

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
SEPTEMBER 10, 2025**

Present:	Sara Marino	President
	Rosemarie Rivoli	Secretary
	Frank Weber	Trustee
	Martha Tropeano	Mayor's Alternate
	Rocco Celentano	Supt. Of Schools' Alternate
	Dawn Jenkin	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Maria Nowak	Treasurer
	Joan George	Trustee
	Zainab Syed	Trustee
	Gina Talamo	Trustee
	Bernard Bragen	Interim Supt. of Schools
	Debbie Walker	Mayor

The meeting was called to order at 7:00 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 7:07 p.m. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Rosemarie Rivoli, seconded by Rocco Celentano to come out of executive session at 7:11 p.m. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Action taken listed under Personnel Item J.

Regular Minutes

Motion: made by Martha Tropeano, seconded by Rosemarie Rivoli, to approve the August 6, 2025 Regular Board Meeting Minutes. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Executive Minutes

Motion: made by Martha Tropeano, seconded by Rosemarie Rivoli, to approve the August 6, 2025 Executive Session Minutes. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Personnel

Motion: made by Sara Marino, seconded by Rocco Celentano to accept the resignation of Library Assistant Jenna Gervase, effective September 19, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Library Assistant for Digital Support Services Sadia Rahim at an hourly rate of \$19.38, pending background check. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Substitute Library Page Hope Davis at an hourly rate of \$15.49, effective September 11, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made Martha Tropeano, seconded by Sara Marino to approve the appointment of Substitute Library Page Leah Barnikel at an hourly rate of \$15.49, effective September 11, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Substitute Library Page Christine Rue at an hourly rate of \$15.49, effective August 26, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Library Page Evan Bordenabe at an hourly rate of \$15. 49, effective August 20, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Library Page Jordan Rodriguez at an hourly rate of \$15. 49, effective August 20, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Library Page Ryan Vu at an hourly rate of \$15.49 effective, August 20, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Martha Tropeano, seconded by Sara Marino to approve the appointment of Library Page Charlotte Hage at an hourly rate of \$15.49, effective September 4, 2025. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Motion: made by Rocco Celentano, seconded by Sara Marino to approve the 10 percent Out-of-title work stipend for Felisha Fleming for additional duties for each day worked from August 27, 2025 through September 4, 2025 in the absence of the Library Director. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Finance

Bill Listing

Motion: made by Rocco Celentano, seconded by Martha Tropeano to approve the September 10, 2025 bill listing in the amount of \$200,031.97. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli and Martha Tropeano. Frank Weber abstained.

2024 Audit Report

Motion: made by Rosemarie Rivoli, seconded by Sara Marino to accept the 2024 Audit Report. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli and Martha Tropeano
Vote No: Frank Weber

New Business

MOESC Cooperative Purchasing System Agreement

Ms. Jenkin recommended the Library enter a Cooperative Pricing System Agreement with Monmouth-Ocean Educational Services Commission (MOESC) to provide access with contract purchasing.

Motion: made by Sara Marino, seconded by Rosemarie Rivoli to enter the Cooperative Purchase System Agreement with Monmouth-Ocean Educational Services Commission to provide access to contract purchasing in accordance with the New Jersey Cooperative Purchasing Program. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Staff Training Day

Ms. Jenkin requested the Library close on Friday, December 19, 2025 for a Staff Training Day.

Motion: made by Sara Marino, seconded by Rosemarie Rivoli to approve the closing of the Library on Friday, December 19, 2025 for a full staff Training Day. **Vote Yes:** Rocco Celentano, Sara Marino, Rosemarie Rivoli, Martha Tropeano and Frank Weber

Laurence Harbor

Ms. Jenkin recommended closing the Laurence Harbor Branch on both Christmas Eve and New Years Eve. The Laurence Harbor Branch staff will report to the Main Branch both days.

Director's Report

Wi-Fi Usage Report

Ms. Jenkin announced the Board will receive a report on wi-fi usage next month.

HVAC

Ms. Jenkin gave an update regarding the new HVAC contractor. Ms. Jenkin stated the new vendor is able to maintain the HVAC software systems that controls all of the units as well as the actual physical units.

STEM Programming

Ms. Jenkin announced a request was made for more STEM Programming. Ms. Jenkin explained the Library currently has one STEM program per month which fills up quickly.

School Visits

Mr. Celentano stated they are working on having the Librarians visits the schools more frequently. The Librarians will be informing the students of all the Library programs and resources and will be given registration forms for library cards.

Book Kits

Mr. Celentano announced the book kits are expected to go out to the schools by the end of the month.

Community Report

Ms. Jenkin sent a draft of the Community Report to the Board. Ms. Jenkin asked the Board to contact her with any feedback they may have regarding the report. Ms. Jenkin stated if there aren't any objections she will have the report finalized and send it out next month.

Bookmobile Report

Ms. Jenkin announced a Bookmobile Report was sent out in the monthly Board packet.

Committee Reports

Buildings & Grounds

Mr. Celentano reported a meeting was held last week. Mr. Celentano explained the renovation projects and the specifications from the Architect. The specifications were sent to ESCNJ and the company they recommended estimated a total cost of \$598,500.00. The Architect advised the bid was too high and received a price through the MOESC in the amount of \$524,036.00. Mr.

Celentano said the third option would be to go out to bid. Mr. Celentano said the committee recommends moving forward with the MOSEC Cooperative.

Mr. Celentano stated in August 2023 there was a Capital Draft Plan that was presented. Mr. Celentano stated it was then voted on at the October 11, 2023 meeting. The funds were officially moved into the Capital Fund with the approval of the Capital Plan. Mr. Celentano stated there is currently over \$1 million dollars in the Capital Fund. The Building and Grounds Committee recommends the Board move forward with deciding on one of the bids at the next meeting. Mr. Celentano requested all information be sent out to the full Board so questions can be answered before the next meeting. It was requested questions be submitted to the committee by September 26th.

Mr. Celentano stated two quotes were submitted to the committee on August 4, 2025 for the Lighting renovation. Both quotes were over the bid threshold. Mr. Celentano is recommending the Library go out to bid.

Mr. Celentano gave an update on the garden. Mr. Celentano stated the estimates received are above threshold and the Library will need to go out to bid. Mr. Celentano recommended the Director consult the Township.

Finance

Ms. Jenkin asked to send the draft budget to the full board. Mr. Weber stated he will send the Director his notes prior to her sending it out to the full board.

Outreach/Marketing

Ms. Jenkin reported they are making outstanding progress with the style guide and will be sending it out to the full board.

Personnel and Negotiations

Ms. Jenkin stated as requested she forwarded the old job description for Assistant Director to the Personnel Committee along with a job description as to what she feels the Library needs which is a Facilities Manager.

Policy

No report.

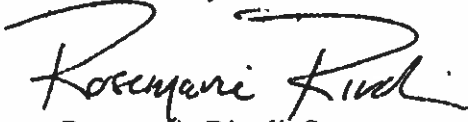
Technology

No report.

Adjournment

Motion: made by Rosemarie Rivoli, seconded by Martha Tropeano to adjourn the meeting at 8:00 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, sweeping initial "R".

Rosemarie Rivoli, Secretary
Library Board of Trustees

Date Approved: October 8, 2025

Transcribed from tape by Linda Reynolds

Reviewed by: Rosemarie Rivoli