

**MINUTES OF THE MEETING OF
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY
OLD BRIDGE, NEW JERSEY
FEBRUARY 10, 2021**

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

Guests: Library Attorney Christopher Parton
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 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 the Department of Community Affairs Local Finance Notice 2020-21.

Minutes

Motion: made by Frank Weber, seconded by Kevin Borsilli to approve the December 17, 2020 Special Board Meeting Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Kevin Borsilli, seconded by Sam Rizzo to approve the December 17, 2020 Executive Session Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Maria Nowak, seconded by Zainab Syed to approve the January 13, 2021 Regular Board Minutes. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Personnel

Motion: made by Joan George, seconded by Frank Weber to approve the recall of Library Page Jeffrey Sherman, effective February 12, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Motion: made by Sam Rizzo, seconded by Zainab Syed to approve the recall of Library Page Andre Eldred, effective February 11, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo and Zainab Syed. **Vote No:** Frank Weber.

Dr. George asked the Director to confirm what Andre's schedule would be. Mrs. Cohen stated that he is scheduled to work three days per week, but is willing to work more.

Motion: made by Joan George, seconded by Frank Weber to approve the Ratification of Agreement between Old Bridge Township Public Library Board of Trustees and AFSCME Council 73 Local 3231-001. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Finance

Mrs. Nowak advised the board that four bills for online services were pulled for further board discussion, changing the February 10, 2021 bill listing amount to \$155, 298.38.

Motion: made by Frank Weber, seconded by Annette Kwiecinski to approve the February 10, 2021 bill listing in the amount of \$155,298.38. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Old Business

Virtual Programming Update

Mrs. Cohen spoke of the Library partnering with the Mosaic Society of Old Bridge, on two programs for Black History month, a play reading and discussion on Washington D.C., scheduled for February 20th and 21st. These have been posted on the Library's Face Book page.

Fulltime Librarian, Dena Price has scheduled a virtual "Antiques Roadshow" for March 10th and is working on a Zoom program for "Home/Victory Gardening for the spring. Fulltime Librarian, Jackie Kulesa is working on monthly "Take Home Activity Kits for Kids", which will contain book marks, stickers coloring pages and worksheets, based on themes each month. The March programs will focus on Women's History Month, St. Patrick's Day and Aida Lovelace, who inspired binary coding. Ms. Kulesa is also working on "Kits for Crafts" for kids.

Mrs. Price is working on a virtual event in March on becoming an organ donor, as well as an event for cancer education and resources. There are many programs in progress that are being put on the Library's Facebook page as well as the calendar on the Library's website.

Removing Furniture and Fixtures from Laurence Harbor

Mrs. Cohen informed the Board that ServPro removed all of the computer items from the Laurence Harbor branch and any equipment that could be utilized at the Central Library, has been incorporated. Mrs. Cohen stated that the security camera and the Sensource door counter are still at the Laurence Harbor Branch. Mrs. Cohen indicated she feels both would be useful at

the Central Library. She is contacting ServPro to see if they can remove those items. Mrs. Cohen advised the board that she has a meeting with AdvantaClean on February 11th at the Laurence Harbor branch for an estimate to remove furniture and other fixtures.

Technology Consultant for Library Needs

Mr. Borsilli explained that he spoke to a technology firm that is looking at the four quotes that the Board had originally received. They are looking at all of the details from each quote, but were not given the price. Mr. Borsilli stated that they will determine what they think is necessary, what steps should be taken and what the Board could expect as far as fair pricing on those recommendations. Mr. Borsilli plans to hear back from the technology firm by tomorrow or Friday, February 12th and anticipates getting the Technology Committee together to review the firm's results then reach out to one of the firms. Mr. Weber confirmed with the attorney that if the amount is under the threshold of \$17,500 that it does not need to go out to bid. Mr. Borsilli will inform the Board once he has more details, hopefully within the next week. Mrs. Cannon questioned if the technology firm would provide the specs for the proposals. Mr. Borsilli explained that he would like to see what the firm provides first to determine with the Technology Committee what the recommendations should be to the Board. Mr. Borsilli explained that he should have the information ready by next week.

Custodian Hiring Update

Mrs. Cohen stated she received a call from one of the candidates inquiring if a decision had been made on the custodian position. Mrs. Cohen commented that she was waiting on direction from the Board. Mrs. Cannon asked Board members for comments, advising that she feels this position needs to be filled. Mr. Weber commented that as capacity amounts are increased, there are new recommendations from the government that need to be followed. Mr. Parton stated that the latest Executive Order allows up to 35% of capacity, including employees, but it requires stringent cleaning protocols. Mr. Parton advised that in order to increase the capacity and continue the reopening process it will require a great deal of custodial work, involving more frequent rounds. Mrs. Cannon stated that those protocols were in place during the browsing opening. Mr. Weber interjected that the CDC has not provided any guidelines for book cleaning protocols and that none of the nearby libraries currently have browsing appointments. Mr. Weber stated that the current cleaning people are adequate for the opening hours of 2 – 7 pm. The previous Facilities Manager had covered the other open hours of 11 – 2pm. Mr. Weber said the Library does not have enough adequate people at this time to cover the Library's hours of operation, minimally one custodian is needed and perhaps more, to be able to meet the CDC requirements. Mrs. Cohen advised that the new custodial position is for 25 hours per week. Mrs. Cannon feels that since the library can increase its capacity that they should allow browsing appointments and that new custodian can fill in the hours that the previous Facilities Manager covered. Mr. Weber feels that the custodian should be hired before a reopening can take place. Mrs. Cannon agrees. Mr. Rizzo stated that the reopening committee needs to meet and decide what will reopen in the library. Dr. George suggested the Board needs to fill the position that was lost since the Facilities Manager's resignation. Mrs. Cannon agrees that a custodian should be hired and the reopening committee can work with what is in place. Mr. Weber said that the Maintenance Mart contract was extended for last year and he is not aware if the Township renewed the contract. Mrs. Cohen spoke with the owner of Maintenance Mart, Joe Moy. He does not want to keep a cleaning person onsite for the Library's hours of operation. Mr. Weber

suggested the library should look into building their own custodial staff. Mrs. Nowak requested that Mrs. Cohen forward the top three resumes to the Personnel Committee for review and they should provide a recommendation to the board for hire. Mr. Weber stated that if a custodial recommendation is ready by next week, when the technology recommendation is ready, then the Board can act on both items then.

Discussion of Renewals

Splendor Design Group

Mrs. Nowak opened the discussion with the renewal of Splendor Design for \$975.00 for a 3-month period. Splendor Design makes updates to the Library website. Mrs. Nowak stated that she does not see any updates that may have been made. Mrs. Cohen advised that most updates are done behind the scenes. The Library website is hosted by the State Library for free and that the Library's website is a word-press website designed by Splendor Design, which requires constant plug-ins and updates to the software. Those are handled by Splendor Design who then sends these to the State Library through C-Panel. Mrs. Cohen stated that Elena Barglowski calls Splendor Design at least once or twice a week for technical questions in regards to items which she needs to change on the website. Mrs. Cohen advised that the previous director suggested the original 6-month renewal term be shortened to a 3-month term since the Library Board was looking into possibly redesigning the website. Mr. Borsilli agreed that a 3-month renewal would be practical at this time. Mr. Weber suggested that they view other library websites and contact any libraries whose sites are in line with what they are looking for.

Patronlink

Mrs. Nowak advised the Board of the renewal for the Patronlink subscription, an online service through LMxAC for \$2995.00. Mrs. Cohen stated that it is database run by Infogroup, which collects purchasing data from different sources by marketing the Library's services and programs to the Old Bridge community based on age, location and interests. Mrs. Cohen said that the effectiveness of this service is not something that can be tracked, it cannot be determined who acts on this service as compared to any other marketing done by the Library. Mrs. Cannon suggested that the renewal can wait until a new director is in place and has an opportunity to review the service.

Engaged Patrons

Mrs. Nowak stated that Engaged Patrons is a service used to track summer reading statistics. There were no summer reading programs in 2020. The renewal cost is \$695.00. Mrs. Cannon determined that this renewal could be postponed for a later date.

Hotspots

Mrs. Nowak advised the Board that this renewal is for Mobile Beacon. A service which provides mobile hotspots through six devices. Mrs. Cohen stated that currently five are available to the public for use for travel purposes and home schooling. Mr. Borsilli stated that any students that did not have internet, had it provided to them by Optimum, but it's not certain if this was just for public school students. Mrs. Cannon feels that this service is necessary, especially when so

many are dependent on internet due to the pandemic. Dr. George suggested having a future discussion to determine if the service should be expanded and if a fee should be imposed. Mrs. Cohen will look into finding usage patterns before the pandemic vs. current usage.

Amended Bill Listing

Motion: made by Frank Weber, seconded by Annette Kwiecinski to amend the bill listing to include two of the bills previously removed (Splendor Design and Mobile Beacon) to bring the February 10, 2021 bill listing to **\$156,993.38**. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Museum Passes

Mrs. Cohen stated that the previous Director did not renew any museum passes since museums are not open. Mrs. Cohen advised the Board that Library Insight, which provides the software for the Library to be able to manage their museum passes online is up for renewal. Mrs. Cohen recommends that since there are no active museum passes there is no need to renew at this time.

New Business

Disposal of Outdated Computers

Mrs. Cohen suggested that DPW help remove the outdated computers. Mr. Parton advised that a motion is not required to dispose of the computers, if selling to the highest bidder, a motion is required. Mr. Weber stated that it wouldn't be worth it to sell the computers based on his research. Mrs. Cannon agreed it would be best to dispose of them with DPW.

Committee Responsibilities

Mrs. Cannon stated that she assigned some members to certain committees and would like the committees to meet. She requested that she be made aware of when the committees were meeting in case she would like to attend.

Directors Report

Mrs. Cohen stated that she was restarting the newsletter which will contain a listing of virtual programming that the Library is offering, but on a biweekly basis.

Mrs. Cohen would like to advertise the "Books by Mail" program more prominently, it seems to be buried on the website. She feels it would be utilized better if patrons were aware of the service. Mr. Weber and Mrs. Cannon agreed that it would be a benefit to many of the seniors in the community.

State Aid Check

Mrs. Cohen announced that the Library received the state aid check for 2020 yesterday.

Statistics

Mr. Weber thanked Mrs. Cohen for the statistics she provided. Mr. Weber elaborated on the circulation of books and how they impacted the statistics. He stated that in October, 4200 items were borrowed from the curbside service, the highest month for circulation since the pandemic. He explained that it was due to the start-up of the circulation of books throughout the consortium and he was concerned that the Board was not made aware of this by the previous director. Another contributing factor to the October surge in circulation was in the months of November and December there were only about twenty working days between holidays and closings due to staff members testing positive with COVID-19. He feels that Library patrons took out more items instead of the steady one or two items, causing the appearance of a surge in circulation statistics for October.

Committee Reports

Buildings & Grounds

No report.

Finance

No report.

Outreach/Marketing

No report.

Policy

No report.

Technology

Mr. Borsilli gave the technology updates earlier in the meeting.

Personnel

No report.

Public Comments

No public comments.

Executive Session

Motion: made by Kevin Borsilli, seconded by Annette Kwiecinski to go into Executive Session at 8:20 pm. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

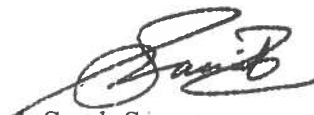
The board came out of executive session at 9:02 p.m. The following action was taken:

Motion: made by Frank Weber, seconded by Rocco Celentano to approve the recall of Library Assistant, Prudence D'Ambrosio, effective Thursday, February 11, 2021. **Vote Yes:** Kevin Borsilli, Barbara Cannon, Rocco Celentano, Joan George, Annette Kwiecinski, Maria Nowak, Sam Rizzo, Zainab Syed and Frank Weber.

Adjournment

Motion: made by Frank Weber, seconded by Rocco Celentano to adjourn the meeting at 9:07 p.m. **Vote:** All in favor.

Respectfully submitted,



Zainab Syed, Secretary

Library Board of Trustees

Date Approved: March 10, 2021

Transcribed from tape by Irene Maag and Linda Reynolds

Reviewed by: Nancy Cohen and Zainab Syed

