

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
FEBRUARY 12, 2020**

Present:	Joan George	Vice President
	Maria Nowak	Treasurer
	Zainab Syed	Mayor's Alternate
	Rocco Celentano	Supt. of Schools' Alternate
	Annette Maxwell	Trustee
	Kevin Borsilli	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel
Absent:	Frank Weber	President
	Barbara Cannon	Secretary
Guests:	Irene Maag	
	Phil McGovern and Richard Pucciarelli of the Historical Society.	

The Vice President called the meeting to order at 7:00 p.m. and announced that the meeting had been advertised and would be conducted in accordance with the Sunshine Law.

Minutes

Dr. George stated she was appreciative of the material that was sent to the Board that came off the minutes.

Dr. George asked if the Library minutes have been posted on the website. Mr. Bobish stated there is now a direct link to the Township's portal. Mr. Bobish stated he check with Mrs. Barglowski if there is something more comprehensive but noted they would have to go through Splendor.

Motion: made by Maria Nowak, seconded by Annette Maxwell to approve the January 8, 2020 regular board minutes. **Vote Yes:** Joan George, Maria Nowak, Annette Maxwell, Zainab Syed and Kevin Borsilli. Rocco Celentano abstained.

Old Business

QuickBooks

Mr. Bobish announced the issue with QuickBooks has been resolved. Mr. Bobish stated Alex from Township resolved the issue within two days. Dr. George requested finding out what Alex's background is as it may be helpful with the reorganization of Digital Support Services.

Digitization for Historical Society Newspaper

Mr. Bobish explained the two different price quotes. Mr. Bobish stated Innovative quoted a one-time fee of \$3500, which covers the initial digitization plus set up of the website with a \$650 annual hosting fee and Splendor quoted a \$15,000 set up fee and a monthly hosting fee of \$250. Mr. Bobish explained if the digitized files are placed on the Library's network the PDFs would slow down the network considerably. Mr. Bobish stated another benefit with Innovative is the files will be held on a separate server. Mr. Bobish stated he would like to amend the previous motion. Mr. Borsilli requested the digitization be publicized.

Motion: made by Kevin Borsilli, seconded by Rocco Celentano to approve the quote from Innovative Document Imaging with a \$3,500 set up fee plus a \$650 annual hosting fee. This amends the November 2019 motion. All in favor

Reorganization

Dr. George announced Frank Weber is working on putting Committees together and will be in touch with Board Members.

Procedures for Handling Difficult Situations

Mr. Bobish announced a staff workgroup has been formed and they've reviewed the current rules. He stated most rules work and noted there are some items that need revision. Mr. Bobish stated they are also looking at setting standardized guidelines for enforcements as well as an appeals procedure. The workgroup will be meeting again next week and is aiming for a Spring target date.

Executive Assistant for Finance

Dr. George introduced Irene Maag who is the selected candidate for the Executive Assistant for Finance position. Dr. George stated her resume was included in the board packet. Mrs. Maag said that she is looking forward to starting on February 28, 2020 and is very excited about the opportunity.

Motion: made by Maria Nowak, seconded by Rocco Celentano to approve the appointment of Irene Maag for the Executive Assistant for Finance position with an annual salary of \$48,000 effective February 28, 2020. All in favor

New Business

Unique Collection Service

Mr. Bobish reported he had a conversation with Mrs. Nowak to ascertain if The Unique Collection Service is needed. Mr. Bobish stated there was a time when there were several delinquent accounts and the service was helpful but he explained that they no longer have as many delinquent accounts. Mrs. Nowak stated they only charge another fee when the Supervisor submits accounts for collection. Mr. Bobish stated he will look into alternatives and will come back to the Board with a report.

Boilers Repairs in Central Branch

Mr. Bobish announced there are two separate items that need to be addressed. Mr. Bobish stated the boiler's pump coupler has failed and the other is failing. Mr. Bobish stated it's an easy fix and is asking for approval.

Mr. Bobish said the boiler in boiler room 2 is original to the building. Mr. Bobish explained there is a problem with the pressure release valve and the fittings. H.G. Clarke has said that they can try to fix it but noted that due to the age of the boiler the repair may not be permanent. Mr. Bobish stated he would like to pursue other quotes for the possible replacement of the boiler.

Dr. George requested keeping track of the payments made on expenses generated by the Library Building. Mr. Borsilli stated he agrees and feels it would be in the Library's best interest if the Township is aware of Library's cooperation in making these payments to maintain the building that belongs to the Township

Motion: made by Maria Nowak, seconded by Annette Maxwell to approve payment of \$580.00 to H.G. Clarke for the Pump Coupler Replacement. All in favor

Motion: made by Maria Nowak, seconded by Annette Maxwell to approve payment of \$765.00 for Pressure Release Valve and Fittings. All in favor

DSS Computers Replacement

Mr. Bobish reported that Windows 7 is no longer supported by Microsoft which led to problems with some of the products the Library is using, including Envisionware. Mr. Bobish explained the functions of Envisionware. Mr. Bobish stated he is proposing the purchase of two new Windows 10 computers that have enough processing power to perform the required tasks.

Motion: made by Rocco Celentano, seconded by Zainab Syed to purchased two Dell OptiPlex SFF MLK Units in the amount of \$1,542.34. All in favor

Motion: made by Rocco Celentano, seconded by Zainab Syed to accept the Envisionware remote installation assistance in the amount of \$600. All in favor

Director's Report

Executive Assistant for Finance

Mr. Bobish welcomed Irene Maag. Mr. Bobish indicated Mrs. Maag interviewed well and has a lot of experience.

Laurence Harbor

Mr. Bobish reported last month inspections were done by ServPro and Crawford in terms of damage to the walls and roof. Since then insurers have been going back and forth discussing what can be paid out due to the lack of the named peril or damage from normal wear and tear.

Mr. Bobish stated he and Mr. Weber took part in a conference call on Monday with reps from the New Jersey Joint Intergovernmental Fund which is the Library's insurer as well as PMA. Mr. Bobish stated the overall damage to the building could be \$55,000 or more. Mr. Bobish said an inspection is scheduled and the insurance company is sending an Industrial Hygienist to the Laurence Harbor Branch. Dr. George asked if a meeting was held to determine who would be responsible if repairs were to be made. Mr. Bobish stated the Mayor and Business Administrator were invited to join the conference call but were unable to participate. Mr. Bobish stated he has been including the Mayor and his team in the reports he sends out. Dr. George said that decisions need to be made, after the inspection information is received, on a plan for either reopening or closing the Branch. Mr. Borsilli stated his opinion is that it is the Township Councils' and the Mayor's decision. They are the ones that own the building and property. Mr. Borsilli stated if they want a Library in Laurence Harbor they will have to provide the facility and the Library Board will provide the necessary professional resources.

Dr. George stated a study should be made of the area finding out what services the citizens of Laurence Harbor want from a Library. Dr. George pointed out since Laurence Harbor closed the Physical Media at Central did not increase. Mr. Bobish stated he received a call today from a patron asking when Laurence Harbor will be reopened. The patron asked if they can use their Library Card at Matawan/Aberdeen. Dr. George asked how many calls have been received regarding the closure of Laurence Harbor. Mr. Bobish stated he has received some questions, but noted it seems the Branch is mainly used for space for tutoring and other activities. Mr. Borsilli stated there is a recreation building in Laurence Harbor that might be used for some of these activities.

Food for Fines

Mr. Bobish announced the Food for Fines was successfully completed and had positive feedback from patrons and a total of \$128.74 in fines were waived. Mr. Bobish stated it wasn't a big as they had hoped but noted it was short turnaround for publicity. The next program is linked in to Summer Reading in May. Dr. George observed that when publicity is needed we should use all the TV Channels and the Township's marquee. Dr. George suggested looking into the Library getting a marquee.

State Aid

Mr. Bobish stated he is currently working on the State Aid report and noted that the deadline is March 15, 2020.

Mayor's 5K

Mr. Bobish announced the Mayor's 5K event will be held on Saturday, March 28, 2020. The Library is working with Township and will have a table set up with giveaways, resources and games. Mr. Bobish indicated the Mayor's office and Department of Public Works have assured him that parking passes and spots will be available for Library staff. It is recommended that the Library is kept open.

ROTC

Mrs. Nowak stated someone mentioned that the Board made a motion to donate to the ROTC. Our attorney informed us that this was not a legal use of Library funds. Mrs. Nowak asked to confirm if a motion had been made at a prior meeting.

Committee Reports

Dr. George stated Mr. Weber will get back to Board members regarding the Committee assignments and related information.

Buildings & Grounds

No report.

Finance

Mrs. Nowak announced the Finance Committee met earlier and that they went over the budget with the Director. Mrs. Nowak indicated there will be some revisions to the 2020 Budget. Mrs. Nowak indicated Mr. Bobish will have it completed for the March meeting for approval. Dr. George stated it should be sent out ahead of the Board Meeting.

Personnel

Dr. George stated a meeting will be held next week as there are items that need discussion. The agenda for the meeting along with notes taken will be sent to Trustees ASAP.

Outreach/Marketing

No report.

Policy

No report.

Technology

No report.

Personnel

Motion: made by Maria Nowak, seconded by Zainab Syed to accept the resignation of Acquisitions Library Assistant Sarah Lair effective February 24, 2020. All in favor

Dr. George stated the position should be replaced as she has been told by Mr. Bobish that it is vital to the Department. Dr. George asked if it has been posted. Mr. Bobish stated it has not been posted yet and agrees this is the most urgent as its specialized and it's a small department. Mrs. Nowak asked who will be sitting in on the interviews besides the Supervisor of that

Department. Mr. Bobish stated he feels there should be at least two Supervisors or himself. Dr. George stated they can also put Librarians on the committee.

Finance

Action on bills

Mrs. Nowak announced she reviewed the bills and she had several questions that the Director answered.

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the February 12, 2019 bill listing in the amount of \$208,682.12. All in favor

Motion: made by Kevin Borsilli, seconded by Zainab Syed to approve the Increase Passport Expedite fee from \$16.00 to \$17.00 effective March 1, 2020. All in favor

Public Comments

Phil McGovern of the Historical Society suggested having a tour of the Library broadcasted on OBTV15. Mr. Borsilli suggested it can be added to the Townships YouTube page. Dr. George suggested reaching out to the School Districts television channel if reairs would be if reairs would be if reairs would be also.

Executive Session

Motion: made by Kevin Borsilli, seconded by Rocco Celentano at 7:59 p.m. All in favor

The Board came out of executive session at 8:16 p.m. The following action was taken.

Motion: made by Rocco Celentano, seconded by Zainab Syed to approve the three-day suspension of Employee #1179 during the selected dates of February 18, February 25 and February 26, 2020 without pay based on the Old Bridge Public Library Policy. All in favor.

Adjournment

Motion: made by Maria Nowak, seconded by Annette Maxwell to adjourn the meeting at 8:18 p.m. All in favor

Respectfully submitted,

Joan George, Vice President
Library Board of Trustees
Date Approved: March 11, 2020
Transcribed from tape by Linda Reynolds
Reviewed by: Michael Bobish and Joan George