

**Approved Minutes**  
**April 21, 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 March 17, 2016. Board members present were: Amanda Truppa, Barbara Ciocci, Carol Eberhardt, Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Rick Silbon, 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 6:36 p.m. and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Ray Zirpolo led the Pledge of Allegiance.

**Reading of minutes:** The Open Minutes of 02/18/2016 were moved for approval by Rick Silbon, and seconded by Ed Mullen. The motion carried. The Closed Session minutes of 02/18/2016 were moved for approval by Ed Mullen, seconded by Ray Zirpolo. The motion carried.

**Correspondence:** Letter from an art teacher from the Woodbridge School District informing parent/guardians that their child's art work will be on display at the Woodbridge Main Library.

**Report of the Interim Director**  
**March 2016**

**Buildings:** The maintenance staff replaced the restroom stalls and fixtures at the Iselin Branch during the week of March 8.

The Township is working on repairs/improvements to the electronic sign in front of the main library, both to adjust the speed and content of notices and to repair or replace a malfunctioning quadrant on the north side of the sign.

**Ventures:**

The Library's annual report to the State Library has been submitted. The Library will change its data collection in some minor areas – most notably, the percentage of the materials budget spent for foreign language materials – to provide a clearer picture both for the State Library and for planning within the Woodbridge library system.

Assistant Director Patty Anderson met with Jeff Meyerowitz and library staff to discuss a proposed grant to upgrade the program-room capabilities at all four locations. The installation of ceiling-mount projectors, upgraded screens and audio

would allow staff at all locations to better utilize the library's existing system-wide film performance license, and also provide better capability for programming by outside groups. Thanks to Patty and to Nancy O'Grady, children's services coordinator, for spearheading this concept. Township CIO Michael Isolda has provided input regarding some technical expertise.

Assistant Director Patty Anderson is in the process of planning an in-service staff training day for all staff, regarding customer service and teen depression/suicide. **Therefore I request that the Board close the Library from 9-5 on Tuesday May 10.**

Dress Codes: the proposed Dress Codes were sent to the Board with the February packet for review. Subject to Board approval at the March meeting, they would become effective April 1.

## **REPORT OF THE ASSISTANT DIRECTOR**

### **March 2016**

#### **VENTURES**

- **The Next Chapter Book Club** continues to meet weekly at the Menlo Park Mall. We are about 2/3 of the way through the book we started in January. We have 8-10 regular participants and they seem to enjoy not only reading aloud, but the social interaction the group meeting provides. Anne Taylor is the lead coordinator, along with April Kane and Deidra Garcia, reference librarians. Patty Anderson of Administration attends the meetings as well. This has been an outstanding community partnership with the NJ Institute of Disabilities. The Woodbridge Public Library received national recognition last year at an Annual Conference in Chicago on Next Chapter Books Clubs.

#### **PERSONNEL/STAFF TRAINING**

- **The Assistant Director is planning and coordinating an all-day in-service for staff on Tuesday, May 10<sup>th</sup>.** Half of the day will be on customer service training and the other half will be on working with troubled teenagers and spotting signs for depression. The in-service is in the formative stages. LibraryLinknj will subsidize half of the training up to \$750.
- **The Assistant Director is planning and coordinating the anti-harassment training that was to take place in February.** We rely upon the JIF (Joint Insurance Fund) training tapes for this kind of staff training, however, the tapes are shared among many townships. We are on the waiting list. Once we receive the tapes, the Assistant Director can issue a training schedule for all staff. This annual training is mandatory.

- **The Assistant Director has been interviewing for a full-time Library Assistant opening** at the Iselin Branch. One of the employees from Iselin was promoted to a Senior level opening at the Main Library. This created a new opening.
- **The Assistant Director interviewed and hired Ilyssa Wesche, P-T Sunday librarian for the Main Library.** Ms. Wesche is a Woodbridge resident. While she has never worked in a public library, she did meet the minimum qualifications. She will be reviewed after 30 and 60 days.

## **GRANTS**

- **The Assistant Director applied for a Multi-cultural Award from the State Library** for diverse programming within the community. Our four-part series entitled “Explore India,” was an ideal fit for this award/grant. Three winners will be selected by the State Library and given a \$1,000 cash award and publicity about the success of the program. The awards will be given out at the Spring Conference in Atlantic City May 17, 2016.
- **The Assistant Director and Children’s Services Coordinator, Nancy O’Grady, met with Jeffrey Mayerowitz, Grant Writer for the Township** about applying for a new capital grant through Columbia Bank. We would like to expand our movie showing capability to all four agencies within the library system and upgrade the current audio-visual equipment at the Main Library (projector, DVD player, audio sound system, screen). The projection equipment will also be used for staff training, as well as, movies and community events. Patty Anderson, in conjunction with Michael Esolda of the Township, will be meeting with the President of ASV, LLC, Bob Leggio, an audio-visual/audio distributor and installer next week. This is the company that has done a lot of AV projects with the Township including the second level computer training and conferencing lab.

## **MISCELLANEOUS**

- **The Queen of Peace school library collection was culled over by many different organizations:** Woodbridge Recreation after school program director, Catholic Charities, Patterson Public Library, South Amboy Public Library, Woodbridge Middle School teachers, the Friends of the Library; the remaining books are being picked up by North American Trader and we will give the proceeds from the paper back to the Queen of Peace School.
- **We surpassed our 1,000 Facebook connections and surpassed our 200<sup>th</sup> Twitter followers recently.** Special note: Ms. Suzanne Miller received a five star rating on Facebook from a local patron. Congratulations Suzanne!
- **Vacation—The Assistant Director will be on vacation from March 18-28<sup>th</sup>.**

**Prepared by:  
Patricia K. Anderson  
3/11/16**

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

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

**Report of Board Members:** Board member Ray Zirpolo asked about the time frame to notify the public for the closing of the Main Library and branches for the In Service training of the library staff. Assistant Director Patty Anderson said that the public will be notified by notices through out the library, on the library web page, and on Channel 36.

Ray Zirpolo asked about the part time librarian that was hired for Sundays. Why did we hire someone that was not as experienced as another candidate. He was told that we have to hire a Woodbridge Township resident.

Ray Zirpolo also said that the board should be more involved in the library, and have a better understanding of the working of the library system. He suggested that committees be set up in areas that board members can participate. Board member Ed Mullen said for all trustees to review the Trustee Manual.

Ed Mullen gave an update on the outside proposals for the library. The proposals were for strategic planning for the library. He said he was very impressed with the company Library Services Solutions.

Ed Mullen asked about the negative balance on revenue account. He said he would speak to Andrew Bernath about this.

Anthony Terebetsky mentioned that the Middlesex County Education Association was holding a Black Tie Gala and Charity Ball on April 8, 2016 to benefit the James Monroe Elementary School in Edison, NJ. This benefit would help replace the educational resources in that school.

**Unfinished Business: None**

**New Business:**

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

**RESOLUTION 3-2016.04\_**

**APPROVING A DRESS CODE POLICY**

**WHEREAS,** the Free Public Library of Woodbridge (the “Library”) wishes to establish a dress code for its employees.

**NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE** that the policies attached hereto as schedule 1, titled: the Employee Responsibilities Policy/Dress Code, and designated as 9A and 9B are hereby approved.

**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 March 17, 2016.

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Fredrick W. Silbon, Jr. , Secretary

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

**Appointment**

Appoint Ilyssa Wesche, Librarian 1, Main Library, Sunday, 4 hours per week, salary \$30.51 per hour, pending physical and drug screening, temp/seasonal, replacing Jeanetta Singleton, effective 04/03/2016.

Appoint Carol Tom, Library Assistant, Full time, 35 hours per week, Iselin Branch, salary \$31,136, pending physical and drug screening, replacing Najea Grimes, effective 04/04/2016.

Appoint Harley Cortes, Monitor, Henry Inman Branch, Part time, 10 hours per week, \$9.50 per hour, replacing Joseph Allen, Effective 03/21/2016.

**End of Temporary Employment**

Joseph Allen, Monitor, Henry Inman Branch, effective 03/07/2016.

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

**Bill Lists - 03/17/2016**

Bill List - 01	\$ 9,489.90
Bill List - 02	\$ 117,266.38
TOTAL	\$ 126,756.28

Such other matters as may come before the board: None

Good & welfare:

**Public comments:**

Anne Taylor, Somerset , New Jersey is in favor of staff training, but felt that closing the library from 9:00am to 4:00pm could be very expensive in overtime. She wanted to make the board aware of the expensive overtime costs.

Anne Taylor also asked about the other company that gave a presentation for the strategic planning for the Library. Board member Ed Mullen could not remember the name of the company, but said it was from Bronxville, NY. He stated that he was not impressed with their presentation, but would come back with the name for Anne Taylor.

Ellen Bonacarti, President of AFSCME Local 2923 spoke about not filling positions at the Adult Reference at the Main Library.

**CLOSED SESSION:** None

**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 7:20 p.m.