

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
MAY 8, 2024**

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

The President called the meeting to order at 7:15 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 Joan George, seconded by Zainab Syed to go into executive session at 7:17 pm. All in favor.

The Board came out of executive session at 7:30 pm. Action taken is listed under personnel.

Regular Minutes

Motion: made by Joan George, seconded by Martha Tropeano, to approve the April 10, 2024 Regular Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Joan George and Martha Tropeano. Maria Nowak and Zainab Syed abstained.

Executive Minutes

Motion: made by Joan George, seconded by Martha Tropeano, to approve the April 10, 2024 Executive Session Minutes. **Vote Yes:** Kevin Borsilli, Joan George and Martha Tropeano. Maria Nowak and Zainab Syed abstained.

Personnel

Motion: made by Joan George, seconded by Martha Tropeano to acknowledge and approve the termination of Employee #1450 effective April 25, 2024. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Zainab Syed and Martha Tropeano

Finance

Bill Listing

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

Motion: made by Maria Nowak, seconded by Martha Tropeano, to approve the May 8, 2024 bill listing in the amount of **\$273,490.68**. **Vote Yes:** Kevin Borsilli, Maria Nowak and Martha Tropeano. Joan George and Zainab Syed abstained.

Audit Proposal

Ms. Jenkin stated there was an increase of \$700.00 from last year's audit.

Motion: made by Martha Tropeano, seconded by Maria Nowak to accept the audit proposal from Suplee, Clooney & Company to conduct the 2023 audit in the amount of \$8,500. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Zainab Syed and Martha Tropeano

Old Business

Bank Accounts – Interest Rates

Mr. Borsilli stated last month there was a discussion if the Library would benefit from hiring a Financial Consultant. Dr. George stated she feels the Library would benefit from hiring a consultant. Mrs. Nowak stated she did not agree with hiring a financial consultant to review interest rates. There was a discussion regarding the increase of interest rates banks are now paying. Mr. Borsilli stated he agrees with an evaluation of the Library accounts interest rates. Mr. Borsilli stated that is something the Director can do by researching local financial institutions. Mr. Borsilli stated if they want to go further than interest rates, the board may want to reach out to a financial consultant. Mr. Borsilli stated this is something that should go to the Finance Committee. Mr. Borsilli asked the Director to look at alternatives and come back with a report. Mrs. Nowak suggested starting with the current bank to see if they will negotiate interest rates.

Budget

Mrs. Nowak stated she will be reaching out within the next few weeks regarding the Draft Budget that was submitted by the Director. There was a discussion regarding underspending. Dr. George stated she is willing to serve on the Finance Committee.

PMC (Keyless Entry Contractor) Q&A

Ms. Jenkin explained the three proposals from PMC for the Keyless Entry system. There was a discussion regarding how the system would operate and where access doors are located.

Motion: made by Kevin Borsilli, seconded by Maria Nowak to approve the proposal from PMC Associates Wireless Communication not to exceed \$48,500 to install a keyless entry system for seven doors. **Vote Yes:** Kevin Borsilli, Maria Nowak, Zainab Syed and Martha Tropeano **Vote No:** Joan George

New Business

AWE

Ms. Jenkin explained self-contained learning stations are very popular in public libraries. Ms. Jenkin stated the library has them in the children's area. Ms. Jenkin stated the learning stations are dated. The stations are used over 300 times a month in 30-minute learning sessions. Ms. Jenkin stated that AWE is currently offering a discount.

Motion: made by Joan George, seconded by Zainab Syed to accept the proposal from AWE in the amount of \$13,234 for the purchase of 4 learning stations. **Vote Yes:** Kevin Borsilli, Joan George, Maria Nowak, Zainab Syed and Martha Tropeano

Library Involvement with Schools

Mr. Borsilli stated it has been discussed the library needs to be more involved with the schools. Mr. Borsilli suggested they may want to meet with Mr. Celentano after its confirmed what programs are being cut due to the school budget cuts to see how the library can assist.

Director's Report

LMxAC – Catalog Transition

Ms. Jenkin announced the catalog transition through LMxAC is taking more time than anticipated. They hope the transition is completed by the end of June. Ms. Jenkin answered questions members had about the transition to the Polaris catalog.

Website Upgrade

Ms. Jenkin stated the proposal for the update of the website and servers is available for the Technology Committee. Mr. Borsilli stated he will reach out to the committee chair.

Library Shelving

Ms. Jenkin thanked DPW for moving the library shelving. There is a now a clear view from Passports to Circulation which is good for safety and makes the passport office more visible to the public.

Library Garden

Ms. Jenkin announced the garden has been cleared out. Ms. Jenkin will be working on proposals for landscape.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

No report.

Policy

No report.

Technology

No report.

Board Comments

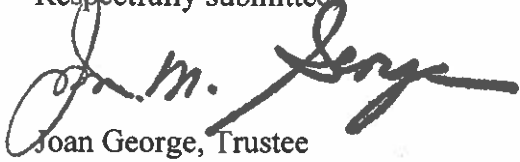
Dr. George commented that she would like the Board Meetings on YouTube to be promoted to the public as well as the Library Board Minutes. Dr. George stated she feels transparency is important.

Ms. Jenkin explained the Library does have a resource that is being developed for staff called Niche Academy. Once everything is in place the Library should be able to post the meetings on the Library's website through Niche Academy rather than going through Township.

Adjournment

Motion: made by Joan George, seconded by Martha Tropeano to adjourn the meeting at 8:28 p.m. All in favor.

Respectfully submitted

A handwritten signature in black ink, appearing to read "Joan M. George". The signature is written in a cursive style with a large initial "J" and "G".

Joan George, Trustee

Library Board of Trustees

Date Approved: June 12, 2024

Transcribed from tape by Linda Reynolds

Reviewed by: Joan George