

**MINUTES OF THE MEETING OF  
THE BOARD OF TRUSTEES OF THE OLD BRIDGE PUBLIC LIBRARY  
MAY 14, 2008  
OLD BRIDGE, NEW JERSEY**

<b>Present:</b>	Kathryn Arabia	President
	Mary Chamberlain	Vice President
	Joan George	Treasurer
	Tara Flynn-Rozanski	Secretary
	Steven Goldman	Trustee
	Barbara Cannon	Mayor's Alternate
	Mary Ann Clementi-Jones	Superintendent of Schools' Alternate
	Margery Cyr	Director
	Allan Kleiman	Assistant Director
	Maria Nowak	Executive Assistant
<b>Absent:</b>	Bina Desai	Trustee
	Joseph Pruiti	Trustee
<b>Guest:</b>	Darren Miguez	
	Linda Seiler	

The President called the meeting to order at 7:30 p.m. and announced the meeting had been advertised and would be conducted in accordance with the Sunshine Law. The Secretary called the roll.

Mrs. Arabia asked Mr. Miguez to start the meeting off by giving the Board a report on the activities and plans of the Youth Services Department.

Mr. Miguez reported to the Board the department's plan to increase outreach to the community's day care centers and schools. He also noted that the Youth Services Department has been changing its storytime and program offerings, and their registration procedures in response to attendance statistics and feedback from parents.

He reported the department's attempts to increase communication with the schools, and the limited response he has received from school teachers and school librarians. Mr. Miguez explained that such feedback from schools could potentially be helpful in ordering books and make the library more useful to students.

Mrs. Clementi-Jones noted some changes to the school curricula that made some of the Library's holdings of school curriculum obsolete. It was decided that further discussion regarding changes to the Library's text book holdings should occur outside the Board Meeting.

Mr. Miguez reported the Summer Reading program this year will include a reading log with twenty steps. Mrs. Cyr asked Mr. Miguez to briefly outline the structure of the Summer Reading Program for both children and adults. Mr. Miguez noted a few other changes made in the YS department in an attempt to make Youth Services programs more open and accessible to the public.

Mrs. Chamberlain complimented Mr. Miguez on his department report for the month of May.

The Board thanked Mr. Miguez for his report.

## **Minutes**

**Motion:** made by Steven Goldman, seconded by Mary Ann Clementi-Jones, to approve the minutes from the April 16, 2008 Board meeting. Vote: Yes: Mary Chamberlain, Joan George, Steven Goldman, Barbara Cannon, Mary Ann Clementi-Jones and Kathryn Arabia.

## **Financial**

Dr. George reported she questioned Attorney Smith's bill in regards to continued billing for conferring with his colleague. Dr. George asked if the Library has given Attorney Smith a contract for next year. Mrs. Cyr said the Library does not have a contract with Attorney Smith. Dr. George stated the Library hired Attorney Smith not his colleague. Dr. George would like to know how much the Library has spent on legal fees for the public copiers from Continental.

Mr. Goldman said there is nothing wrong with the way Attorney Smith is billing the Library as he is not double billing when he confers with his colleague.

Mrs. Arabia asked that since the Library is looking into getting a new auditor, is there a desire on the part of the Board to investigate other options for legal services to the Library. Dr. George said she would not have a problem with that. Mr. Goldman said he has no problem in reviewing all the Library's vendors; especially the professional vendors. Mrs. Chamberlain said she has mixed feelings; but would go along with whatever the Board wanted. Mrs. Clementi-Jones stated whenever there is a doubt you should look into it. Mrs. Cannon said it would not hurt to look into a new attorney. Mr. Goldman stated Attorney Smith's bills have been minimal, aside from union negotiations fees which are to be expected. Mr. Goldman suggested inviting Attorney Smith to a committee meeting to express the Board's concerns. Mrs. Chamberlain asked which committee.

Dr. George stated she has some issues pertaining to Attorney Smith and believes it might be best to let it go for this year. We should take the advice to sit down and talk with Mr. Smith regarding the concerns of the Board. Since the Library is in the process of changing auditors this year we can think about professional legal services next year.

Dr. George questioned the payment in medical benefits to the Township. The Library employees are covered by four different health benefit plans and there are different levels of money paid out. Dr. George spoke with Mrs. Nowak who explained the differences as follows: single; parent and child; family; and husband and wife. Dr. George asked Mrs. Nowak for a report on how much it costs the Library per employee for medical benefits.

**Motion:** made by Joan George, seconded by Mary Chamberlain, to approve the bill listing as presented in the amount of \$204,418.47. Vote: Yes: Mary Chamberlain, Joan George, Steven Goldman, Barbara Cannon, Mary Ann Clementi-Jones and Kathryn Arabia.

## **Finance Committee**

Dr. George reported the Library has received proposals from three auditors ranging from \$2,500 to \$12,000. Dr. George suggested we consider the firm who submitted the \$2,500 proposal and also interview the firm who submitted the \$5,800 proposal. Mr. Goldman said it would be a good idea to interview both firms.

Mrs. Arabia asked about the draft budget for FY08/09. Dr. George said Mrs. Cyr is still working on it. Mrs. Cyr stated another Finance Committee meeting needs to be scheduled. The Finance Committee will meet on Thursday, May 22 at 6:30 p.m.

At the last Finance Committee, the members of the committee and Mrs. Cyr discussed the addition of an “Encumbered” column to the Receipts and Disbursements report the Board receives monthly. This new column will show the Board the moneys that have been committed but not yet spent. This will give a fuller picture to the status of the operating budget during the course of the fiscal year. Mrs. Cyr will have this column added beginning in the next fiscal year.

## **Personnel**

### **Resignations**

**Motion:** made by Joan George, seconded by Mary Chamberlain, to accept the resignation of Library Assistant, Justin Negraval, effective April 30, 2008. Vote: Yes: Mary Chamberlain, Joan George, Steven Goldman, Mary Ann Clementi-Jones and Kathryn Arabia.

**Motion:** made by Joan George, seconded by Mary Chamberlain, to accept the resignation of Library Page, Karen Nemeth, effective June 12, 2008. Vote: Yes: Mary Chamberlain, Joan George, Steven Goldman, Mary Ann Clementi-Jones and Kathryn Arabia.

**Motion:** made by Joan George, seconded by Steven Goldman, to accept the resignation of Library Page, Kristina Chiappette, effective May 19, 2008. Vote: Yes: Mary Chamberlain, Joan George, Steven Goldman, Mary Ann Clementi-Jones and Kathryn Arabia.

### **Personnel Committee**

Mrs. Cannon reported the Personnel Committee met and discussed several issues. One of the issues was the concerned about Bina Desai’s continued absence from Board meetings. Mrs. Cannon said she has spoken with Mayor Phillips about this; and he was unaware that Ms. Desai was not attending meetings. He will speak with her before the June Board meeting.

Mrs. Cannon stated that Mrs. Cyr asked if the Board would consider closing the Library on Saturday, July 5. The Library is closed on Friday, July 4 and will begin Sunday closings for the summer starting on Sunday, July 6. It was the consensus of the committee not to close on Saturday, July 5.

The Personnel Committee discussed the issue of creating a part-time assistant position for the Executive Assistant. Mrs. Cyr submitted to the committee an outline of some of the responsibilities for this position. Mrs. Cyr will create a job description to be submitted to the Personnel Committee at their next meeting. The position will start with six hours a week at an hourly rate of \$15.00. This individual will learn Mrs. Nowak’s job and will serve as a confidential assistant. Funding for this position has been included in the draft budget for the fiscal year.

The Personnel Committee will meet again on Wednesday, June 11 at 6:30 p.m. prior to the regular monthly Board meeting.

### **Director’s Report**

Mrs. Flynn-Rozanski asked Mrs. Cyr to speak about the concept of “Roving Reference.” She shared that essentially mobile/roving reference is the provision of readers’ advisory and reference services offered directly on the floor and in the stacks of the building as opposed to a permanently placed desk. This is active reference service as opposed to the traditional passive role that librarians have served for many years. Mobile/roving desks are equipped with laptop computers and communication devices so that staff is able to communicate with librarians who remain at the desk.

Mrs. Cyr reported that research shows that customers who come into the Library may be reluctant to approach librarians who are seated at desks; and for this reason we plan to move towards a more mobile type of service and have renovated the Adult Service desk to make it smaller and less imposing. This seems to be working well.

There was discussion of Staff Day plans. Dr. George and Mr. Goldman expressed concern that Staff Day is not a time for pedicures, manicures and facials. Although these may relieve stress, the pampering may give an inaccurate perception of the purpose of Staff Day.

Mrs. Cyr said staff day this year will be very intense and long day starting at 9:00 a.m. and ending at 5:00 p.m.

The Board reviewed and accepted the Director's Report.

### **Foundation**

Mrs. Cannon reported the Foundation is stilling waiting to hear from the IRS. A meeting has been scheduled for Tuesday, June 3.

### **Friends of Library**

Dr. George reported the Friends are getting ready for their annual Book Sales starting May 31 and asked Mrs. Clementi-Jones to inform the teachers of the sale.

### **Buildings & Grounds Committee Meeting**

Mr. Goldman stated everyone should have received in their packet a copy of the proposal on the renovations of the Laurence Harbor Branch. After reviewing proposal, the Board agreed to move forward on renovations for the branch.

Mr. Goldman asked Mrs. Cyr to put together an RFP for the renovations project. The Board suggested Mrs. Cyr ask Board member, Joe Pruiti, for his help on putting together the RFP.

Mrs. Arabia asked the status on the following:

- a. Building exterior cleaning: Mrs. Cyr reported she will be meeting with Tibi, Rocco and Maria tomorrow to devise a schedule.
- b. Public Copier: Mrs. Cyr said a proposal was received today for the same copier we now have; but she and Mrs. Nowak need to look at the budget see if there is money to purchase an additional public copier.

Mr. Goldman reported he will follow-up with Joe Pruiti in regard to Home Depot or Lowes donating shrubs for the front of the building.

Mrs. Arabia asked for these items to be placed on the Board agenda for June.

Mr. Goldman asked Mrs. Cyr to do a follow-up letter to Township Business Administrator Mike Jacobs in regard to the tree replacement.

## **Old Business**

### **Policy Committee**

Mrs. Chamberlain would like to have a full Board discussion on the rental fees for DVD's, circulating software and video games as opposed to simply loaning the out. Mrs. Chamberlain feels strongly about charging rental fees for the DVD's, circulating software and video games; since these things are so expensive and so many of these items are being circulated.

Mrs. Cyr said she recommends to the Board that this discussion be tabled until the department heads can work on a revision of the Circulation Policy. Once this is completed, it will be submitted to the Policy Committee. Dr. George said in the meantime she would like to see the games not be circulated until this has been decided. Mrs. Cyr stated that the CDRom software has been circulated for many years without a fee. She does not think the Library is ready to circulate the games.

The Board agreed to table the discussion until a revision of the Circulation Policy is brought to them.

Mrs. Chamberlain reported that it seems to her the Library is sending out more items then we are receiving from other libraries. Mrs. Cyr explained as a member of LMxAC, the library participates in a system-wide hold system. This means all customers can easily receive materials from all participating libraries within the consortium.

Mrs. Chamberlain said it should even out. Mrs. Cyr agreed that it should. Mrs. Cyr reported that she chairs the Circulation Protocol Committee for LMxAC; and this is an issue the committee is working on. The consortium is starting to make progress with it. Three forums were recently held at different libraries in the consortium to talk about this issue. There are libraries that are generous with lending their materials and others who are not. Mrs. Cyr reported Edison Public Library will be opening up their collection to everyone in the consortium. Edison is one of the largest libraries in the consortium and this is a big step in the right direction for the consortium.

### **Logo Contest**

Mrs. Cyr reported the committee for the Logo Contest will meet on Tuesday, May 27 at 7:00 p.m. to review all the logos submitted and to pick a winner. The Logo Contest Reception will be held on June 13 at 7:00 PM.

## **New Business**

### **Senior Spaces Anniversary**

Mrs. Arabia reported the Senior Spaces Anniversary will be held on June 12. Mr. Kleiman reported events will be on going all day starting at 10:00 a.m.

Mrs. Arabia reminded the Board that Staff Day is Friday, June 20.

### **Public Comments**

Mrs. Seiler said she had already given her suggestions to Mrs. Cyr and Mr. Kleiman and assumes they are working on it. Mrs. Cyr said she has information for Mrs. Seiler and will share it with her after the Board meeting.

Mrs. Seiler said the Library holds lovely Friday programs for the seniors; but the problem is most of the seniors have no transportation as the senior bus leaves before the programs are over.

Mrs. Cyr reported she spoke with Diane Amabile at the Senior Center about this and she informed Mrs. Cyr that her employees drive the bus and they get off work at 3:00 p.m. It is a budget issue since according to the union contract; employees are paid overtime after 3:00 p.m. Their union contract requires that they be paid for a minimum of three hours. Mrs. Amabile informed her the Old Bridge Jitney runs every hour until 7:00 p.m.

### **Adjournment**

**Motion:** made by Mary Chamberlain, seconded by Steven Goldman, to adjourn the meeting at 9:10 p.m. All in favor.

Respectfully submitted,

Tara Flynn-Rozanski, Secretary  
Library Board of Trustees  
Date Approved: June 11, 2008