

**Approved Minutes
September 20, 2018**

Meeting and Attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held in the Book Examination Center of the Main Library on July 19, 2018. Board members present were Ed Mullen, Carol Eberhardt, Rick Silbon, Ray Zirpolo, Anthony Terebetsky, Isha Vyas and attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Isha Vyas led the Pledge of Allegiance.

Reading of Minutes: The minutes of June 20, 2018, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Isha Vyas abstained.

Correspondence: None

Report of the Library Director:

Director's Report: July 19, 2018

Strategic Plan Progress

- The Department of Labor has announced the 2019 Literacy and Career Pathway grant for Community Libraries. LiteracyNJ and WPL will be represented at the technical assistance training, and will apply for services that would take place between September of 2018 and August of 2019.
- A letter was sent to Principals in Woodbridge Township to arrange for a meeting to explain the plan to partner with the schools to connect library services with educators and students.
- A meeting with school district media center manager and new media specialist is scheduled for the week of July 17-19.
- The Monmouth Museum Pass has been added this month to the Friends of the Library sponsored program.
- The Digital Help Desk will be staffed beginning July 17th. The copier and cash register will be moved, and all payment for copies will be made at Digital Help.
- Furniture and some shelving from Iselin Branch was repurposed at Henry Inman Branch Library, and two pieces were placed at Fords Branch Library.
- An engineering survey was done on June 10th to prepare to connect Township fiber, which will increase bandwidth for the Branch Libraries, and will supply patrons with Internet access.
- Training was provided to branch library staff who will support the circulation of Mobile hotspots.

- In Fiscal Year 2017-2018, Library hours have increased hours by 468 to serve patrons on Saturday afternoons in the branches and Fridays at the Main Library until 6 pm. Measurable door count (between October and June) show an increase of foot traffic of 3,500 this year.
- Acari & Iovino has asked for input on the space plans and estimates for the Main Library, Henry Inman and Fords Branch Library plans. The Iselin Branch restroom design and plan have been given to the Township for a review to make sure it is complete and acceptable.
- A new committee of staff members will form a Trend Spotting Committee to discuss current and future developments in library services at quarterly meetings that will be held in each location.
- Black and white copiers have been removed from all locations to prepare for copiers with capacity for USB scanning and color printing. Copier revenue will now be collected by the library.
- An AFSCME Labor-Management meeting was held on Monday, July 9th.
- Township Council approved Mayor McCormac's appointment of J. Simon Mascolo as his representative to the Library Board by resolution on Tuesday, July 10th.

More information about the WPL Strategic Plan Progress can be found at:

<https://sites.google.com/view/wpopeningdoors2017-22/home>

Maintenance News

- Brian Burke met with the contractor for the ramp. Touch up has been ordered that will close the ramp for one day.
- Henry Inman Branch Library closed on the evening of Monday, July 2nd, early as temperatures had risen to 85 degrees, and the report did not come early enough to expect relief. Township maintenance contacted the contractor who installed the equipment to conduct reprogramming, and temperatures have now been cooler.
- Paving of the Library and Health Department lot is in the planning stages for this summer.
- The Township is having the Main Library air conditioning system assessed for what would be needed to replace air conditioning components that are not working properly.

Community Engagement

- The Children's Librarians delivered 6,000 promotional bookmarks for our Summer Reading Challenge to all the WTSD Elementary schools for students in K – 5 to bring home before the school year ended.

Report of the Friends of the Library: None

Report of the Board of Trustees President: Board President Peg Mayerowitz said that the Iselin Branch is beautiful and she commended Branch Head Wendi Rottweiler and her staff on wonderful job.

Report of the Board Members:

Board Member Carol Eberhardt thanked Director Monica Eppinger for sending out information regarding insurance coverage for library director and officers. She also commented that the library ramp looks pristine.

Board Member Carol Eberhardt also asked about the appointment on the Personnel List that was recinded.

Board Member Isha Vyas also commented on the Iselin Branch opening. She said the opening was well attended and very organized. Isha also spoke about the front table in the Main Library that is used for Summer Reading sign-up.

Board Members Ray Zirpolo and Rick Silbon had questions on the air conditioning at the Main Library and branches. Library Director Monica Eppinger said that the cooling tower will be replaced in the fall and that the thermostat system had to be updated. This will be taken care of at the Main Library and the Branches.

Board Member Ray Zirpolo had a question on the hot spots. He was told the hot spots are circulating very well.

Unfinished Business: None

New Business:

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Isha Vyas. The motion carried.

19-July-2018

RESOLUTION 07-2018.24

APPROVAL OF TEMPORARY BUDGET

RESOLVED, that the Library Board of Trustees approve a Temporary Budget for FY19 in the amount of \$1,473,675.00 (26.25% of the 2019 annual budget of \$5,614,000.00).

Approved at the meeting of 19 July-18

Frederick W. Silbon, Jr. Secretary

The following Personnel items were read by Library Director Monica Eppinger, moved for approval by Ed Mullen, seconded by Carol Eberhardt. The motion carried.

Personnel

PERSONNEL

July 19, 2018

Appoint Sabrina Zhang, Monitor, Main Library, Children's Room, Part time, 10 hours per week, salary \$9.50 per hour, replacing Jessica Schenck, effective 06/25/2018.

Appoint Ilyssa Wesche, Librarian 1, Fords Branch Library, Full time 35 hours per week, salary \$58,635.00 annual, pending physical and drug screening, replacing Sue Miller, effective 07/16/2018.

RECIND APPOINTMENT

Recind appointment of Richard Meyer, Library Assistant, Main Library, Periodical Department, Part time, 19 hours per week, salary \$17.90 per hour.

LEAVE OF ABSENCE

Approve Sarah Kulick, Library Assistant, Main Library, Part time, 19 hours per week, leave of absence from July 11, 2018 to August 11, 2018.

Approve Ivan Maiorov, Library Assistant, Main Library, Part time, 19 hours per week, leave of absence from June 26, 2018 to August 5, 2018.

Approval Of Bills

Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Isha Vyas. The motion carried.

Bill Lists - 07/19/2018

Bill List - 01	\$ 5,715.11
Bill List - 02	\$ 330,049.16
Bill List -03	\$ 60,680.71
TOTAL	\$ 396,444.98

Board Member Rick Silbon asked a question regarding one of the items on the Bill List. Board Member Ed Mullen answered his question.

Such matters as may come before the Board: None

Good and welfare:

Board member Carol Eberhardt asked about the ash tray outside the front door and also about the carpeting in the space between the two front doors on the main floor.

CLOSED SESSION:

The motion to go into closed session was made by Carol Eberhardt; Ray Zirpolo seconded this motion at 6:45 p.m.

The motion to end the closed session was made by Ed Mullen; Carol Eberhardt seconded the motion at 7:00pm

The motion to reconvene the board meeting was made by Ed Mullen; Anthony Terebetsky seconded the motion at 7:03 p.m.

Public comments: None

Adjournment: A motion to adjourn the board meeting was made by Peg Mayerowitz, seconded by Isha Vyas. The meeting was adjourned at 7:04 p.m.