

Approved Minutes
March 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 February 16, 2017. Board members present were: Carol Eberhardt, Rick Silbon, Peg Mayerowitz, Ed Mullen, Anthony Terebetesky, Ray Zirpolo and attorney Carol Berlen. Also in attendance were Monica Eppinger, Library Director, Patty Anderson, Assistant Library Director, Don Wendt, Construction Manager, and James Souza, Architect for New World Matrix Engineering, Dennis Henry, Woodbridge Township Maintenance Department Head, and Brian Burke, Buildings Superintendent.

Call to Order: Board called the meeting to order at 6:30 pm and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Ray Zirpolo led the Pledge of Allegiance

Special Presentation: Don Wendt and James Souza of New World Matrix Engineering, LLC, presented the plans for restoring the library entrance ramp and provided time for questions and answers.

Special Presentation: Woodbridge Township Maintenance Department Head Dennis Henry and Buildings Superintendent Brian Burke described capital projects that are in progress, their reason for prioritizing the projects, and answered questions from the Board.

Reading of Minutes: The minutes of January 16, 2017, were moved for approval by Rick Silbon and seconded by Ed Mullen. The motion carried.

Correspondence: There was no correspondence.

Report of the Library Director:

Director’s Report: February 16, 2017

Library Development Solutions facilitated the strategic planning process by holding a retreat to review community conversation notes and reports, community surveys and to determine a vision, mission statement, value statement, goals and objectives for the strategic plan. The meeting was advertised as an open public meeting because the Board of Trustees were invited and in attendance. Values were listed by the staff at an All Staff Meeting and were distributed to the Board for input and submission to Library Development Solutions.

Maintenance Update

- Work on the Henry Inman roof and gutters continued during the months of January and February.

- The project to install new HVAC units in the Henry Inman Branch has been awarded to AMCO Enterprises, Inc.
- A combination lock has been installed on the back door of the building to improve security based on a recommendation from officers who administered Active Shooter Training in December.
- Township Maintenance Department Head Dennis Henry, Building Superintendent Brian Burke and representatives of Matrix New World Engineering will attend the February Board Meeting to make a presentation about the ramp repair, and to answer Board questions.
- Between 2014 and 2016, Township Maintenance reserved \$1.7 million for capital projects.

New Developments

- The Children's Department has released Launchpads--orange tablet computers that circulate to children. They are available in all locations, and there are plans to add more to the collection based on their popularity. Launchpads were provided by the Woodbridge Public Library Foundation.
- The Children's Department installed two AWE Early Learning Stations (ELS) for Children.
- On January 25th, professional staff who serve on the Space Allocation and Collection Management Committee visited E. Brunswick Public Library, Plainsboro Public Library and the Old Bridge Public Library. The purpose of the field trip was to see first-hand the various library services regarding reference, periodicals, computer services, teen services, children's services, maker spaces and other innovative approaches to patron services.
- The library staff is taking advantage of a free trial to enter daily schedules into "MakeShift," an app that is compatible with the library's ADP subscription and that will keep schedule on-line and available to staff 24/7 by computer or with the app. The schedules will go live the last week of February or early March.
- Assistant Director, Patty Anderson worked with IT technicians, Derek Supp and Eduardo Santos, to come up with a plan to upgrade both the Henry Inman and Fords Branch audio-visual meeting room services. A low cost/high impact solution was to purchase two new Epson projectors, two new Blu-ray players, and one PlayStation IV to be used at all locations. The large screen formerly in the Main Library meeting room was installed at the Fords Branch and the Fords screen was then installed at the Inman branch. Both branches have now been updated and are prepared to offer movies and other audio-visual presentations for the general public. The project was completed for just under \$4,000. This completes the AV upgrades system-wide.
- Patty Anderson is currently working on procuring five digital sign boards that will be networked among all four locations. The digital display boards will allow the Main Library to offer multiple program displays at the same time and communicate directly with the branches on various library programs and training opportunities. Two boards will be installed at the Main Library and one at each branch location. Three quotes have been requested and this project is still in the planning stages.

- Derek Supp and Eddie Santos participated in acquiring a quote from Kyocera to upgrade our copiers in all locations with State contract pricing. The proposal is included in the Board packet.

Personnel

- February Employee of the Month is Kiran Dhabaldeb. Kiran is a Senior Library Assistant at the Iselin Branch who can be relied on for excellent, thorough customer service, and most recently helped with an arts grant application to the Middlesex County Office of Culture and Heritage.
- The library posted internally for a Librarian 3 to fill a new position, Community Engagement and Information Services Librarian. The position will supersede the job description, Head of Reference, and the position addresses a professional acumen that has been designated in concert with the library strategic plan.
- The library has posted internally for the position of Supervising Library Assistant to serve at Henry Inman Branch to fill the position that is open due to a retirement.
- The library has posted internally for two part-time library assistants in anticipation of developing digital help desk staff.
- NJLA Conference will be held at Harrah's Conference Center, Atlantic City, NJ, Monday, April 24th, through Wednesday, April 26th. Board of Trustee Members are eligible to go, and would complete their 7 hours of training in one day. The theme is [Beyond the Box](#), and the schedule can be found at <http://njlaconference.info/schedule>.

Library Outreach and Community Engagement

- Fords Branch Librarians Katherine Brown and Suzanne Miller visited the newly opened Greenway Family Success Center, 535-537 New Brunswick Avenue in Fords, which is supported by the State of New Jersey and Prevention Links, a private, not-for-profit organization which takes a leadership role in the prevention of drugs, alcohol, tobacco and related issues. The Greenway Center focuses on families of children ages 0 – 8. The library and center will cross promote services and plan some visits.
- Dennis Green of the Health Department has announced that Senior Transportation of Woodbridge service has begun to offer transportation for seniors to community centers and our libraries.
- 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.
- Patty Anderson will take the place of retired Head of Reference Anne Taylor as facilitator of the weekly Next Chapter Book Club for disabled adults. The club participants are almost finished with their current book and will start a new one in a few weeks. This partnership with the NJ Institute for Disabilities is in its third consecutive year.
- The Children's Department will support the Iselin Middle School Book Tournament. Details to follow.

- On February 1, Marsha Quackenbush spoke at the One Book, One School Kick Off at Oak Ridge Heights, School 21, in Colonia. The One Book is *Charlie and the Chocolate Factory* by Roald Dahl. The assembly was attended by 325 Children and 35 adults.

Report of the Friends of the Library: There was no report on behalf of the Friends of the Library.

Report of the Board of Trustees: None

Report of the Board Members: None

Unfinished Business: None

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

Resolution 02 - 2017.04

RESOLUTION

Whereas, Maureen DeAngelo, is retiring from active service as Woodbridge Public Library Supervising Library Assistant, on February 1, 2017, after 17 years and 5 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 Maureen DeAngelo.

President, Board of Trustees

February 16, 2017

The following Resolution was read by Rick Silbon, moved for approval by Rick Silbon, seconded by Ray Zirpolo and carried.

16-February-17

**RESOLUTION 5 – 2017.05
RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
REVISED FINES & FEES**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the revised fines and fees schedule as amended and attached, effective February 16, 2017.

From: Administration

Approved at the meeting of 16-February-17

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.

16-February-17

RESOLUTION 06 – 2017.06
RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MURAL PATRON CIRCULATION POLICY

RESOLVED that the Woodbridge Public Library Board of Trustees accept the MURAL Patron policy attached, effective February 16, 2017.

From: Administration

Approved at the meeting of 16-February-17

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Carol Eberhardt, seconded by Ray Zirpolo, and carried.

16-February-2017

RESOLUTION 02 – 2017-07

COPIER/PRINTER SERVICES – ALL LOCATIONS

RESOLVED that the Library Board of Trustees accepts a proposal to upgrade copier and print services for all branch locations from Kyocera Documents Solution, 1095 Cranbury South River Road, Jamesburg, NJ, 08831, for a period of five years at the monthly rate of \$856.70, State of New Jersey contract # G2075/40465.

Approved at the meeting of 16-February-17

Frederick W. Silbon, Jr., Secretary

Personnel

A motion to approve the Personnel Appointments was made by Carol Eberhardt, seconded by Ray Zirpolo. A voice vote was called and the motion carried.

PERSONNEL

February 16, 2017

APPOINTMENT

Appoint, Nicole Campos, Monitor, Henry Inman Branch, Part time, 10 hours per week, \$9.50 per hour, replacing Harley Cortes, effective 01/23/2017.

Appoint Ilyssa Wesche, Librarian 1, Part-time, up to 19 hours per week, salary \$30.97 per hour, effective 1/24/2017.

Appoint Nicholas Van Dorn, Librarian 1, Sunday Librarian, 4 hours per week, salary \$30.51 per hour, pending Township Waiver.

RETIREMENT

Maureen DeAngelo, Supervising Library Assistant, Henry Inman Branch, Full time, effective 02/01/2017.

End of Temporary Employment

Ilyssa Wesche, Sunday Librarian, Main, effective 01/23/2017

Harley Cortes, Monitor, Henry Inman Branch, effective 01/12/2017.

Approval Of Bills

Ed Mullen made a motion to approve the bill list #1 in the amount of \$27,443.34 and bill list #2 in the amount of \$87,535.36. Anthony Terebetsky seconded the motion.

Bill Lists - 02/16/2017

Bill List - 01	\$ 27,443.34
Bill List - 02	\$ 87,535.36
TOTAL	\$ 114,978.70

Such matters as may come before the Board: None

Good and welfare: None

Public comments: None

Adjournment: A motion to adjourn was made by Ed Mullen, seconded by Anthony Terebetsky. The meeting was adjourned at 7:19 p.m.