

**These minutes have not been formally approved and are subject to changes  
by the public body at the meeting on  
February 16, 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 January 19, 2017. Board members present were: Carol Eberhardt, Rick Silbon, Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Amanda Truppa, Isha Vyas and attorney Craig Coughlin. Also in attendance was Monica Eppinger, Library Director, Patty Anderson, Assistant Library Director.

**Call to order:** Board President Peg Mayerowitz called the meeting to order at 6:39p.m. and read the “Adequate Notice of Meeting” statement.

**Pledge of Allegiance:** Ed Mullen led the Pledge of Allegiance. There was a moment of silence for deceased board member Barbara Ciocci.

**Swearing In of Trustee:** The Board received a Town Hall Resolution reappointing Anthony Terebetsky to a five-year term as a member of the Woodbridge Public Library Board of Trustees. Board Attorney, Craig Coughlin, duly swore in Anthony Terebetsky as a Trustee of the Woodbridge Public Library.

**Election of Officers and Swearing in of Officers:**

On the recommendation of the nominating committee, Carol Eberhardt nominated Peg Mayerowitz as President, Isha Vyas as Vice President, Rick Silbon as Secretary, and Ed Mullen as Treasurer. There were no other nominations from the floor. Carol Eberhardt made the motion to approve the slate as presented, Anthony Terebetsky seconded the motion. The motion carried.

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

**Reading of minutes:** The minutes of 11/17/2016 were moved for approval by Carol Eberhardt and seconded by Isha Vyas. The motion carried.

The minutes of Closed Session were moved for approval by Carol Eberhardt and seconded by Rick Silbon. The motion carried.

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

**Report of Library Director:**

**Director’s Report: January 19, 2017**

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**Library Development Solutions** proceeded with the strategic planning process.

- Six Community Conversations, town hall style meetings in each branch, and two in the main library

- Held two meetings for staff
- Released an assessment of services, *Woodbridge Public Library Envisioning the Future: Successful Library Programs, Services and Buildings*.
- Conducted and released a report covering a technology assessment.
- Held the second Strategic Plan Committee meeting.

The Board of Education sent an additional survey to the school e-mail contact list. Of 2,986 responses, 2,176 (72.87%) reported that the respondent and/or their family use the library. This report has also been made available.

All information was disbursed to the Board of Trustees, and all Board Members will be invited to a half day retreat in February.

### **Maintenance Update**

- Work on Henry Inman was reported to be complete, but there is additional work scheduled.
- Dennis Henry and Brian Burke met with Bob Landolfi to add new rooves for all three branches, a secure door at the Main Library, an additional boiler for the Main Library, air conditioning for the Henry Inman Branch and new railings and repair to the ramp at the Main Library.
- A resolution to install an entrance to a cleaned out storage area adjacent to the Staff Room on the first floor. If installed, there will be more movement and clearing of space on the second floor.
- Daily cleanings are assigned, 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. I will be reporting during the first quarter to follow up on new assignments.

### **New Developments**

- All circulation desks are adding e-mail addresses to patron records, with the option to sign up for notices by e-mail.
- The Bookmyne app is ready to release and is available for Droid and iOS devices. The catalog is smart phone and tablet friendly, and will be helpful to patrons who receive their e-mails by phone. Renewals, holds and catalog searches are more easily done with the app. We will be working on a business card-sized promotion to increase awareness.
- Assistant Director Patty Anderson attended the opening event for the NJ State Labor Department grant funded Career Connection program. Many of the services the grant will enable are services that libraries already do, and coordinating that kind of an effort is something we need to move toward staffing, and providing training for our staff to provide. We will be following up with the specifics.

- Assistant Director Patty Anderson is working on two grants with Township Grants Coordinator Jeffrey Meyerowitz. The library received a grant for the Middlesex County Cultural and Heritage Office in the amount of \$1,500, which will require a \$750 match entitled, *Cooking Around the World: Celebrate Your Heritage.* Local chefs will be recruited for a series of cultural cooking demonstrations and conversations. Patty is also seeking a Big Read Grant to have Woodbridge residents read *The Namesake* by Jhumpa Lahiri. The Big Read Grant is due in February, and the Library Foundation is considering the matching amount of \$5,000.
- We are working with Kyocera, who has our current copier lease contract, to begin work on our copier services. Our representative visited Princeton Public Library, and will be inviting Derek and Eddie to their showroom to get a sense of the possibilities. We have been advised by Town Hall compliance department that we will need three quotes, and will work to get them quickly as our equipment in the main library and branches are end of life.

## Personnel

- December Employees of the Month are Ray Shirley, Lisa Matthijs and Tony Genna. Not only did they all participate in the Pop Up Library planning and execution and service above and beyond through the holiday season for the benefit of staff morale.
- January Employee of the Month: Anne Taylor has served the library well as the point person for homebound delivery, the Next Chapter Book Club program, and in her role as Head of Reference. She has served patrons tirelessly and with exemplary customer service.
- 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 has been recommended for this position. It will 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.
- An opening for Sunday Librarian has also been posted, and interviews are being conducted.
- Marie Radford, Ph.D., Professor of Rutgers University School of Information Science, met with supervisors and gave a workshop on Tuesday, January 10<sup>th</sup>, entitled *Change Management Collegiality, and Service Excellence.*
- Susan Fichtelberg has been nominated and may serve on the prestigious [ALA Newberry Medal Committee](#) for 2019 awards. If selected, she will be expected to attend the ALA Midwinter Conference once (2019), and the Annual Conference 2018 in New Orleans and 2019 in Washington, D.C. She has given us a breakdown of expenses. The only item by contract that the library would need to pay would be meals, for an average of \$375 per conference. Other expenses total \$1000 per conference. We will need to discuss what is reimbursable as this may impact the budget that is reserved for a staff that may request growth opportunities with the strategic plan initiatives. The number of hours she will need may also exceed a limit set in the AFSCME contract.

## **Library Outreach and Community Engagement**

- The Pop Up Library at Woodbridge Center Mall was a successful outreach effort. An estimated 350 people visited the space, and countless people were able to view the library window display during the holiday season.
- Library staff marched in the Township Holiday Parade on December 4<sup>th</sup>.
- April Kane and Deidra Garcia manned a table at the Chamber of Commerce Holiday Luncheon on December 14<sup>th</sup>.
- 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.
- Dennis Green of the Health Department has announced that they are going to be launching a Senior Transportation of Woodbridge service to offer transportation to seniors to community centers and our libraries. More details to follow.
- The seventh grade history classes are participating in the Woodbridge Township Historic Preservation Commission's Annual Essay contest. Senior Librarian Lynn Bolmer has taken on the task of offering orientation during class visits to the library.

Library Director Monica Eppinger spoke to the board members about a retreat that was suggested by Library Development Solutions. She will send reminders to the board.

Board member Carol Eberhardt asked about the railing and the repair work that was to be done on the ramp at the Main Library. Library Director Monica Eppinger said that she would ask the township to send someone to explain what exactly will be done.

Library Director Monica Eppinger spoke about the Children's Internet Protection Act and what our responsibilities are to be in compliance to the Act. Discussion followed by several board members.

Board Attorney, Craig Coughlin, wanted to thank everyone for the condolences that went expressed for Barbara Ciocci.

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

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

**Report of Board Members: None**

**Unfinished Business: None**

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

**Resolution 01 - 2017.01**

## **RESOLUTION**

**Whereas, Anne Taylor,** is retiring from active service as Woodbridge Public Library Librarian 3, on February 1, 2017, after 38 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 Anne Taylor.

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**President, Board of Trustees**

**January 19, 2017**

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

19-January-17

### **RESOLUTION 01-2017. 02**

#### **MAIN LIBRARY STORAGE ROOM ACCESS**

**WHEREAS,** in October 2016, a storage room with access only to the outside was cleared by the Township Maintenance Department, and

**WHEREAS,** Township Maintenance Department has secured an estimate to install an interior door to make the storage area a feasible location for maintenance supplies, and

**BE IT THEREFORE RESOLVED** that the Board of Trustees of Woodbridge Public Library accept the proposal from Owen S. Dunigan & Co., Inc. Plumbing and Heating to drain the section of heating, remove heating baseboard and reroute overhead of the windows to allow space for a door to be installed in the amount of \$1,250.00, and the proposal from Academy Glass, Inc., to furnish and intall a door, frame and side lite door with a Norton closer to provide access to the storage room for the amount of \$3,500, for a total cost of \$4,750.00.

**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 19-Jan-17.

To be paid from special projects (account 217-04)

From: Administration

Approved at the meeting of 19-Jan-17

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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 Ed Mullen, and carried:

19-January-17

**RESOLUTION 01-2017. 03**

**RESOLUTION ACCEPTING MURAL (MUTual Reciprocity Among Libraries)  
AGREEMENT  
FOR RECIPROCAL BORROWING**

**BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE**, that the attached Reciprocal Borrowing Agreement between the Free Public Library of Woodbridge and MURAL (Mutual Reciprocity Among Libraries) is hereby approved; and

**BE IT FURTHER RESOLVED**, that the Library Director and the Library Board Secretary are hereby authorized to execute this Agreement on behalf of the Library Board of the Free Public Library of Woodbridge.

**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 19-Jan-17.

From: Administration

Approved at the meeting of 19-Jan-17

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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 Ed Mullen, seconded by Carol Eberhardt, and carried.

**PERSONNEL**  
January 19, 2017

**APPOINTMENT**

Appoint, Amir Perry, Monitor Main Library, Children's Room, Part time, 10 hours per week, \$9.50 per hour, replacing Rashmi Khan, effective 12/19/2016.

Appoint Nicole Rista-Fitzpatrick, Monitor, Main Library, Part-time, 10 hours per week, \$9.50 per hour, replacing Faith Chambers, effective 01/09/2017.

**PROMOTION**

Promote Alexandria Cirelli, Senior Library Assistant, Henry Inman Branch, Full Time, 35 hours per week, salary \$36,118, effective 01/02/2017.

**End of Temporary Employment**

Rashmi Khan, Monitor, Main Library, effective 11/19/2016.  
Harley Cortes, Monitor, Henry Inman Branch, effective 01/12/2017.

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

**Bill Lists - 01/19/2017**

Bill List - 01	\$ 131,691.40
Bill List - 02	\$ 147,028.72
TOTAL	\$ 278,720.12

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

**Good & welfare:** None

**Public comments:**

Anne Taylor, Somerset, New Jersey, retiring February 1, 2017, wanted to thank various people whom she had worked with over the past 38 years. She said it was an honor to work with them at the Woodbridge Public Library.

Ellen Bonacarti, staff member, was surprised to see the Mural resolution on the agenda.

**Adjournment:** There being no further business, Ed Mullen moved to adjourn the meeting, Anthony Terebetsky seconded the motion, it carried, and the meeting was adjourned at 7:28 p.m.