

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
OCTOBER 14, 2020**

Present:	Frank Weber	President
	Joan George	Vice President
	Maria Nowak	Treasurer
	Barbara Cannon	Secretary
	Rocco Celentano	Supt. of Schools' Alternate
	Sam Rizzo	Mayor's Alternate
	Zainab Syed	Trustee
	Kevin Borsilli	Trustee
	Annette Maxwell	Trustee
	Michael Bobish	Library Director
	Linda Reynolds	Executive Assistant for Personnel

Guests: Library Attorney Christopher Parton
Library Staff Member Irene Maag and Joe Korman of PC Visions
Several Library Staff Members via Zoom

The 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

Motion: made by Rocco Celentano, seconded by Joan George to Approve the September 9, 2020 Regular Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Sam Rizzo, Zainab Syed, and Frank Weber. Maria Nowak abstained.

Old Business

Strategic Planning Report

Mr. Bobish advised the board of the updates that he has made to date (the statistics, the director's message, library and service profiles, and strategic priorities) and that a framework of the report has been distributed to the Board. Mrs. Cannon commented that it was a good start and that having the current statistics was helpful, but suggested there needs to be more discussion, especially policy-wise. Mr. Weber agreed and asked for three volunteers to serve on an ad-hoc committee to pursue the issues that were brought up by Mrs. Cannon. Barbara Cannon, Kevin Borsilli, Rocco Celentano and Annette Maxwell all volunteered. Mr. Weber asked the ad-hoc committee to come back with an update on the Strategic Planning at the next Board meeting.

Dr. George commented that more changes need to be made in the language and that the plan should be condensed from the current 19 pages.

New Business

Website Update Progress

Mr. Bobish explained that he reached out to three vendors for quotes on refreshing the look, feel, and content of the Library's website, based on the Technology Committee's recommendations. Those recommendations consisted of improvements to the banner, the coloring used, and updating the text for easier reading. Splendor Design, who handled the original website revamp, and who currently handles the library's website updates, gave the highest quote of up to \$15,000 for a refresh of the current website, and up to \$30,000 for a complete website redesign. Splendor also charges a monthly upkeep fee of \$325, which is currently being paid. Renaissance Web Solutions, who does websites for many of the area libraries, quoted \$4,495 for a website redesign, with a monthly hosting fee of \$29.95 and a monthly site maintenance of \$99.95. Iguana Designs, which did some work for the East Brunswick Library, has not submitted a quote yet. Mr. Borsilli said he spoke with Mr. Bobish last week about setting up another Technology Committee meeting to review the templates and go over the quotes in order to be certain that the changes needed are included in the quotes, so that a decision can be made to go forward. Mr. Weber commented that the entire Board should see samples of all of the work submitted by the vendors, and the names of three libraries they are currently servicing, at least a week before the next Board meeting.

Job descriptions/Seniority Lists Review and Update

Dr. George stated that she sent a list of the job descriptions to the Personnel Committee and to the Board that she feels need to be combined and matched up with the seniority lists. These changes will be sent to the attorney once the Personnel committee has completed the revisions. She stated that these updated job descriptions will be submitted to the Board prior to the next meeting for their approval.

Discussion on Schedule Adjustments

Dr. George brought up the issue of schedules being adjusted after a job opening is filled for a specific schedule, to a completely different schedule than the original job opening that was approved. She stated that these job openings should be available to an employee who can work the job's schedule. She commented that the Board should be advised when these schedules are changed. Mr. Weber commented that if someone is hired for 5 days a week, but changes to a part-time schedule due to another job, that it is not in the best interest of the library. Mr. Bobish offered that, in the case of the library's Pages, many of them are secondary or college students and cannot work a 25 hour per week schedule. Mr. Parton advised that jobs that are created and filled are jobs that are created by the administration and approved by the Board. It should be "take it or leave it," as offered. He stated the job should be performed as it is created and filled or it needs to be restructured, abolished or replaced. The amount to facilitate the work week should not be an individual negotiable item. Mr. Parton advised that this discussion should be done in a non-public setting.

Directors Report

Mr. Bobish stated that the library received its reimbursement for the first found of CARES Act funding in the amount of \$520.67 for the period of March 1 – May 31, 2020.

Mr. Bobish mentioned that he is working on the 2021 Budget and the Security Procedures, with changes provided by Dr. George.

Mr. Rizzo brought up the HVAC issue of hot spots in the library. Mr. Bobish explained that there are two units that were having issues. One unit had a faulty transformer which was replaced and the other unit had a wet circuit board, but that all of the HVAC units are still under warranty, so there has been no cost to the Library. Mr. Bobish stated that he is ready to update all of the units with MERV filters, which remove more particulates from the air. Mr. Weber asked how many filters are needed and what would the cost be to replace the filters in all of the units. Mr. Bobish answered that the cost would be approximately \$2,625 for (8) HVAC units, but it is recommended they be replaced twice per year, for an annual cost of approximately \$5,000.

Motion: made by Frank Weber, seconded by Barbara Cannon to approve raising the Director's spending limit to \$3,000 for this purchase of MERV filters for the (8) HVAC units. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Mr. Borsilli asked if the extension of Browsing-by-Appointment hours are meeting the needs of the community. Mr. Bobish commented that browsing has been steady, but not near capacity, and that patrons have been following time limits and mask requirements. He stated that he would like to install a temperature reading machine at the main entrance. Mr. Weber requested a price and timeframe be submitted to the Board as soon as possible.

Mr. Borsilli inquired about the quotes for the removal of items at Laurence Harbor. He suggested that the board should start to the removal process while the Central Library is not fully open to the public. Mr. Bobish spoke about the ServPro quote, in regards to the removal and cleaning of computer and electronic equipment. He stated that the books are more difficult to get a quote for. Mr. Weber asked about an inventory of all items in the building and stated that the books need to be evaluated for replacement costs. Mr. Bobish will provide the full inventory and will look into getting the books evaluated for current value and replacement cost.

Motion: made by Barbara Cannon, seconded by Frank Weber to approve the hiring of ServPro to provide the services as listed in their quote. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Dr. George commented on the statistics being revised to include usage of services that we are currently renewing. Mr. Bobish agreed to include those statistics.

Mr. Weber and Dr. George discussed the format of weekly statistics vs. monthly statistics. Mr. Bobish stated that he will continue to provide the weekly statistics, then add the weekly totals into monthly totals per the discussion.

Mrs. Cannon asked Mr. Bobish if he could let the Board know about any other services that the Library could be providing to the public, that other libraries might be doing now.

Committee Reports

Buildings & Grounds

No report.

Finance

No report. Mr. Bobish advised that there were no issues with the audit.

Outreach/Marketing

No report.

Personnel/Negotiations

Dr. George said the Personnel Committee will be setting up a meeting once Felisha McEachern has submitted her proposal for the Supervisors' contract. She had asked if anyone had any suggestions for the Supervisors' contract, that it was still open. Dr. George suggested that the next person on the seniority list should be contacted in advance of Anita Roik's retirement so that it can be voted on at the November 11, 2020 Board meeting. Mr. Weber brought up the Director's security plan and advised that it is a policy issue and should be referred to a policy committee. Dr. George, Mr. Weber and Mr. Borsilli volunteered to serve on this committee.

Technology

No report. An update on technology was given by Mr. Borsilli earlier in the meeting.

Personnel

Motion: made by Frank Weber, seconded by Annette Maxwell to approve the retirement of Librarian Anita Roik, after 22+ years of service, effective December 1, 2020. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Finance

Action on bills

Motion: made by Maria Nowak, seconded by Kevin Borsilli to approve the October 14, 2020 bill listing in the amount of \$163,937.05. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Motion: made by Joan George, seconded by Annette Maxwell to approve the 2019 Audit Report
Vote Yes: Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

Public Comments

Librarian Dena Price thanked everyone for the opportunity to speak. Mrs. Price mentioned that the ESL program has been ongoing since mid-September via Zoom, with 47 members. They are hoping they will be able to hold their Spring session in the library.

Library Staff Member Diane Meyer thanked everyone for the opportunity to speak. Mrs. Meyer commented that she runs a book discussion every 2nd Monday of every month and many of the participants have been asking when this service will be able to resume.

Executive Session

Motion: made by Rocco Celentano, seconded by Maria Nowak to go into executive session at 8:13 p.m. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Maxwell, Maria Nowak, Sam Rizzo, Zainab Syed, and Frank Weber.

The Board came out of executive session at 8:21 p.m. and immediately adjourned. No action was taken.

Adjournment

Motion: made by Kevin Borsilli, seconded by Maria Nowak to adjourn the meeting at 8:21 p.m.
All in favor

Respectfully submitted,

Barbara Cannon, Secretary
Library Board of Trustees
Date Approved: November 13,2020
Transcribed from tape by Irene Maag and Linda Reynolds
Reviewed by: Michael Bobish and Barbara Cannon