

Approved Minutes
May 18, 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 April 20, 2017. Board members present were: Rick Silbon, Peg Mayerowitz, Ed Mullen, Ray Zirpolo, Amanda Truppa, Isha Vyas, Sabriena Tarboush, Carol Eberhardt and attorney Carol Berlen. Also in attendance was Monica Eppinger, Library Director.

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

Pledge of Allegiance: Isha Vyas led the Pledge of Allegiance

Swearing In of Trustee: The Board received a Town Hall Resolution appointing Sabriena Taraboush to a two year term as a member of the Woodbridge Public Library Board of Trustees. Attorney Carol Berlen, duly swore in Sabriena Tarboush as a Trustee of the Woodbridge Public Library

Reading of Minutes: The minutes of March 16, 2017, were moved for approval by Ed Mullen and seconded by Ray Zirpolo. The motion carried. Carol Eberhardt and Isha Vyas abstained. The Closed Session Minutes of March 16, 2017 were moved for approval by Rick Silbon and seconded by Ray Zirpolo. The motion carried. Carol Eberhardt and Isha Vyas abstained.

Correspondence: Library Director Monica Eppinger read a letter from Nancy O’Grady, Coordinator of Children’s Services, thanking Patty Anderson and the Woodbridge Public Library Foundation for the funding for Launchpads for the Children’s Department.

Report of the Library Director:

Director’s Report: April 20, 2017

Welcome to Sabriena Tarboush, who has been appointed by Mayor McCormac to serve a two-year term as a Library Board of Trustee Member.

Library Development Solutions has produced the Strategic Plan draft, and they are requesting that the Strategic Plan Committee provide some input.

The Woodbridge Library Foundation activities and funding statement is included in the Board packet, with a list of 2016 accomplishments. The Library Foundation recently sponsored lunch for the staff to celebrate National Library Workers Day.

Maintenance Update

- The Maintenance storage room and workshop has been completed, and a new storage space has been cleaned and painted to store Children’s Room summer reading materials.

- Brian Burke and the Maintenance Department played a large role in the Henry Inman Branch Eagle Scout Project to reclaim the Meeting Room. Painting, a change in the window treatment, a floor waxing and cleaning of the light fixtures have been accomplished.

Health and Safety

- There were no staff safety incidents reported during the First Quarter, 2017.

New Developments

- Eagle Scout candidate Matt Scala and Boy Scout Troop 143 cleaned, painted, waxed the floor and provided a new window treatment for the Henry Inman Branch. The project was very well executed on April 8th.
- MURAL Lending was announced to the public with a start date of May 1st. Library staff have all been informed and have had training to accept new borrowers. It was a collaborative effort between Eddie Santos, Derek Supp, Supervisors and Supervising Clerks—all had to work to get the procedures in place.
- I met with Township Business Administrator Bob Landolfi and Mike Esolda, Chief Information Officer, about the possibility of adding the libraries to the Township fiber network. This led to an opportunity to discuss capital funds for IT improvements that are necessary to follow through with the Strategic Plan. A Technology Plan was drafted from the Strategic Plan and with input from Library Development Solutions, was presented to the Township to see if there would be capital funds available to tackle some of the larger pieces of the upgrade, i.e., bandwidth increase and new computers.
- Brian Burke contacted Gurney Electric for a walk-through of some of the problems the Main Library is having with providing power to patrons who use their own mobile devices. They recommended that we provide a formal plan to provide an estimate, but were able to convey that drilling through the cement floor to provide power is one of the barriers that will affect the price of the project. The panel boxes are also full in more than one library location.
- We have received information about adding an on-line payment service to the BookMyne, the library app from SirsiDynix. This would enable patrons to pay their fines and fees by using BookMyne, and would not require special equipment or an upgrade of the cash registers at the circulation desks. There are fees to consider whether the library will pick them up (\$.30/transaction charged to the library, or \$.20/transaction charged to the user) or if a flat fee will be passed on to the user (\$.50/transaction).
- Kyocera printer/scanner/copiers were installed in all locations of the library. The first phase will require staff to continue to release print jobs. The next step will be to install print-release stations to allow patrons the ability to release their own jobs. Once improvements are made to the Wi-fi in all locations, the new equipment will allow for wireless printing.
- The *Cooking Around the World* programs, sponsored by grant from Middlesex County Culture and Heritage, had an attendance of 365 people. Surveys were excellent overall, and gave suggestions for future improvements.

- Ninety-five patrons attended the Annual Woodbridge Youth Month Program, and which was sponsored by Friends of the Library. Mammal Mania, presented by Eyes of the Wild, was well received children and their families.

Personnel

- Employees of the Month for April are Teen Librarian Deidra Garcia, Children's Department Head Nancy O'Grady, Children's Librarian Susan Fichtelberg, and Senior Librarian Angelo Rousso for their work to host the first NJ Makers Day at Woodbridge Public Library on March 25th. More than 300 patrons attended.
- Promotional opportunities were announced for Children's and Teen Services department Librarians, and to form a Programming and Outreach Division of Adult Services.

Library Outreach and Community Engagement

- Ellen Bonacarti and I attended the Woodbridge Metro Chamber of Commerce Non-Profit Summit on March 22nd.
- Ellen Bonacarti and I met with Woodbridge Metro Chamber Member and Woodbridge District Marketer Saumya Ganguly about improving services for entrepreneurs and self-improvement and networking opportunities for job seekers.
- Susan Fichtelberg spoke with Woodbridge Township families about children's library services at Title I Literacy Night on April 5th.
- We attended the Business Owner's Lunch and Learn series at the Woodbridge Toshiba Corporation office on April 29th. The Library will host a Business Owner's Lunch this spring, and offer information about library resources and a survey to all who attend to acquire suggestions on resources and services that would be of services to business owners.
- Patty attends the weekly Next Chapter Book Club with adult members of the NJ Institute of Disabilities. The partnership is in its third year, and they are starting their third book for this year, *Runaway Ralph and his Motorcycle* by Beverly Cleary. Meetings are held in the Food Court of Menlo Park Mall.
- Ellen Bonacarti staffed a table at the Woodbridge Public Health Day at the Health Center on April 8th, with information and giveaways.

Report of the Friends of the Library: Board President Peg Mayerowitz read a report from KG Brown outlining the monies the Friends have donated to the Woodbridge Public Library for Consumer Reports for Flipster, renewal of DearReader, purchase of passes for the Museum of Natural History and shelving for the Main Library lobby. The Friends Book Sale will be held April 28th thru April 30th, 2017.

Report of the Board of Trustees President: Nothing to report

Report of the Board Members: Board Member Carol Eberhardt commented that the employees luncheon on National Library's Workers Day was lovely and she thanked all the staff. She also thanked the Maintenance Department for the clean-up work that they are doing at the library.

Board Member Carol Eberhardt also had a question on a resolution, Ed Mullen explained. She also asked about the small dollar amounts on some of the checks on the Bill List and why there was a negative on one of the resolutions. Library Director Monica Eppinger explained. Also, Carol Eberhardt asked about the 7 hours of training that board members should have yearly. Library Director Monica Eppinger said there are webinars that board members can watch and get credit for.

Unfinished Business:

The following Resolution 03-2017.08 to Approve Fiscal Year Audit 2015-2016, a motion was made to untable this Resolution by Ed Mullen, seconded by Carol Eberhardt, the motion carried.

The following Resolution 03-2017.09 Approval to Create a Reserve Fund For Strategic Plan, a motion was made to untable this Resolution by Ed Mullen, seconded by Carol Eberhardt, the motion carried.

The following Resolution 03-2017.10 Approve to Fund Reserves For Library Operations, a motion was made to table this Resolution by Ed Mullen, seconded by Ray Zirpolo, the motion carried.

New Business:

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

20 – April – 17

RESOLUTION 04-2017.08

RESOLUTION ACCEPTING FISCAL YEAR 2015 – 2016 AUDIT

RESOLVED that the Woodbridge Public Library Board of Trustees accept the audit for fiscal year 2015-2016 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 20-April-17.

From: Administration

Approved at the meeting of 20-April-17

Frederick W. Silbon, Jr., Secretary

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

20 – April - 2017

RESOLUTION 04-2017.09

RESOLUTION CREATE A RESERVE FUND FOR STRATEGIC PLAN INITIATIVES

RESOLVED that the Woodbridge Public Library Board of Trustees will create a reserve for the purpose of following through on Strategic Plan 2017-2022 initiatives.

The initial deposit for the account will be \$309,463.99.

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 20-April-17.

From: Administration

Approved at the meeting of 20-April-17

Frederick W. Silbon, Jr., Secretary

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

20 – April - 2017

RESOLUTION 04-2017.10

RESOLUTION TO FUND RESERVES FOR LIBRARY OPERATIONS

RESOLVED that the Woodbridge Public Library Board of Trustees will fund the following reserve accounts.

01-215-00	Needed for PT Accounts	\$5,250.00
	Needed for Non-Fiscal Accounts	1,086.36
	To Gift Account (01-105-01)	475.49
	To Reserve Book Club (01-215-02)	1,246.79
	From Adopt-A-Book (01-216-02)	-635.92
01-216-00	Reserve for Automation	\$100,000.00
01-217-00	Reserve for Facilities	\$100,000.00
01-217-04	Reserve for Special Projects	\$100,000.00
01-220-00	Fund Balance	\$150,000.00

ADOPTED:

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From: Administration

Approved at the meeting of 20-April-17

Frederick W. Silbon, Jr., Secretary

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

20-April-2017

RESOLUTION 04-2017.11

CONSULTING AGREEMENT – E-RATE FOR FIBER NETWORK

RESOLVED that the Library Board of Trustees accepts a proposal to work with E-Rate Consulting, Inc., for the purpose of working with the Township to obtain the best bandwidth possible for all library locations and that would ensure the Library's continued participation in the E-rate program.

Approved at the meeting of 20-April-17

Frederick W. Silbon, Jr., Secretary

Personnel

The following Personnel items were read by Library Director Monica Eppinger. Motion to approve the Personnel Appointments was made by Isha Vyas, seconded by Carol Eberhardt. The motion carried.

PERSONNEL

April 20, 2017

APPOINTMENT

Appoint, Jake Russell, Library Assistant, Main Library, Part time, 19 hours per week, \$17.36 per hour, effective 04/03/2017.

Appoint Timothy Kinsey, Library Assistant, Part-time, Main Library, 19 hours per week, salary \$17.36 per hour, effective 04/05/2017.

Appoint Timothy Mondesir, Monitor, Part time, Fords Branch, 10 hours per week, \$9.50 per hour, replacing Timothy Kinsey, effective 04/10/2017.

Appoint Jason Muller, Monitor, Part time, Henry Inman Branch, 10 hours per week, \$9.50 per hour, replacing Stephanie Marczak, effective 04/18/2017.

Appoint Jonathan Desir, Monitor, Part time, Main Library, 10 hours per week, \$9.50 per hour, replacing Jake Russell, effective 4/18/2017.

End of Temporary Employment

Stephanie Marczak, Monitor, Henry Inman Branch, effective 03/18/2017.

Jake Russell, Monitor, Main Library, effective 04/02/2017.

Timothy Kinsey, Monitor, Fords Branch, effective 04/04/2017.

Heena Champaneri, Monitor, Iselin Branch, effective 4/13/2017.

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 - 04/20/2017

Bill List - 01	\$ 5,709.00
Bill List - 02	\$ 91,806.63
TOTAL	\$ 97,515.63

Such matters as may come before the Board: None

Good and welfare: None

Public comments: None

CLOSED SESSION:

Isha Vyas made the motion to go into closed session; Ed Mullen seconded this motion at 6:55 p.m.

Ed Mullen made the motion to end the closed session; Ray Zirpolo seconded the motion at 7:06 p.m.

Ed Mullen made the motion to reconvene the Board meeting; Ray Zirpolo seconded the motion at 7:07 p.m.

Adjournment: A motion to adjourn was made by Ed Mullen, seconded by Isha Vyas. The meeting was adjourned at 7:12 p.m.