

**Approved Minutes
March 17, 2016**

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 18, 2016. Board members present were: Amanda Truppa, Barbara Ciocci, Carol Eberhardt, Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Rick Silbon, Isha Vyas, Ray Zirpolo. Also present were Caroline Brown, Interim 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: Carol Eberhardt led the Pledge of Allegiance

Swearing in of Officer and Board Trustee:

Craig Coughlin, Board Attorney, duly swore in Peg Mayerowitz as an officer of the Board of Trustees.

Craig Coughlin, Board Attorney, duly swore in Ray Zirpolo as a Board Trustee.

Audit Presentation: JoAnn Boos, CPA, PSA and Kelly Dawson from the accounting firm of Hodulik & Morrison P.A. gave the audit presentation and reported that it was a clean audit. JoAnn would like to come to the library in August 2016 and start the FY 2016 audit.

Reading of minutes: The Open Minutes of January 21, 2016 were moved for approval by Carol Eberhardt, and seconded by Barbara Ciocci. The motion carried. Ray Zirpolo and Peg Mayerowitz abstained.

The minutes of Closed Session were moved for approval by Rick Silbon, seconded by Anthony Terebetsky. The motion carried. Ray Zirpolo and Peg Mayerowitz abstained.

Correspondence: None

Interim Director's Report:

February 2016

Buildings:

The libraries were closed on Saturday, January 23, due to snow; the Main Library reopened for business on Sunday, January 24 at its usual time.

Ventures:

On February 1st, "SignUp" and "Spaces," the Evanced online systems for program registration and room reservation requests went live: library users can now access these through the library's web site. Thanks to Patty Anderson, assistant director, Neeta Pereira, administrative clerk, Nancy O'Grady, head of children's services,

Angelo Rousos, reference librarian, and to all the staff who worked to make this possible.

On February 1st, I conducted the Library's safety committee meeting, on behalf of the Assistant Director. No new major incidences were reported. Carol Huber took that report to the Township Safety Committee on February 4th.

IT Supervisor Jerry Holtz reports that the Envisionware computer reservation system is now installed at the Iselin Branch: the public computers at all four locations now operate with Envisionware.

Ellen Bonacarti, AFCSME union representative, and I have signed the AFCSME contract for the period July 2014-June 2017. A memorandum of agreement, which clarifies the pay grade increases for the professional levels, will be discussed in executive session.

I attended meetings of both the children's and adult book evaluation committees, on January 28th and February 4th.

I have begun to focus on preparing the Library's annual report to the State Library. This year's report includes new questions regarding sizes of meeting rooms, number of parking spaces, and the year a building was last renovated.

On February 9th, Wenda Rottweiler introduced me to the Library's Local History Collection.

On the evening of February 9th, the Main Library hosted a program on "The Rise and Fall of Negro League Baseball," funded by the Horizons Speakers Bureau of the New Jersey Council for the Humanities. April Kane, reference librarian, coordinated the grant; Patty Anderson and Carol Huber attended the event.

Assistant Director, Patty Anderson, is in the process of planning an in-service staff training day for all staff, regarding customer service, for early May. Tentatively, this would take place on May 10, and the library would be closed for part or all of the day. Details are in Patty's report.

Personnel: Assistant Director Patty Anderson is interviewing candidates for Sunday Reference Librarian (part-time) and for a Senior Library Assistant in the Main Library Children's Room, to replace the two employees who resigned last month.

Assistant Director's Report:

February 2016

VENTURES

- The Next Chapter Book Club resumed as of January 6, 2016. The Club completed its third book and is starting a new novel: *The Penderwycks*. The club members continue to meet weekly at the Menlo Park Mall. Facilitators Anne Taylor and Deidra Garcia attend, along with Library Administrator, Patty Anderson and a few volunteers.
- The Evanced Spaces module is now complete. This new online registration system for patrons went “live” on Monday, February 1st. This now completes the (3) modules for online registration: Summer Reading, Events/Sign-Ups and now Spaces (meeting room). All library-driven reservations will be handled by the librarians, thus reducing the many phonecalls and clerical time on the part of Administration. Patrons will now be able to “sign up” on line or apply for a meeting room reservation. Revised meeting room policies are online via the library website, as well as, a new contact form called a “Meeting Use Agreement” form. All patron reservations will be “pending” until approved by Administration. New bookmarks were created to help publicize this new service to the public.
- The Envisionware PC reservation system is now complete library-wide. Jerry Holtz and his IT technicians have just completed the final phase of the install at the Iselin Branch Library. Feedback from library reference staff and branch heads is that the new reservation system is working well and patrons are pleased with it. The system gives patrons a two hour reservation, which can be extended if necessary; a print component is built in and the system records the actual printing costs and number of pages.
- The new public scanner had to go back to the manufacturer for repairs. We hope to have it back on the floor soon.
- Additional chairs and tables were added to the Quiet Study Room. This now completes the final renovation of this room. Patty Anderson supervised the furniture installations and refurbishing of the room.

PERSONNEL/STAFF TRAINING

- Anti-harassment training for all library staff will begin on Tuesday, February 23rd and will be completed on Wednesday, March 2nd. The training is mandatory and copies of attendees will be forwarded to the Township compliance officer. Patty Anderson will conduct all (31) training sessions.
- The Assistant Director interviewed all five candidates for an in-house promotion to Senior Library Assistant. There was an opening in the

Children's Department at the Main Library due to a recent vacancy. The selected candidate is on the Personnel Sheet for board approval.

- The Policy Committee has completed its review and recommendation for a dress code at the library. There are two dress codes included for your review: one for the monitors (shelvers, mostly high school students) and one for the rest of the staff. Many hours went in to these recommendations. The supervisors felt it was necessary to institute a dress code, as some staff were coming to work dressed inappropriately for the workplace. A policy will assist supervisors in their job of maintaining a professional workplace. The Policies are included for the Board and we would like to have them approved for an April 1, 2016 enactment date.
- The Assistant Director, along with Interim Director, Caroline Brown conducted a monthly staff meeting on January 10, 2016. Ms. Sue Miller was presented with a "Certificate of Appreciation" for receiving a 5 star rating on Facebook. It was for her all-around "awesomeness." Very nice.
- Caroline Brown, Interim Director, Patty Anderson, Assistant Director, Linda Cooper, Main Library Coordinator, and Anne Taylor, Head of Reference met with Ron Davie of the Woodbridge Sansone Veteran's Assistance Center, regarding possible training classes on resume building and job searching for the Veterans. The Assistant Director was asked by the Township to follow up on what resources and role the public library can play to help local veterans with job assistance.

Prepared February 10, 2016
Patty Anderson, Assistant Director

Report of Friends of the Libraries: None

Report of Board of Trustees President: Peg Mayerowitz thanked everyone for their messages on the passing of her father.

Report of Board Members: Ray Zirpolo wanted to know what is an Appointing Authority. Board attorney Craig Coughlin explained and why it was necessary to have Robert Landolfi fill that position with Civil Service until a Library Director is appointed.

Unfinished Business: None

New Business:

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

18-Feb-16

RESOLUTION 02 - 2016.01

RESOLUTION ACCEPTING FISCAL YEAR 2014 - 2015 AUDIT

BE IT RESOLVED by the Board of Trustees of the Free Public Library of Woodbridge to accept the audit for fiscal year 2014 - 2015 as submitted by Hodulik & Morrison, P.A.

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 18-Feb-16.

From: Administration

Approved at the meeting of 18-Feb-16

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Rick Silbon, seconded by Barbara Clocci, and carried:

February 18, 2016
RESOLUTION No. 02-2016.02
Appointing Authority

RESOLVED, that the Board of Trustees of the Free Public Library designates Robert M. Landolfi as Appointing Authority effective February 18, 2016.

Approved at the meeting of February 18, 2016

Fredrick W. Silbon, Secretary

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

RESOLUTION 2-2016.03

**APPROVING A MEMORANDUM OF AGREEMENT
WITH LOCAL 2923 ASFCME**

WHEREAS, ASFCM Local 2923 (the “Union”) and the Free Public Library of Woodbridge (the “Library”) are parties to a collective bargaining agreement for the period January 1, 2014 and June 30, 2017 (the “Contract”); and

WHEREAS, the Library and the Union wish to amend the Contract.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that the Memorandum of Agreement) adding an addendum to page 25, Appendix C, paragraph C substantially in the form of the attached Schedule 1 is hereby approved.

BE IT FURTHER RESOLVED, that the execution of the Memorandum of Agreement by the Interim Library Director, or her designee on behalf of the Library is hereby authorized, ratified and directed.

BE IT FURTHER RESOLVED, that this Resolution shall take effect 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 February 18, 2016.

Fredrick W. Silbon, Jr. , Secretary

PERSONNEL: The following Personnel items were read by Interim Director Caroline Brown; motion to accept was made by Isha Vyas, seconded by Barbara Ciocci, and carried.

PROMOTION

Promote Najea Grimes, Senior Library Assistant, Main Library, Full time, 35 hours per week, Salary \$35,584.00, Provisional, pending CSC procedures, replacing Kristen Mullen, effective 03/14/2016.

Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by

Carol Eberhardt, and carried.

Bill Lists - 02/18/2016

Bill List - 01	\$ 16,048.38
Bill List - 02	\$ 111,773.30
Bill List – 03	\$ 2,300.00
TOTAL	\$ 130,121.68

Such other matters as may come before the board: None

Good & welfare: Board member Anthony Terebetsky said that School 4&5 in Avenel was having a Spirit Night, fund raiser, at Chick-fil-A. He had flyers, if anyone was interested.

Public comments:

Anne Taylor, Somerset , New Jersey had a question in reference to Robert Landolfi's appointment as Appointing Authority for the Woodbridge Library.

CLOSED SESSION:

Rick Silbon made the motion to go into closed session; Anthony Terebetsky seconded this motion at 6:59 p.m.

Ed Mullen made the motion to end the closed session; Anthony Terebetsky seconded the motion at 7:23 p.m.

Carol Eberhardt made the motion to reconvene the Board meeting; Isha Vyas seconded the motion at 7:23 p.m.

Adjournment: There being no further business, Anthony Terebetsky moved to adjourn the meeting, Barbara Ciocci seconded the motion, it carried, and the meeting was adjourned at 7:26 p.m.