

**Approved Minutes**  
**January 19, 2017**

**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 17, 2016. Board members present were: Carol Eberhardt, Rick Silbon, Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Amanda Truppa and attorney Brian Bontempo. Also in attendance was Monica Eppinger, Library Director, Patty Anderson, Assistant Library Director and Leslie Burger of Library Development Solutions.

**Call to order:** Board called the meeting to order at 6:30p.m. and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Carol Eberhardt led the Pledge of Allegiance.

**Reading of minutes:** The minutes of 10/20/2016 were moved for approval by Carol Eberhardt and seconded by Ed Mullen. The motion carried. Amanda Truppa and Peg Mayerowitz abstained.

**Correspondence:** Library Director Monica Eppinger expanded on the correspondence that was sent in the Board packet.

**Report of Library Director:**

**Director's Report: November 10, 2016**

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Library Development Solutions held the first meeting of a Strategic Plan Committee, with Township recommended members, Library Board members and staff representatives. Members of the Library Board who are on the committee are Board President Peg Mayerowitz, Board Vice-President Isha Vyas, Board Secretary Frank Silbon, Board Treasurer Ed Mullen and Board Member Anthony Terebetsky. Three Board Members attended the first meeting. Additional members of the committee include:

Caroline Ehrlich, Mayor's Chief of Staff  
Nancy Drumm, Councilwoman at Large  
Lizbeth DeJesus, Councilwoman at Large  
Robert Zega, Ph.d., Superintendent of Schools  
Eileen Zulo, President, Board of Education  
Dina Meky, Berkeley College Librarian  
Monica Eppinger, Library Director  
Patty Anderson, Assistant Library Director  
Wenda Rottweiler, Librarian  
Ellen Bonacarti, Librarian  
Amera Elbayar, Librarian  
Angelo Rousos, Librarian

The next step is Community Conversations will be open to the public. Committee Members are asked to attend as many of the meetings as possible. A Google Group has been created to share

the preliminary report, information gathered, and articles considered throughout the process.

The audiovisual capital improvement grant, supported by the Columbia Bank Foundation, with matching funds (50%) provided by the Woodbridge Public Library Foundation, is now complete. The Mayor will visit on Friday, November 18, to present Donna Rivera of Columbia Bank with a plaque that will be installed at the Main Library. A matching plaque will be installed at Iselin Branch Library.

Matthew Scala of Boy Scout Troop 143 in Colonia will begin his Eagle Scout Project at the Henry Inman Branch Library, where he will paint and clean the Meeting Room, and address window treatments that would allow for multimedia presentations and movies to be shown.

#### Maintenance Update

- All branch roofs were repaired by a Township contractor in October.
- Brian Burke reports that the heating coils are installed at the Henry Inman Branch, and the heat is on.
- The Township approved a project to repair the ramp to the second floor.
- Five dumpsters with maintenance equipment and damaged, outdated equipment and furniture have been removed from a storage area in the back of the building. Another dumpster is in place.
- A plan is in place to rearrange some of the Children's Room storage spaces, and a resolution has been drawn up to make an entrance from the Staff Lounge into the maintenance area to move maintenance storage there.
- Daily cleanings have begun, with extra tasks to happen on Tuesdays when the branch areas are prepared and closed in the mornings. Meeting rooms, breakroom areas and desk areas at Iselin and Henry Inman are scheduled to be cleared before cleanings will be effective.

#### Personnel

- October Employees of the Month: Derek Supp and Eddie Santos of the IT Department, who have continued to support library electronic resources, the online ILS, and have offered technical support for hardware, as well as wiring needed to add people counters.
- November Employee of the Month: April Kane was not only nominated by a colleague, but is an easy choice for her forward thinking, assistance with social media, attention to critical outreach and a high quality of programs for adults.
- An opening for a Part-Time Librarian I (16 hours, maximum 19 hours per week) has been posted internally. Part-time Sunday librarian, Ilyssa Wesche, is very interested in applying for this position. It would relieve the constant "filling in" that she has already been doing due to staff illnesses and medical leaves. This position will be part of the AFSCME union and we anticipate filling this spot very quickly. As a result, we will advertise for a Sunday librarian again, an existing position in the AFSCME contract.
- At the Librarian's Meeting for October we viewed an introduction to User Experience (UX) in Libraries with Aaron Schmidt, <https://vimeo.com/72766459>, and divided librarians into four groups to address user experience and some of

the needs the library can address from librarians' perspectives in four divisions, eNewsletter and Marketing, Collection and Space Allocation, Programming and Outreach and Computer Help and Electronic Resources. We will be meeting in smaller groups to report back to Librarians as a group with recommendations.

- Patty Anderson has reached out to Marie Radford, Ph.D., Professor and Director of the Rutgers School of Communication, Information and Library Studies, to do a workshop for staff on how to accept change and be "response resilient" to changes in the external and internal environment in January.

### Library Outreach Efforts

- I attended the Chamber Women's Leadership Dinner on October 6<sup>th</sup>.
- KG Brown attended the Mayor's Health Fair on October 28<sup>th</sup> with an information table.
- On October 13<sup>th</sup> I spoke about eBooks, and electronic resources at Woodbridge Public Library at the Rotary Club Luncheon.
- April Kane arranged for a Blood Drive on October 31.

### December Outreach and Collaborations

- We will claim a Pop Up Library in the location where FYE has vacated in Woodbridge Center Mall free of charge. The Mall will supply electricity, heat and possibly wifi should we open for a Children's Story Time and drop-in craft, but we will fill the display windows with Woodbridge Library publicity, including notice of our survey collection from township residents and Community Conversations.
- On November 30<sup>th</sup>, the library will host a Job Search and Interviewing Workshop for Veterans and their spouses. Patty Anderson is working with Ron Davie, the Coordinator for the Woodbridge Sansone Veterans and Spouses Assistance Center. Ron is reaching out to a number of veteran's posts and One Stop Workforce Development centers throughout the region and county.
- April Kane and Deidra Garcia will attend the Chamber Holiday Luncheon and will staff a table with library information.
- Patty Anderson and Linda Cooper, Main Library Coordinator, met with Jeff Mayerowitz, Grant writer for the Township in late October. The library is applying for a "Big Read," grant from the National Endowment for the Arts.
- We have scheduled a meeting with the Executive Director of LiteracyNJ, Elizabeth Gloeggler, to discuss training for literacy tutors in Woodbridge. We will find out if she is working anywhere else in the Township, and learn how we can step up our efforts and our pool of tutor talent in Woodbridge.
- We sponsored a basket for the Chamber Awards Dinner with donated items that for a basket of Gourmet Treats and Reads. Patty Anderson and I attended the event. We networked with Berkeley College faculty.
- The Children's Department in all locations have frequent school visits. The numbers are reflected in the program report. The management of school visits will be discussed as part of the strategic plan as the library has accepted the opportunity and challenge to serve in place of a school library.

**Report of Friends of the Libraries:** Kathryn Brown said that the Friends General Membership meeting was held on November 2, 2016. She stated that the Friends were going to work on the area where the books are for sale. She said the Friends want to make that area more appealing to the patrons.

**Report of Board of Trustees President:** None

**Report of Board Members:** None

**Unfinished Business:** Leslie Burger from Library Development Services gave an update on the hosting of the community meeting, which included the wish list from patrons, preparing the Strategic Plan for the library and expanding the committee to include staff members. Leslie said the library has the potential to be very influential in the community. She also stated that next week Alan and another consultant will be doing a technology assessment. Leslie said that the Township has to take one more look at the report before it is distributed.

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Carol Eberhardt, and carried:

17 -November-2016

### **RESOLUTION 11 – 2016.14**

#### **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 2017 from the following:

Cascade Water Services, Inc. 114 West Harvey Street Philadelphia, PA 19144	No response
Chem-Aqua 34 Stoots Lane Monmouth Junction, NJ 08852	No response
Garratt-Callahan, Inc. 306 Talmadge Road Edison, NJ 08818	No response
Scientific Water Conditioning Attn: Clement Manyeka 515 Pennsylvania Avenue Linden, NJ 07036	\$2,572.50

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of Scientific Water Conditioning, in the amount of \$2,572.50 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 Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 17-Nov-16.

From: Administration

Approved at the meeting of 17-Nov-16

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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, and carried:

17-November-2016

**RESOLUTION 11 – 2016.15**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
ELEVATOR MAINTENANCE CONTRACT**

**WHEREAS**, quotations were solicited for Burlington Oildraulic Passenger Elevator maintenance service for the Woodbridge Main Library for the year 2017 from the following:

Sharp Elevator Company, Inc. 1545 Route 37 West, Suite 4 P.O. Box 443 Toms River, NJ 08754	\$1,464
R.M.R. Elevator Co., Inc. 1401 Roselle Street Linden, NJ 07036	No response
Clifton Elevator Service Co., Inc. 4401 South Clinton Avenue South Plainfield, NJ 07080	No response

Jersey Elevator Company  
657 Line Road  
Aberdeen, NJ 07747

No response

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of Sharp Elevator Company, Inc., in the amount of \$1,464 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 17-Nov-16.

From: Administration

Approved at the meeting of 17-Nov-16

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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, and carried:

17 -November-2016

**RESOLUTION 11 – 2016.16**

**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 2017 from the following:

Air Tec Service, Inc. 685 St. George Avenue Woodbridge, NJ 07095	No Response
C-K Air Conditioning, Inc. P.O. Box 2817 Clifton, NJ 07015-2817	\$4,510
Johnson Controls / York International	No Response

264 Fernwood Avenue  
Edison, NJ 08837

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of C-K Air 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 17-Nov-16

From: Administration

Approved at the meeting of 17-Nov-16

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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, and carried:

17 -November-2016

**RESOLUTION 11 – 2016.17**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
PEST CONTROL CONTRACT**

**WHEREAS**, quotations were solicited for pest control services at Main and the Fords, Henry Inman, and Iselin branches for the year 2017 from the following:

A-Academy Termite and Pest Control 2760 Route 9 South Howell, NJ 07731	\$1,140
Bowco Labs. 75 Freeman Street Woodbridge, NJ 07095	\$1,500
East Coast Pest Control 64 Woodbridge Avenue Sewaren, NJ 07077	No response
J.C. Ehrlich Co., Inc.	No response

249 Homestead Road  
Hillsborough, NJ 08844

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of A-Academy Termite and Pest Control, in the amount of \$1,140 be accepted. To be paid from account #528.

**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 17-Nov-16.

From: Administration

Approved at the meeting of 17-Nov-16

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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, and carried:

17 -November-2016

**RESOLUTION 11 – 2016.18**

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

**WHEREAS**, quotations were solicited for maintenance of temperature control equipment for the Woodbridge Main Library for the year 2017 from the following:

Honeywell, Inc. 115 Tabor Road Morris Plains, NJ 07950	\$10,909
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 \$10,909 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 17-Nov-16.

From: Administration

Approved at the meeting of 17-Nov-16

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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 Carol Eberhardt, and carried:

17 -November-2016

**RESOLUTION 11 – 2016.19**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
BRANCH HVAC MAINTENANCE CONTRACT**

**WHEREAS**, quotations were solicited for preventative maintenance service for heating and air conditioning at the Fords, Henry Inman, and Iselin branches for the year 2017 from the following:

Air-Tec Service, Inc. 685 St. George Avenue Woodbridge, NJ 07095	\$2,662
C-K Air Conditioning, Inc. P.O. box 2817 Clifton, NJ 07015-2817	No Response
York International 264 Fernwood Avenue Edison, NJ 08837	No Response

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of Air-Tec Service, Inc., in the amount of \$2,662 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 17-Nov-16.

From: Administration

Approved at the meeting of 17-Nov-16

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Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Peg Mayerowitz, moved for approval by Carol Eberhardt, seconded by Rick Silbon, and carried:

**Resolution 11 - 2016.20**

## **RESOLUTION**

**Whereas, Nancy McCann,** is retiring from active service as Woodbridge Public Library Supervising Library Assistant on January 1, 2017, after 29 years and 7 months of service,

**Whereas,** it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for her loyal service during these years,

**Therefore be it resolved,** that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service she has so faithfully and conscientiously rendered, and

**Be it further resolved,** that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Nancy McCann.

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**President, Board of Trustees**

**November 17, 2016**

The following Resolution was read by Peg Mayerowitz, moved for approval by Carol Eberhardt, seconded by Ed Mullen, and carried:

**Resolution 11 - 2016.21**

## **RESOLUTION**

**Whereas, Amorфина Muhi,** is retiring from active service as Woodbridge Public Library Librarian II on January 1, 2017, after 8 years and 2 months of service,

**Whereas,** it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for her loyal service during these years,

**Therefore be it resolved,** that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service she has so faithfully and conscientiously rendered, and

**Be it further resolved,** that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Amorфина Muhi.

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**President, Board of Trustees**

**November 17, 2016**

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

**RESOLUTION 11 - 2016.22**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
MEETING ROOM REVISED POLICY**

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the Meeting Room Policy as amended and attached, effective November 17, 2016.

From: Administration

Approved at the meeting of 17-November-16

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Frederick W. Silbon, Jr., Secretary

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

**RESOLUTION 11 - 2016.23**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
EMPLOYEE DRESS CODE REVISED POLICY**

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the Employee Dress Code Policy as amended and attached, effective November 17, 2016.

From: Administration

Approved at the meeting of 17-November-16

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Frederick W. Silbon, Jr., Secretary

**PERSONNEL:** The following Personnel items were read by Library Director Monica Eppinger; motion to accept was made by Carol Eberhardt , seconded by Rick Silbon, and carried.

## **Retirement**

Nancy McCann, Supervising Library Assistant, Technical Services Department, effective 01/01/2017.

Amorfina Muhi, Librarian II, Technical Services Department, effective 01/01/2017.

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

### **Bill Lists - 11/17/2016**

Bill List - 01	\$ 17,027.62
Bill List - 02	\$ 108,849.73
TOTAL	\$ 125,877.35

**Such other matters as may come before the board:** None

**Good & welfare:** None

### **Public comments:**

Anne Taylor, Somerset, New Jersey asked when people would see the preliminary report from Library Development Services. Anne was told that the library is waiting for Town Hall to go over report and then it will be distributed.

April Kane, Iselin, New Jersey said that the Adult Program Budget at the Sayreville Library was \$15,000 annually. She said that was 4 times the amount of her budget at Woodbridge library.

**CLOSED SESSION:**

Carol Eberhardt made the motion to go into closed session; Ed Mullen seconded this motion at 7:14 p.m.

Carol Eberhardt made the motion to end the closed session; Ed Mullen seconded the motion at 7:22 p.m.

Carol Eberhardt made the motion to reconvene the Board meeting; Rick Silbon seconded the motion at 7:25 p.m.

**Adjournment:** There being no further business, Carol Eberhardt moved to adjourn the meeting, Rick Silbon seconded the motion, it carried, and the meeting was adjourned at 7:25 p.m.