

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
JULY 17, 2025
(Rescheduled from July 9, 2025)**

Present:	Sara Marino	President
	Rosemarie Rivoli	Secretary
	Joan George	Trustee
	Frank Weber	Trustee
	Martha Tropeano	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Dawn Jenkin	Library Director
	Irene Maag	Executive Assistant for Finance
Absent:	Zainab Syed	Trustee
	David Cittadino	Supt. of Schools, Vice President
	Maria Nowak	Treasurer
	Debbie Walker	Mayor
	Gina Talamo	Trustee

The meeting was called to order at 7:25 p.m. and it was 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 Rosemarie Rivoli, seconded by Rocco Celentano to go into executive session at 7:26 p.m. All in favor

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to come out of executive session at 7:41 p.m. All in favor. No action was taken.

Regular Minutes

Motion: made by Rocco Celentano, seconded by Martha Tropeano, to approve the June 11, 2025 Regular Board Meeting Minutes. **Vote Yes:** Rocco Celentano, Rosemarie Rivoli, Sara Marino, Martha Tropeano and Frank Weber **Abstained:** Joan George

Personnel

Motion: made by Sara Marino, seconded by Rocco Celentano to approve Intermittent FMLA Leave for Employee #1447. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Rosemarie Rivoli, seconded by Martha Tropeano to go into executive session at 7:50 pm to discuss matters of personnel. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli and Martha Tropeano **Vote No:** Joan George and Frank Weber

Motion: made by Rocco Celentano, seconded by Rosemarie Rivoli to come out of executive session at 7:54 pm. All in favor. The following action was taken.

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the new appointment of part-time Facilities Maintainer/Driver Paul Giglio at an hourly rate of \$21.29 contingent upon background check. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano **Vote No:** Joan George and Frank Weber

Finance

Bill Listing

Dr. George asked who is on the Finance Committee. Mrs. Marino stated Frank Weber and Maria Nowak have been assigned to the Finance Committee.

Motion: made by Rosemarie Rivoli, seconded by Martha Tropeano to approve the July 9, 2025 bill listing in the amount of \$312,812.61. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli and Martha Tropeano **Vote No:** Joan George **Abstained:** Frank Weber

Old Business

Library's PA System

Ms. Jenkin gave an update on the PA System proposals. Ms. Jenkin stated the vendor quoted \$5,271 for an analog system and \$27,050.00 digital system. Ms. Jenkin stated they would need to go out to bid for the higher amount or ask the Township QPA. Ms. Jenkin recommended repairing the system now and possibly look into a digital system in the future.

Motion: made by Joan George, seconded by Sara Marino to approve the repair of the PA System with KIT Communications in the amount of \$5,271. **Vote Yes:** Rocco Celentano, Joan George, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

New Business

HVAC Contractor / Maintenance Agreement

Ms. Jenkin stated there have been a number of concerns with the current vendor and received proposals from four other HVAC Contractors for routine maintenance. Ms. Jenkin sent a report to the full Board and recommends Unitemp. There was a discussion regarding the current vendor.

Motion: made by Sara Marino seconded by Rosemarie Rivoli to approve the HVAC Contractor Maintenance Agreement with Unitemp for one year in the amount of \$10,305.00.

Vote Yes: Rocco Celentano, Joan George, Sara Marino, Rosemarie Rivoli and Martha Tropeano
Vote No: Frank Weber

Director's Report

Professional Development

Ms. Jenkin reported she will be attending the Library Director Journal Summit in Colorado.

Library Garden

Ms. Jenkin reported she will be receiving the first estimate for the garden area tomorrow.

Annual Report

Ms. Jenkin announced they have started working on a draft of an Annual Report.

Community Survey

Ms. Jenkin reported she has started working on a community survey for the strategic plan. Ms. Jenkin will be asking the municipality if they want to partner with the Library on the survey.

Budget

Ms. Jenkin reported there has not been a Finance Committee meeting.

Internal Knowledge Management System

Ms. Jenkin reported they are making progress on an Internal Knowledge Management System called an Intranet. Ms. Jenkin stated the Library will be using SharePoint.

Adult Services

Ms. Jenkin reported the new Managing Librarian for Adult Services started on July 14th.

Newsletter

Ms. Jenkin reported the newsletter has had a 29% increase in users.

External Drives

Ms. Jenkin reported they are providing external drives to the community. Ms. Jenkin stated the new computers do not have the option of CD's or DVD's.

Audit

Ms. Jenkin reported the audit has been completed. Ms. Jenkin stated the auditor recommended the Director have online access to the Library's bank accounts.

Complaints

Ms. Jenkin stated there were a number of complaints in the last month. Ms. Jenkin stated there was a double-booking of the meeting room. Ms. Jenkin explained they attempted to move the performer to another area of the Library. The performer was not comfortable and wanted to be paid for their time. The Director checked with the Attorney to make sure the contract was not an impediment. The performer was paid \$300.

Ms. Jenkin stated a patron requested exception to the Circulation rules. The patron stated they have difficulty returning their books on time due to a medical condition and would like to be alleviated from fines. Ms. Jenkin explained the alternative options she gave the patron. Ms. Jenkin reported the Attorney said she gave reasonable accommodations.

Ms. Jenkin stated a book from the parenting collection that deals with sensitive topics was on a shelving cart. Ms. Jenkin stated a patron saw the book, complained and posted online.

Podiums

Ms. Jenkin announced the Library's two podiums are broken and a new podium will be purchased.

Committee Reports

Buildings & Grounds

Mr. Celentano had no update. Ms. Jenkin stated she has received two proposals for the rewiring of the lighting. Ms. Jenkin will be sending the proposals to the committee and noted they will need to go out to bid.

Ms. Jenkin reported the architect submitted the drawings for the bathroom renovation to ESCNJ.

Finance

No report.

Outreach/Marketing

No report.

Personnel and Negotiations

No report.

Policy

No report.

Technology

No report.

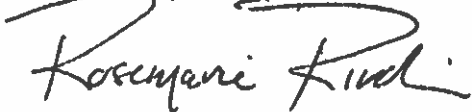
Board Comments

Mr. Weber and Dr. George expressed their concerns of Board attendance. Ms. Rivoli stated she feels there has been a lot progress in the past two years and thanked the Director.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Rocco Celentano to adjourn the meeting at 8:38 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 Rivoli.

Rosemarie Rivoli, Secretary

Library Board of Trustees

Date Approved: August 6, 2025

Transcribed from tape by Linda Reynolds

Reviewed by: Rosemarie Rivoli

