

Approved Minutes
April 20, 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 March 16, 2017. Board members present were: Rick Silbon, Peg Mayerowitz, Ed Mullen, Anthony Terebetesky, Ray Zirpolo, Amanda Truppa and Board Attorney Craig Coughlin. Also in attendance were Monica Eppinger, Library Director, and Patty Anderson, Assistant Library Director.

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:31 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ed Mullen led the Pledge of Allegiance

Reading of Minutes: The minutes of February 16, 2017, were moved for approval by Ray Zirpolo and seconded by Ed Mullen. The motion carried.

Correspondence: Library Director Monica Eppinger read the correspondence letter from United States Senator Cory Booker and thanked April Kane for her work promoting this program.

Report of the Library Director:

Director's Report: March 16, 2017

Library Development Solutions is preparing the final report. Details on the final steps to complete the strategic plan are forthcoming.

Maintenance Update

- The Parks Department removed trees that were vine-covered and not growing properly in front of the building. Overgrown areas behind the library were also trimmed back.
- A checklist managed in each library in February revealed that there has been an improvement to daily cleanings, and that for weekly cleanings to continue to improve there will need to be some clearing out of storage areas and some of the meeting room spaces. Wednesday afternoons during the next four weeks will be reserved for cleaning out closets and marking items that are no longer useful.

New Developments

- The Children's Department held a new (Science-Technology-Engineering-Arts-Math) STEAM story time based on the Three Little Pigs.
- MakeShift, an on-line scheduling software went live on March 6th. It is working well for us to see the whole schedule on-line to see who is in the building and covering desk in the moment, but

staff are adjusting to where they can enter all of the scheduling information. This will reduce the number of paper schedules, and allow schedules to be accessed 24/7.

- The library is eligible to upgrade bandwidth in all locations, and I will meet to receive a proposal from Town Hall IT for a proposal on what the process of becoming part of the township's network. Woodbridge Township has invested its own fiber-optic network, and currently provides the schools with high speed Internet service. As of July 1, the library is entering Year 2 of a three-year contract with Verizon through JerseyConnect, the NJ State Library network, for all locations. Comcast service provides Wi-Fi in the Main Library only and the service is eligible for a two-year contract renewal for three times the bandwidth at a rate that is locked in pending a decision.
- Patty visited the Branches and met with managers there to reassess building and operating needs. We will be visiting to check on items that can be moved out to plan for rearrangement of space.
- Deidra Garcia hosted Teen Tech Week, and has a Snap Chat Geo-filter Design Challenge for teens that runs through March 31.
- The library will participate in NJMaker's Day, www.njmakersday.org, a statewide celebration of manufacturing and making, on Saturday, March 25th, from 11am – 2 pm. Deidra Garcia, Nancy O'Grady and Susan Fichtelberg are leading the day's efforts.
- Cooking Around the World, an arts grant which was awarded to WPL by the Middlesex County Office of Culture and Heritage and provides an educational experience of international cultures through the culinary arts, is underway this month. Sixty patrons attended the opening event even though schools and businesses were preparing to close for Winter Storm Stella that night.
- Patty Anderson and I took a tour with Main Library Coordinator Linda Cooper and Supervising Library Assistant MaryEllen Santorelli to be updated on the status of weeding being done to collections.

Personnel

- March Employees of the Month are Neeta Pereira, for a high quality of work with the public and our calendar software, and for assisting with county arts grant project Cooking Around the World with the addition of Royal Albert's Palace. Sharmila Goshal is also employee of the month for sharing an exceptional display of cookware and spices from India.
- Ellen Bonacarti will be appointed to the Librarian 3 position, Community Engagement and Information Services Manager.
- The library will post internally for the position of Senior Library Assistant for Maria Baker's position at Henry Inman Branch. Maria Baker has been provisionally promoted to Supervising Library Assistant, and this has left her position vacant.
- The library has posted internally for two part-time library assistants in anticipation of developing new posts for library assistant staff to assist the public with technology services.
- An organizational chart and job descriptions are attached to your packet for discussion in closed session.

Library Outreach and Community Engagement

- April Kane promoted and held a program about Medicare that filled the Main Library Meeting Room.
- Patty Anderson and I attended the Woodbridge Metro Chamber of Commerce Women's Leadership Conference, The Power of Words.

Report of the Friends of the Library: Kathryn Brown spoke about the money that the Friends of the Library donated for the Library Book Club. She said that the Friends have supported library programs and that the Friends Book Sale will be held from April 27th thru April 30, 2017.

Report of the Board of Trustees President: Board President Peg Mayerowitz asked if there was any information for a new member for the Board of Trustees.

Report of the Board Members: Board Member Rick Silbon asked if there was an update on the issue of the Main Library ramp. Library Director Monica Eppinger said that she did not think that it went out to bid yet. On Monday morning, March 21, 2017, Board member Anthony Terebetsky and Library Director Monica Eppinger will take a close look at the ramp.

Unfinished Business: None

New Business:

The following Resolution 03-2017.08 to Approve Fiscal Year Audit 2015-2016 was read by Rick Silbon, a motion was made to table this Resolution by Ed Mullen, seconded by Anthony Terebetsky, the motion carried.

The following Resolution 03-2017.09 Approval to Create a Reserve Fund For Strategic Plan was read by Rick Silbon, a motion was made to table this Resolution by Ed Mullen, seconded by Rick Silbon, the motion carried.

The following Resolution 03-2017.10 Approve to Fund Reserves For Library Operations was read by Rick Silbon, a motion was made to table this Resolution by Ed Mullen, seconded by Anthony Terebetsky, the motion carries.

Board Member Ed Mullen stated that he made the motion to table the Fiscal Year Audit 2015-2016 because he wanted the board members to review the Audit before voting on it.

Personnel

The following Personnel items were read by Library Director Monica Eppinger. Motion to approve the Personnel Appointments was made by Ed Mullen, seconded by Rick Silbon. The motion carried.

PROMOTION

Promote Maria Baker, Supervising Library Assistant, Henry Inman Branch, Full Time, 35 hours per week, Provisional, pending CSC procedures, salary \$47,620 annual, replacing Maureen DeAngelo, effective 02/27/2017.

Promote Ellen Bonacarti, Librarian 3, Main Library, Full time, 35 hours per week, salary \$102,757.74 annual, replacing Anne Taylor, effective 03/13/2017.

Approval Of Bills

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

Bill Lists - 03/16/2017

Bill List - 01	\$ 4,610.00
Bill List - 02	\$ 83,265.33
TOTAL	\$ 87,875.33

Such matters as may come before the Board: None

Good and welfare: None

Public comments:

Ellen Bonacarti, Librarian 3 Woodbridge Public Library, asked when a new board member will be announced to fill the open position.

Anne Taylor, Somerset, New Jersey, asked why the Organizational Chart was a closed session matter.

CLOSED SESSION:

Ed Mullen made the motion to go into closed session; Ray Zirpolo seconded this motion at 6:50 p.m.

Ed Mullen made the motion to end the closed session; Rick Silbon seconded the motion at 7:16 p.m.

Ed Mullen made the motion to reconvene the Board meeting; Ray Zirpolo seconded the motion at 7:19 p.m.

Adjournment: A motion to adjourn was made by Ed Mullen, seconded by Anthony Terebetsky. The meeting was adjourned at 7:20 p.m.