

**Approved Minutes  
January 18, 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 November 16, 2017. Board members present were Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Carol Eberhardt, Amanda Truppa, Sabriena Tarboush, Rick Silbon and attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Patty Anderson.

**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:** Rick Silbon led the Pledge of Allegiance.

**Reading of Minutes:** The minutes of October 19, 2017, were moved for approval by Carol Eberhardt and seconded by Rick Silbon. The motion carried.

The Closed Session minutes of October 19, 2017 were moved for approval by Anthony Terebetsky, Seconded by Ed Mullen. The motion carried.

**Correspondence:** Director Monica Eppinger expanded on the correspondence that was included in Board Members packet. There was also a discussion on the letter from Christine Murphy.

**Report of the Library Director:**

## Director's Report: November 16, 2017

### **Strategic Plan Initiatives**

- Anthony lovino of Acari & lovino toured the libraries on October 30th, and floor plan images were submitted for Fords, Henry Inman and the Main Library. The public restroom floor plan has been sent for the Iselin Branch.
- Teacher cards for teachers of Grades 8-12 have begun to be issued this month.
- Upgraded wireless access points have been delivered to the Main Library, and will be installed to allow for Envisionware to enable wireless printing for the public.

### **Maintenance Update**

- The Township Maintenance Department has taken steps to have temperature controls installed at the Henry Inman Branch.
- The Library Maintenance Staff has played a major role in the installation of a Digital Help Desk at the Main Library, and moves of furniture to improve patron and staff workspaces.

- T&L Engineering will be putting together a request for quotes for a township building HVAC contract that will include the branches.
- T&L Engineering has submitted a draft of an engineering assessment for the Main Library chiller replacement.

### **New Developments**

- The go-live date for a beta version of Enterprise, Horizon's online catalog that has integrated print and on-line holdings, ([https://wood.ent.sirsi.net/client/en\\_US/main](https://wood.ent.sirsi.net/client/en_US/main)) has been pushed back to allow for some of its additional options.
- Hot spots are packaged and will begin circulating from all locations by mid-December.
- In the month of October, Woodbridge libraries increased the number of library cards issued by 40%.

### **Personnel**

- Senior Library Assistant Jeffrey Davis is Employee of the Month. Jeffrey has taken on new clerical duties for the Information Services Department.
- Two Librarian I positions have been filled to improve community and school engagement for Teens, and in Technology Training for staff and patrons.

### **Community Engagement**

- All libraries report an increase in class visits.
- April Kane and Najea Grimes represented the library, and handed out information at the Mayor's Health Fair on October.
- October 25<sup>th</sup> was a New Jersey Libraries Snapshot Day. April Kane spearheaded the day.
- Woodbridge Public Library was featured on News12 New Jersey on Monday, November 6<sup>th</sup>, and Wednesday, November 8<sup>th</sup>, during the week of the Referendum on the New Jersey Library Construction Bond Act.

Director Monica Eppinger also spoke about the draft proposal from T&M Associates to replace the Main Library Chiller.

**Report of the Friends of the Library:** No Report

**Report of the Board of Trustees President:** Board President Peg Mayerowitz thanked Carol Berlen for attending our board meeting in place of Craig Coughlin. She also wanted to congratulate Craig on his new appointment.

**Report of the Board Members:** Board member Sabriena Tarboush asked what the profit was on the Foundation fundraiser . Patty Anderson said the profit was \$240.00. She also asked if the foundation would like to try something else for a Spring fundraiser.

**Unfinished Business:** None

**New Business:**

The following Resolution was read by Rick Silbon, moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

16-November-2017

**RESOLUTION – 11.2017.32**

**APPROVING PROMOTION OF “FOOD FOR FINES” WEEK DECEMBER 17-22, 2017**

**WHEREAS,** the Free Public Library of Woodbridge (the “Library”) wishes to promote a week that would both collect nonperishable food for local pantries to replenish supplies during the winter as well as offer an incentive to the public to return materials that are overdue without penalty thereby renewing their library privilege with relief from overdue and processing fees and fines in exchange for a nonperishable food item at a rate of 1:1, meaning one food item for one fine; and

**WHEREAS,** lost materials returned during FOOD FOR FINES WEEK will require only the value of the material to be paid, with processing fees and overdue fines compensated for with nonperishable food items for local food pantries; and

**WHEREAS,** in order to accomplish the objective the Library has determined that the fines for the week will not exceed the weekly average of \$1,450; and

**NOW THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE** declare the week of December 17-22, 2017, FOOD FOR FINES WEEK at Woodbridge Public Library.

**BE IT FURTHER RESOLVED,** that this Resolution shall allow publicity of Food for Fines Week in Woodbridge Township to begin immediately.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on November 16, 2017.

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Frederick W. Silbon, Jr., Secretary

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

16-November-2017

**RESOLUTION – 11.2017.33**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY**

**MAIN LIBRARY BOILER WATER TREATMENT**

**WHEREAS**, quotations were solicited for boiler water treatment service for the Woodbridge Main Library for the year 2018 from the following:

Cascade Water Services, Inc. 114 West Harvey Street Philadelphia, PA 19144	No Response
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Chem-Aqua 34 Stoots Lane Monmouth Junction, NJ 08852	No Response
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Garratt-Callahan, Inc. 306 Talmadge Road Edison, NJ 08818	No Response
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Scientific Water Conditioning Attn: Clement Manyeka 515 Pennsylvania Avenue Linden, NJ 07036	\$2,701.50
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**NOW, THEREFORE, BE IT RESOLVED** that the quotation of Scientific Water Conditioning, in the amount of \$2,701.50 be accepted. To be paid from account #318.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on November 16, 2017.

From: Administration

Approved at the meeting of 16-Nov-17

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Frederick W. Silbon, Jr., Secretary

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

16-November-2017

**RESOLUTION 11 – 2017.34**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
MAIN LIBRARY CHILLER MAINTENANCE CONTRACT**

**WHEREAS**, quotations were solicited for maintenance service for the York chiller at the Main Library for the year 2018 from the following:

Air Tec Service, Inc. 685 St. George Avenue Woodbridge, NJ 07095	No Response
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C-K Air Conditioning, Inc. P. O. Box 2817 Clifton, NJ 07015-28114	\$4,510
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Johnson Controls/York International 264 Fernwood Avenue Edison, NJ 08837	No Response
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**NOW, THEREFORE, BE IT RESOLVED** that the quotation of C-K Aire-Conditioning, Inc., in the amount of \$4,510 be accepted. To be paid from account #530.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 16-Nov-17.

From: Administration

Approved at the meeting of 16-Nov-17

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Frederick W. Silbon, Jr., Secretary

The Resolution 11-2017.35 to Approve Bowco Pest Controll Contract was read by Rick Silbon, a motion was made to table the Resolution by Rick Silbon, seconded by Ed Mullen, the motion carried.

This resolution was tabled because there were questions in reference to the grid mentioned in the resolution.

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

16-November-2017

**RESOLUTION 11 – 2017.36**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
TEMPERATURE CONTROL MAINTENANCE CONTRACT**

**WHEREAS**, quotations were solicited for temperature control equipment for the Main Library for the year 2018 from the following:

Honeywell, Inc. 115 Tabor Road Morris Plains, NJ 07950	\$11,291.00
Howman Controls 12 Garden Street Edison, NJ 08818	No Response
PKM Panel Systems Corp. 43 Ferry Street #1 South River, Nj 08882	No Response

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of Honeywell, Inc., in the amount of \$11,291.00 be accepted. To be paid from account #510.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 16-Nov-17.

From: Administration

Approved at the meeting of 16-Nov-17

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Frederick W. Silbon, Jr., Secretary

The Resolution 11-2017.37 to Approve Iselin Branch Improvements for 50<sup>th</sup> Anniversary was read by Rick Silbon, a motion was made to table the Resolution by Ed Mullen, seconded by Sabriena Tarboush, the motion carried.

Board member Sabriena Tarboush had some questions about the renovations, which Library Director Monica Eppinger answered.

Board member Anthony Terebetsky had a question about overruns of cost in the project.

## Personnel

The following Personnel items were read by Library Director Monica Eppinger. Motion to approve the Personnel Appointments was made by Rick Silbon, seconded by Carol Eberhardt. The motion carried.

### APPOINTMENT

Appoint Courtnee Aristil, Monitor, Henry Inman Branch, Part time, 10 hours per week, salary \$9.50 per hour, replacing Nicole Campos, effective 11/06/2017.

Appoint Alexandre Gabler, Librarian 1, Main Library, Full time, 35 hours per week, salary 56,358 annual, pending DOP procedures, physical and drug screening and residency waiver, effective 11/20/2017.

Appoint Nicole Perez, Librarian 1, Main Library, Full time, 35 hours per week, salary 56,358 annual, pending DOP procedures, physical and drug screening and residency waiver, effective 12/4/2017.

### REASSIGNMENT /CHANGE OF STATUS

Reassign Kimberley Teehan, Senior Library Assistant, Main Library, Full time, 35 hours per week to Fords Branch, effective 11/06/2017.

Reassign and change of status from part time to full time to Michael Finn, Library Assistant, from Fords Branch part time to Main Library, Full time, 35 hours per week, salary \$31,602 effective 11/06/2017.

### Approval Of Bills

**Bill Lists:** The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Rick Silbon , and carried.

#### Bill Lists - 11/16/2017

Bill List - 01	\$ 10,431.88
Bill List - 02	\$ 118,607.56
TOTAL	\$ 129,039.44

**Such matters as may come before the Board:** Circulation of DVD's was discussed and the staff will submit a proposal to promote better circulation of DVD's in January.

**Good and welfare:** None

**Public comments:** None

**CLOSED SESSION:**

Rick Silbon made the motion to go into closed session; Ed Mullen seconded this motion at 7:10 p.m.

Carol Eberhardt made the motion to end the closed session; Rick Silbon seconded the motion at 7:25 p.m.

Rick Silbon made the motion to reconvene the Board meeting; Sabriena Tarboush seconded the motion at 7:26 p.m.

**Adjournment:** A motion to adjourn the Board Meeting was made by Ed Mullen, seconded by Anthony terebetsky. The meeting was adjourned at 7:32 p.m.