FREE PUBLIC LIBRARY OF WOODBRIDGE

AGENDA
Trustees Meeting, Thursday February 19, 2015
Main Library, Book Examination Room, Upper Level, 6:30 p.m.

1. Call to Order

2. Pledge of Allegiance

   Swearing In Of Officer

3. Approval of Minutes of Meeting of 01/15/2015
   Approval of Closed Session Minutes of 01/15/2015

4. Correspondence

5. Report of Library Director


7. Report of Board of Trustees President

8. Report of Board Members

9. Unfinished Business

CLOSED SESSION

10. New Business
    a. Approval of Bills
    b. Such Other Matters as May Come Before the Board

12. Good & Welfare

13. Public Comments

14. Adjournment
Approved Minutes
February 19, 2015

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 January 15, 2015. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Amanda Trappa, Anthony Terebetsky, Isha Vyas, Carol Eberhardt and Ray Zirpolo. Also present were Christine Murchio, Library Director, and Patty Anderson, Assistant Library Director.

Call to order: Peg Mayerowitz called the meeting to order at 6:37 p.m. and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Amanda Trappa led the Pledge of Allegiance.

Swearing in of Trustee: The Board received a Town Hall resolution reappointing Barbara Ciocci, Isha Vyas, Peg Mayerowitz and Amanda Trappa to a five-year term as a member of the Woodbridge Public Library Board of Trustees. Craig Coughlin, Board Attorney, duly swore in Barbara Ciocci, Isha Vyas, Peg Mayerowitz and Amanda Trappa as Trustees of the Woodbridge Public Library.

Election of Officers and Swearing in of Officers

Carol Eberhardt made the motion to nominate Peg Mayerowitz as President of the Board of Trustees, Ray Zirpolo seconded the motion, and the motion carried.

Carol Eberhardt made the motion to nominated Isha Vyas as Vice-President of the Board of Trustees, Ray Zirpolo seconded the motion, and the motion carried.

Carol Eberhardt made the motion to nominate Ed Mullen as Treasure of the Board of Trustees, Anthony Terebetsky seconded the motion, and the motion carried.

Carol Eberhardt made the motion to nominate Rick Silbon as Secretary of the Board of Trustees, Ed Mullen seconded the motion, and the motion carried.

Craig Coughlin, Board Attorney, duly swore in Peg Mayerowitz, Ed Mullen, and Isha Vyas as officers of the Board of Trustees.

Reading of minutes: The open minutes of November 20, 2014 were moved for approval by Isha Vyas, seconded by Barbara Ciocci and carried. Amanda Trappa, Isha Vyas and Carol Eberhardt abstained.

The minutes of Closed Session of November 20, 2014 were moved for approval by Barbara Ciocci, seconded by Ray Zirpolo and carried. Amanda Trappa, Isha Vyas and Carol Eberhardt abstained.
The open minutes of December 18, 2014 were moved for approval by Carol Eberhardt, seconded by Ed Mullen and carried. Amanda Trappa abstained.

The minutes of Closed Session of December 18, 2014 were moved for approval by Ed Mullen, seconded by Isha Vyas and carried. Amanda Trappa abstained.

**Correspondence:** None

**Director’s Report:**

**Finance:** Nothing new to report.

The Woodbridge Public Library’s Next Chapter Book Club program was highlighted in a newsletter published by Pam Brooks of the Scotch Plains Public Library. It featured a photo of Woodbridge club participants and club volunteers Patty Anderson and Anne Taylor. The club meetings will resume after a holiday break in December.

Director Christine Murchio and assistant director Patty Anderson attended the annual Woodbridge Metro Chamber of Commerce holiday luncheon in December. The Chamber presented the library a certificate recognizing the library’s 50 years of service to the Woodbridge Metro Business Community. The Chamber also celebrated its 50th anniversary in 2015.

The Woodbridge Public Library Foundation, Inc. nonprofit corporate status has been reinstated, effective 10/31/14. The foundation is fully compliant with current NJ Department of the Treasury regulations.

The library received a $500 donation from the Bank of Woodbridge in appreciation of the library’s assistance (provided by Wendi Rottweiler) in obtaining historical photos of the Township for display the bank’s new location.

Photos taken on October 29th for the 2014 NJ State Library / NJ Library Association Snapshot Day reflected library activity throughout the library system. The photos were contributed by library staff members Ellen Bonacarti, Jean Chabot, Christine Cifelli, Sue Fichtelberg, April Kane, Lisa Matthijs, and Anne Taylor. On Snapshot Day, there were 1,845 patron visits, 345 reference questions answered, 253 public access computer sessions, 1,442 items circulated, and 233 library program attendees.

A dinner honoring Ed Beckerman, who became the Woodbridge Public Library’s first director 50 years ago, was held on November 14th in the original Main Library, now Ariana’s Grand catering hall. Family, friends, and colleagues attended, and a number of them paid tribute to Ed’s work and professional contributions to library services within the Township, New Jersey, and nationally.

The EnvisionWare PC Reservation® management system was implemented in late November. It delivers equitable access to the library’s public computers and ensures the maximum utilization of them. It allows patrons to book their own user sessions at their chosen locations. Patrons can make immediate use of available machines or schedule convenient times for sessions. It is a self-service reservation system that minimizes the need for staff oversight. It is flexible in terms
of permitting exceptions for special circumstances. IT head Jerry Holtz oversaw the service implementation.

The library plans to launch a mobile app for the library catalog in the spring of 2015. The BookMyne+ app is a SirsiDynix product that allows patrons to use a smartphone to search the library catalog, place requests for materials, renew loans, check an account, create a booklist, as well as performing other functions. It is being paid for via the use of the SirsiDynix Blue Cloud Rewards program and account credits the library has accumulated from SirsiDynix for a total value of $4,365. Jerry Holtz is managing the project.

The library has migrated from the Paychex Time & Labor system to the ADP Time & Attendance system. System training was provided to employees during December. A total of 62 hours of “Supervisor Basics” training was taken by supervisory personnel based in the Main Library, the Children’s Room, the branches, Technical Services, and the IT department. Everyone authorized to approve employee time requests was trained.

For the first ADP-generated payroll, the company inaccurately entered payroll information into its system for 11 employees who had worked on a Sunday, resulting in these employees’ salaries not being paid (other hours were). ADP produced corrected checks that were distributed to the affected employees on the morning of payday. Since the last payday, the library has identified additional payroll errors and is working with the Township and ADP representatives to address them.

The annual state report has opened for FY 2014. The results are due to the state in the spring.

The Buildings and Grounds Department is assessing the condition of the library branches’ roofs to determine what repairs are necessary in the different locations.

The Township has assigned Bob Pasaniello and Dennis Kasiewicz to the library to perform maintenance work. They replace Willie Gonzalez (new assignment elsewhere) and Antonio Roque (retirement).

The Township held its annual luncheon at the Community Center to mark employees’ years of service with the Township. Library employees recognized at the event were:

- 30 Years: Marsha Quackenbush
- 25 Years: Nancy O’Grady
- 20 Years: Lynne Merz, Derek Supp
- 15 Years: Lauren Clemens, Judy Potyrala, Maureen DeAngelo
- 10 Years: Gloria Rowin, Jerry Holtz, April Kane

**Report of Friends of the Libraries:** None

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

**Report of Board Members:**
Board Member Ed Mullen spoke about the passing of former maintenance supervisor Harry Sica, noting that there was a very good representation of Library employees at the wake. Board member Ed Mullen also congratulated and informed the board that our board attorney Craig Coughlin was named Irishman of the Year.

**Unfinished Business:** None

**Closed Session:** Peg Mayerowitz read the Resolution for closed session, the motion to go into closed session was moved Ed Mullen, and seconded by Isha Vyas at 6:53pm.

The motion to end closed session was moved by Ed Mullen, and seconded by Barbara Ciocci at 6:54pm.

The motion to reconvene the open portion of the meeting was moved by Ed Mullen, and seconded by Barbara Ciocci at 6:55pm.

**New Business:**

**Personnel:** The following Personnel items were read by director Christine Murchio; motion to accept was made by Barbara Ciocci, seconded by Isha Vyas and carried.

**PROMOTION AND SALARY ADJUSTMENT**

Approve promotion of Carol Huber, Secretarial Assistant, Administration, Full time, 35 hours per week to Administrative Secretary, Administration, provisional, pending DOP procedures, salary $68,037 annual, (10%) retro to October 1, 2014. April 1, 2015 salary $74,840 annual, (10%) retro to January 1, 2015.

**SALARY INCREASES:**

The salary for the Library Director beginning July 1, 2014 is $132,656. (2%)
The salary for the Library Director beginning July 1, 2015 is $134,977. (1.75%)
The salary for the Library Director beginning July 1, 2016 is $137,001. (1.50%)

The salary for the Assistant Library Director beginning July 1, 2014 is $118,320. (2%)
The salary for the Assistant Library Director beginning July 1, 2015 is $120,391. (1.75%)
The salary for the Assistant Library Director beginning July 1, 2016 is $122,197. (1.50%)

**Bill List:** The following Bill List were read and moved for approval by Ed Mullen, seconded by Isha Vyas, and carried.
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<th>Description</th>
<th>Amount</th>
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<tr>
<td>Bill List - 01</td>
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Such other matters as may come before the board: None

Good & welfare: None

Public comments: Karen Haase-Gray, Basking Ridge, NJ inquired about changes she believes are needed to minutes of a previous meeting and discussed standards regarding communications to the Board members. She also asked about the corrections to the monthly statistical report. Director Christine Murchio said now that a tracking system error had been addressed, the reports would be edited and resent to departments.

Adjournment: There being no further business, Ed Mullen moved to adjourn the meeting, Ray Zirpolo seconded the motion, it carried, and the meeting was adjourned at 7:12 p.m.