy of the document explaining the threshold.

Computer Purchase – Laurence Harbor Branch

Ms. Jenkin stated the laptops currently being used at the Laurence Harbor Branch were purchased in 2007. Ms. Jenkin said she would like to purchase four new laptops and a printer through Dell.

Motion: made by Frank Weber, seconded by Zainab Syed to approve the purchase of four Dell computers and one printer/scanner for the Laurence Harbor Branch not to exceed \$5,200. **Vote Yes:** Joan George, Sara Marino, Maria Nowak, Zainab Syed, Martha Tropeano, Frank Weber and Kevin Borsilli

Information Technology Questions posed to the Director

Mr. Borsilli asked when the technology items will be addressed and pointed out the weak Wi-Fi service. Ms. Jenkin stated they are currently in the tower phase with assistance from the Township. Ms. Jenkin said it has been suggested by Township to get the tower and server done first. Ms. Jenkin stated the servers are tombstoning, which means they can go down at any time.

Ms. Jenkin stated the Library's current website is a WordPress site in which the vendor makes updates. Ms. Jenkin explained this company has put so much code on top of the website that the Library cannot access the it to make updates. Ms. Jenkin stated she currently has two estimates for building a duplicate website so staff can make updates.

Mr. Borsilli requested that the IT Manager, Adam Pober attend the next Board Meeting to give an overview of the Google Drive to all Board Members. Mr. Borsilli asked Trustees to familiarize themselves with the Google Drive. Ms. Jenkin stated all Trustees were given an Old Bridge Library email address. Ms. Jenkin said she will email time slots when Mr. Pober is available to assist Trustees individually with the Google Drive.

Committee Reports

Buildings & Grounds

A tracking document containing all the Buildings and Grounds projects has been created by the Director. Ms. Jenkin reported she received an estimate to rearrange and move areas. Ms. Jenkin said DPW is willing to help move the furniture if the Library moves the materials.

Ms. Jenkin explained the Keyless Entry System. Ms. Jenkin reported the estimate received is approximately \$53,000. The estimate includes the keyless entry for the entire building and the Library being in sync with the rest of the municipal complex. Ms. Jenkin said she will have a full report next month.

Ms. Jenkin reported she is expecting an estimate of Phase 1 of the Renovation by February 16th. Once received, she will forward the estimate to the Buildings and Grounds committee.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

No report.

Policy

No report.

Technology

No report.

Executive Session

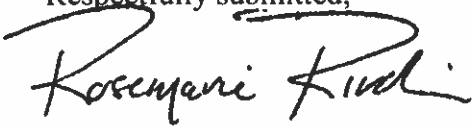
Motion: made by Sara Marino, seconded by Martha Tropeano to go into executive session at 8:21 p.m. to discuss matters of personnel. All in favor

The Board came out of executive session at 8:27 p.m. No action was taken.

Adjournment

Motion: made by Sara Marino, seconded by Zainab Syed to adjourn the meeting at 8:28 p.m. All in favor.

Respectfully submitted,



Rosemarie Rivoli, Secretary

Library Board of Trustees

Date Approved: March 13, 2024

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George