FREE PUBLIC LIBRARY OF WOODBRIDGE

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

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes of Meeting of 02/19/2015

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. Resolution 03-2015.01 Retirement of Jean Retkwa
   b. Resolution 03-2015.02 Evanced Solutions, LLC Library Calendar
   c. Personnel
   d. Approval of Bills
   e. Such Other Matters as May Come Before the Board

12. Good & Welfare

13. Public Comments

14. Adjournment
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 February 19, 2015. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Amanda Truppa, Anthony Terebetsky, Carol Eberhardt, Rick Silbon 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 6:30 p.m. and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Anthony Terebetsky led the Pledge of Allegiance.

Swearing in of Officer

Attorney Patrick Diegnan, covering for Craig Coughlin, Board Attorney, duly swore in Rick Silbon as an officer of the Board of Trustees.

Reading of minutes: The open minutes of January 15, 2015 were moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried.

The minutes of Closed Session of January 15, 2015 were moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried.

Correspondence: None

Director’s Report:

Finance
Nothing new to report.

Ventures
The Woodbridge Public Library’s Next Chapter Book Club for NJ Libraries (NCBC4NJL) is about to begin its second book, Because of Winn-Dixie, a Newberry Honor winner, New York Times bestseller, and also a movie. Club members, who participate in programs at the NJ Institute for Disabilities (NJID), are excited about reaching this reading milestone. They are relishing their improved reading ability and becoming more self-confident as a result of it. NJID staff members report that club members’ growing self-confidence is enriching their other social interactions.

Last November, New Jersey Monthly Magazine ran a feature article, “Aging Out: Desperately Seeking Services for Autistic Adults,” which outlined the lack of government funding for special education services for people with intellectual and developmental disabilities (IDD) once they become 21 years old. LibraryLinkNJ, the state library cooperative that is the NCBC4NJL
sponsor, cited the reading clubs as an example of a service that addresses the problem of people aging out of state-provided services.

Assistant director Patty Anderson and Main librarians Jean Retkwa and Anne Taylor manage the weekly club meetings.

Director Christine Murchio attended the annual “State of the Township Address” presented by Mayor John McCormac. Members of the state legislature, Township council members, department directors, Chamber of Commerce members, and community business partners participated in the event. Achievements highlighted by the mayor in his speech included:

- **Schools.** The Township anticipates that NJ will mandate that full-day kindergarten be offered to all children. When this occurs, there will be a shortage of classroom space within the Township’s 16 elementary schools for these children. To address this looming problem, the Township is working with the school district to identify alternate learning spaces for kindergarteners (e.g., the St. Cecilia School and the former Mount Carmel School).

  Township shared services with the school district have expanded to include not only trash removal, plowing and paving parking lots, tree services and other buildings and grounds work, but also maintenance and security services, and computer, gasoline, and office supply purchases.

  In 2014 the Woodbridge Township School District Facilities Improvement Plan resulted in almost $17M in school facility capital improvements to auditorium seating, playgrounds, and athletic fields. Most of this capital spending allocation to the school district was made possible by the Township dedicating 25% of the funds realized from the Payments in Lieu of Taxes (PILOTS) development program to the schools. These municipal investments in the school district non-classroom infrastructure enabled the district to invest its budget directly into classroom resources such as computer technology.

- **Development and Redevelopment:** The Township is business friendly and where appropriate, offers tax incentives to attract businesses to the community. As the economy has improved, development projects have accelerated.

  Existing corporate warehouse operations (e.g., Bed Bath & Beyond, FedEx) have expanded, and additional companies (Arizona Iced Tea, Amazon.com) have built new warehouses and distribution centers in the Township. A number of banks have opened branches in Township, and so have major restaurant chains.

  Once demolition of the General Dynamics site on Avenel Street is completed, construction will begin on 500 apartments as part of an Arts Village, which will include arts-themed retail space and an arts center. Luxury apartments, a hotel/office complex, and retail space construction is about to begin near MetroPark. The Hess office building and property on Main Street are on the market, and there is high interest in their redevelopment potential. The Township’s goal is to link the future development of the Hess site with downtown Main Street business development.
Seniors. Housing units for senior citizens are increasing in number. There are 62 newly completed units opening at Reinhard manor, and the Township is exploring opportunities for more senior housing at the Hopelawn VFW site and the Prison Warden property on Rahway Avenue. Senior centers may be opened in Port Reading and Fords.

Because the number of seniors is growing, meeting quality-of-life requirements for these residents is an important factor in ensuring that they can remain in place and continue to live well in the community. To this end, the Township and state are exploring using the former Woodbridge Developmental Center on Rahway Avenue for a health or medical related use. There are more than 50 acres available for senior housing, an assisted-living facility or nursing home, and an acute care facility or medical complex with doctors’ offices. The Township has begun a dialog with area hospitals to determine what the market is for these types of healthcare operations.

Marketing. The Township is investing in a local business WOODBRIDGE BUY LOCAL APP for smart phones, iPods and tablets, and other mobile devices. It will direct users to Township businesses, special events, programs, and services, and will be marketed to residents and visitors.

As the mayor said, “Woodbridge Is the Best Town Around!”

The library is applying for a Preservation Needs Assessment for the local history collection. The assessment will be performed by the Conservation Center for Art & Historic Artifacts, which is one of the largest nonprofit conservation centers in the country and largely subsidized by the National Endowment for the Humanities. If the library assessment application is approved, the library cost for the assessment will be $350 instead of standard $5,000. The last needs assessment was in 1999, and its recommendations formed the basis for current library preservation efforts. The new assessment will permit the library to gauge its progress since the previous survey and will likely result in recommendations for additional collection improvements.

The Township requires all employees to take anti-harassment training. The assistant director has scheduled 31 training sessions (each employee will select the most convenient session for herself/himself) that begin on February 17th and end on February 25th. Employees will view and discuss an 18-minute Township-provided training film on the subject. Attendance documentation will be forwarded to the Woodbridge insurance coordinator.

The library policy subcommittee, composed of the assistant director (chairperson), Linda Cooper, Nancy O’Grady, Ellen Bonacartij, Maureen DeAngelo, MaryLou Matassino, and Jennifer Kolb have completed work on patron, collection development, and circulation policies. The committee has reviewed and rewritten the policies to reflect current best practices. The director has reviewed and edited the revised policies.

With assistance from Township grant coordinator Jeff Mayerowitz, the library has received a $1,500 Cultural Arts Grant from the Middlesex County heritage Commission. The library will use the grant to sponsor four programs called “Explore India.” Jean Retkwa is coordinating the programs and will book the programs. Patty Anderson and Nancy O’Grady (children’s services
coordinator) are meeting with Jeff to review new grant opportunities. Grants promoting literacy, and family financial literacy in particular, are of interest.

The library has been investigating options for an integrated library event calendar management system to replace existing unintegrated and manual systems for scheduling events, programs, and meeting rooms, and for managing summer reading programs.

The library children’s department has been using the Evanced Summer Reader module to manage (e.g., provide integrated and automated registration and usage tracking) the summer reading program data. Several years ago, the NJ State Library brokered an agreement with Evanced to provide this module to libraries at no cost to them. The system has worked very well, tracking summer book club activity for about 2,000 Woodbridge readers with more than 50,500 reading hours. The NJ State Library is no longer going to underwrite the program.

Patty Anderson and Nancy O’Grady have determined that Evanced offers the library the most event calendar management value for its cost. The library would use the following Evanced products --

- **SignUp**: This event calendar management module helps promote library programs and community meetings, supplemented with descriptive information and visuals. Patrons can register for events without the need for staff data input. The module prevents scheduling conflicts, alerts employees and patrons to schedule changes, captures projected attendance numbers, and generates usage activity reports.

- **Spaces**: This module enables the library to manage meeting room bookings throughout the system and to control booking schedules and access to the rooms so it complies with library policies.

- **Summer Reader**: In addition to Summer Reader functionality described above, the reader module features in-house and online registration, tracking for reading and progress logging, prize management and distribution, prize drawings, mediated reviews of items read, and management report generation.

The three Evanced modules will reduce staff time spent in repeatedly booking and rebooking rooms for users, enable the library to notify patrons of schedule changes, and manage program registrations and waiting lists.

The library has completed three payroll cycles using the ADP Workforce Now® web-based payroll system. Data entry for the most recent cycle required only a few minor edits. Neeta Pereira, Andrew Bernath, Patty Anderson, and Carol Huber are in the process of setting up additional training on processing payroll and customizing reports.

The Township CFO office is preparing financial data for the NJ state library report.

**Physical Plant**

Due to snow, the library was closed on Saturday January 24th and Tuesday, January 27th; the library closed at 3 p.m. on Monday, January 26th.
The Buildings and Grounds Department is managing a project to install new carpeting in the Main Children’s Room. The Township will cover the cost of the carpeting and installation.

The Township arranged an emergency replacement of the Henry Inman water heater and covered the cost of the replacement.

Report of Friends of the Libraries: None

Report of Board of Trustees President: None

Report of Board Members:

Board Member Ed Mullen reminded board members that the NJLA Convention is going to be held in Long Branch on April 21st and 22nd. He said that he usually attends the conference and recommended that other Board members attend if possible.

Board member Ed Mullen said that Andrew Bernath is doing a great job. Ed asked if a certain report could be generated reflecting the budget and account analysis. Ed told Director Chris Murchio what report he would like, and she believes it can be generated.

Board member Ed Mullen also asked about the library audit for last year. Director Chris Murchio said that it will be available at the next Board meeting and the library will try to arrange a presentation by the auditor at the April meeting.

Board member Anthony Terebetsky received a phone call from a patron asking if the library can create a consolidated collection for materials covering autism and children with special needs or other disabilities. Anthony said he would provide a list of books as a guideline for what should be included in this collection.

Unfinished Business: None

Closed Session: None

New Business: None

Personnel: None
Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Anthony Terebetksy, and carried.

**Bill Lists - 02/19/2015**

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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, asked why Board members Ed Mullen and Anthony Terebetksy asked if there was going to be a closed session. Board members Ed Mullen and Anthony Terebetksy responded that it was not necessary for a closed session because no confidential employee information was being discussed.

April Kane (place of residence unspecified), mentioned that the Library had participated in the October 2014 Snapshot Day, and the library photos taken on that day could be viewed at the Reference Desk via the digital frame on the desk.

**Adjournment:** There being no further business, Ed Mullen moved to adjourn the meeting, Carol Eberhardt seconded the motion, it carried, and the meeting was adjourned at 6:55 p.m.