

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MARCH 13, 2024**

Present:	Kevin Borsilli	President
	Sara Marino	Vice President
	Rosemarie Rivoli	Secretary
	Joan George	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
Absent:	Maria Nowak	Treasurer
	Zainab Syed	Trustee
Guests:	One member 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.

Executive Session

Motion: made by Frank Weber, seconded by Rosemarie Rivoli to go into executive session at 7:02 pm. All in favor

The Board came out of executive session at 7:08 pm. No action was taken.

Regular Minutes

Motion: made by Sara Marino, seconded by Martha Tropeano, to approve the February 14, 2024 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Sara Marino, Rosemarie Rivoli, Joan George, Frank Weber and Marth Tropeano. Rocco Celentano abstained.

Executive Minutes

Motion: made by Sara Marino, seconded by Martha Tropeano, to approve the February 14, 2024 Executive Session Minutes. **Vote Yes:** Kevin Borsilli, Sara Marino, Rosemarie Rivoli, Joan George, Frank Weber and Marth Tropeano. Rocco Celentano abstained.

Personnel

Mr. Borsilli announced the job description for Branch Services Manager was sent to all Board Members for review. Ms. Jenkin answered questions regarding the position.

Motion: made by Rocco Celentano, seconded by Sara Marino, to approve the job description for Branch Services Manager. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Sara Marino, Rosemarie Rivoli and Martha Tropeano. **Vote No:** Joan George and Frank Weber

Finance

Bill Listing

Mr. Borsilli announced he spoke to Treasurer, Maria Nowak and all noted all bill listing questions were answered satisfactorily.

Motion: made by Rosemarie Rivoli, seconded by Rocco Celentano, to approve the March 13, 2024 bill listing in the amount of **\$180,446.22**. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber **Vote No:** Joan George

Tutor.com

There was a conversation regarding Tutor.com. Mr. Borsilli stated when the Branch Manager is hired that promoting services will need to be a priority. Mr. Celentano suggested promoting Tutor.com through the PTA's and at the next Curriculum Committee meeting. Ms. Rivoli suggested the Library form a teen focus group to give feedback on the tutoring programs.

Savings Accounts

Dr. George said she would like information of what banks the Library's saving accounts are in and what the interest rates are. Mr. Borsilli stated the question will need to go to the Finance Committee.

New Business

Keyless Entry

Mr. Weber stated his concerns regarding the amount of funds needed for keyless entry, when there has not been an issue with access to the building. Mr. Borsilli asked what's driving the need for keyless entry. Ms. Jenkin answered questions asked by board members. Mr. Borsilli requested a report of which doors are included in the proposal and the reasoning.

Motion: made by Frank Weber, seconded by Joan George to table the proposal from PMC Associates Wireless Communications until next month so the Director can provide more information. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Martha Tropeano and Frank Weber **Vote No:** Rosemarie Rivoli

Mayor's Health and Wellness 5K

Ms. Rivoli announced on Saturday, April 20th the Mayor's Annual Health and Wellness 5K will be held in the municipal complex. Ms. Rivoli recommended the Library open late as the municipal parking lot will be closed.

Motion: made by Frank Weber, seconded by Martha Tropeano to approve the late opening of the Library on Saturday, April 20, 2024 with an opening time of 11:00 am. **Vote Yes:** Kevin Borsilli, Rocco Celentano, Joan George, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Director's Report

Funding – Friends of the Library

There was a discussion regarding the gifts and grants account. Mr. Parton stated the funds that are currently in the account should be used for programs. Mr. Parton stated the Friends can manage the funds they receive going forward. Dr. George asked the Board be introduced to the Friends of the Library. Ms. Jenkin will reach out to the Friends to have representative attend a board meeting.

Technology Update

Ms. Jenkin announced the Technology Tower upgrade has been completed. Ms. Jenkin announced she expects the proposal for the servers to be ready for the Technology Committee by March 22nd.

Recycling

Ms. Jenkin announced the Library started new recycling procedures.

All Around Old Bridge

Ms. Jenkin announced the Library has three promotions in the latest publication of All Around Old Bridge.

Scheduling Software

Ms. Jenkin stated the Library is looking to purchase a scheduling software which includes room scheduling, event registration and calendars. The company is called Plymouth Rocket.

Library Displays

Dr. George suggested the Library reach out to the schools to display art of Old Bridge students.

Committee Reports

Buildings & Grounds

Mr. Celentano announced a meeting was held. The committee discussed the clean up of the atrium area. Mr. Celentano stated estimates have been received.

Mr. Celentano announced the Director received one estimate from an architect for the bathroom renovation and noted they are attempting to receive more quotes before moving forward.

Mr. Celentano stated more roof leaks have been apparent with the recent heavy rain. Patron complaints are being logged. Mr. Weber suggested researching the architectural firm the library used. Mr. Borsilli stated a meeting will be scheduled with the new Business Administrator.

Mr. Celentano gave an update on furniture renovations. Mr. Borsilli suggested trustees attend a walk-thru before moving forward with a plan.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

Mrs. Marino announced a personnel meeting was held. Mrs. Marino gave a summary of items the committee discussed.

Mr. Borsilli announced he is still waiting for feedback from Trustees regarding the Director's evaluation. Mr. Borsilli asked those that have not responded to please submit their feedback.

Policy

No report.

Technology

Mr. Weber stated a meeting will be held. Ms. Jenkin will have a technology report ready for the committee by March 22nd. Mr. Weber asked Ms. Jenkin to include the current servers in the report.

Public Comments

Member of the public Estee Spiegel made comments to the Board.

Library Reports

Board members discussed which reports should be posted for public access.

Adjournment

Motion: made by Frank Weber, seconded by Rocco Celentano to adjourn the meeting at 8:51 p.m. All in favor.

Respectfully submitted,

A handwritten signature in black ink, appearing to read "Rosemarie Rivoli". The signature is fluid and cursive, with a large initial "R" and "R" for the first and last names respectively.

Rosemarie Rivoli, Secretary

Library Board of Trustees

Date Approved: April 10, 2024

Transcribed from tape by Linda Reynolds

Reviewed by: Rosemarie Rivoli

