

**Approved Minutes  
June 18, 2015**

**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 May 21, 2015. Board members present were: Barbara Ciocchi, Ed Mullen, Amanda Truppa, Carol Eberhardt, Peg Mayerowitz, Rick Silbon, and Ray Zirpolo. Also present were Christine Murchio, Library Director, and Patty Anderson, Assistant Library Director.

**Call to order:** Peg Mayerowitz called the meeting to order at 6:34p.m. and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Rick Silbon led the Pledge of Allegiance.

**Reading of minutes:** The open minutes of 04/16/15 were moved for approval by Rick Silbon, seconded by Barbara Ciocchi, and carried.

**Correspondence:** None

**Director's Report:**

**Finance**

Preliminary Township budget discussions will begin during the first week of June.

**Ventures**

The library's Next Chapter Book Club for NJ Libraries (NCBC4NJL) has begun reading *Joey Pigza Swallowed the Key*, a National Book Award Finalist for Young People's Literature. The book's protagonist is a boy with attention-deficit disorder and behavioral issues. It's filled with compassion and humor and depicts everyday situations that many special needs children face. It's a big hit with club members.

The club is seeking additional volunteers who can be available for 2 - 3 hours per week for next year's meetings. Library employees or Board members interested in volunteering should contact Main librarians Anne Taylor at 732-634-4450 (x7126) or April Kane at 732-634-4450 (x7128) for more information.

Children's services supervisor Nancy O'Grady is evaluating iPads and other devices with literacy apps for children. The library is submitting a grant application in late May for the purchase of these items. If won, the grant will provide the library with \$4000 in funding for this program. Assistant director Patty Anderson and Township grant coordinator Jeff Mayerowitz are also working on the project.

Director Christine Murchio and Patty Anderson attended the Libraries of Middlesex Library Leadership Breakfast at the East Brunswick Public Library on April 17<sup>th</sup>. The theme was "Behind every great community is a great library." The event's speaker was Assemblyman John Wisniewski,

who recounted his youthful mastering of a newfangled device, known as a computer, at his local library.

The federal government is requiring that public libraries track their volume of Wi-Fi (wireless) activity beginning in 2015. The New Jersey State Library is requiring that all libraries in the state start reporting their volume of wireless activity beginning with the next state report. Because of the reporting requirement, the state is pursuing E-rate funding so it can subsidize libraries' cost for the hardware necessary to capture annual Wi-Fi session data. The state estimates that the hardware cost savings from the subsidy will be 60%. The library has submitted the required notification of its intent to participate in the New Jersey State Library JerseyConnect statewide contract, beginning with the next E-rate funding year of July 1, 2015 - September 30, 2016.

The library's agreed upon equipment requirement and its unsubsidized prices are:

- Five (5) MR34-HW Cloud Managed AP with required AC adapters - \$3,169
- Five (5) MR34-HW Cloud Managed AP Licenses (1 per AP) - \$789.45

The procurement of the above equipment is contingent upon the award of associated E-Rate funding.

April 18<sup>th</sup> was the kickoff for the library's Woodbridge Township's Youth Month events. The opening children's event was, "Mark the Magician: Mysteries of the Library."

Patty Anderson and Nancy O'Grady are working on implementation of the Evanced specifications for automating the system-wide registrations for meeting rooms and for programs and events. They and administrative clerk Neeta Pereira have completed webinars on the Evanced Spaces and SignUp modules. The target launch date for the Evanced system is mid-June.

The director sent Board members the requested high-level overview of collection development and patron policy changes. Circulation policies are now undergoing revisions.

Main Library supervisor Linda Cooper and children's services supervisor Nancy O'Grady are providing the Township with library summer program information for the Township newsletter.

Under Linda Cooper's oversight, the library has reviewed and updated its fines and fees schedule to reflect current services and item costs. The new museum passes are included in the listing. The proposed changes have been provided to the Board.

### **Physical Plant**

The Township is planning to install replacement boiler units at the Main Library before the heating season begins in the fall.

The Buildings and Grounds Department completed the Main Library children's room carpet and ceiling tile replacement work on May 11<sup>th</sup>, and the room reopened to the public. Limited children's room services had been offered from the Main Library's meeting room and full service was available at the branches. An announcement of the reopening was posted on the

library's website. The ceiling grid and radiator covers were repainted. The circulation desk's brown veneer was patched and painted blue to match the carpet. The project took about two weeks to complete.

The electric event sign went dark the afternoon of May 13<sup>th</sup>. Power to the sign was restored the following morning.

## **Staff**

Library staff members attended the annual NJ Library Association annual conference held in April. Staff feedback regarding the conference workshops was very positive.

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

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

**Report of Board Members:**

Ed Mullen said that he attended NJLA and said keynote speaker was excellent in speaking about makerspaces. He also commented on the nice work that was done in the Children's Room, adding that it would be nice if the circulation desk's countertop could be replaced or refinished to enhance the look of the room. The director said that the Township is looking for a practical solution for replacing / improving the appearance of the countertop.

Ed Mullen said that he and Andrew Bernath are working on the library financial reports and they are coming along.

Carol Eberhardt asked about the condition of the ramp. Chris Murchio explained that the ramp was repaired about 2 years ago, and there is no money to replace the ramp. The Township is aware of the condition of the ramp. Ray Zirpolo suggested that maybe pilot money can be used for repairing the ramp and suggested the library discuss this with the Township.

Ray Zirpolo asked about the Evanced system modules for room bookings and program tracking. He also asked about the devices that would be used to capture Wi-Fi traffic in the library and in what terms (e.g., customer connections made to library resources, use of system capacity) the traffic will be measured.

Peg Mayerowitz commented on the museum passes the library will begin lending, and said these loans would be great for library users.

**Unfinished Business:** None

**New Business:**

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

21-May-2015

**RESOLUTION 5 - 2015.04**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
REVISED COLLECTION POLICIES**

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the Collection Policies as amended and attached, effective May 21, 2015, including those for:

- Controversial Materials
- Gifts
- Materials Selection
- Memorial / Honor Donations
- Government Documents

From: Administration

Approved at the meeting of 21-May-15

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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:

21-May-2015

**RESOLUTION 5 - 2015.05**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
REVISED PATRON POLICIES**

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the Patron Policies as amended and attached, effective May 21, 2015, including those for:

- Volunteers
- Emergency Telephone Calls
- Patron Complaints
- Rules of Conduct
- Social Media
- Open Public Records Act (OPRA) Requests

From: Administration

Approved at the meeting of 21-May-15

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Frederick W. Silbon, Jr., Secretary

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

21-May-2015

**RESOLUTION 5 - 2015.06**

**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 May 21, 2015.

From: Administration

Approved at the meeting of 21-May-15

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Frederick W. Silbon, Jr., Secretary

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

21-May -2015

**RESOLUTION 05 - 2015.07**

**AUDITOR**

**RESOLVED** that the Board of Trustees appoints Hodulik & Morrison, P.A. Auditors for the fiscal year 2014-2015.

From: Administration

Approved at the meeting of 21-May-2015

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Frederick W. Silbon, Jr., Secretary

**PERSONNEL:** The following personnel items were read by Director Christine Murchio; motion to accept was made by Carol Eberhardt, seconded by Barbara Ciocci, and carried.

**APPOINTMENT**

Appoint Alexandra Check, Monitor, Main Library, Part time, 10 hours per week, \$8.38 per hour, replacing, Brandon Zamora, effective 04/21/2015.

Appoint Sarah Kulick, Monitor, Main Library, Part time, 10 hours per week, \$8.38 per hour, replacing, Johnathan Hemmans, effective 04/21/2015

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

**Bill Lists - 05/21/2015**

Bill List - 01	\$ 25,488.49
Bill List - 02	\$ 110,403.36
TOTAL	\$ 135,891.85

**Such other matters as may come before the board:** None

**Good & welfare:** None

**Public comments:** None

**Adjournment:** There being no further business, Carol Eberhardt moved to adjourn the meeting Rick Silbon seconded the motion, it carried, and the meeting was adjourned at 7:05 p.m.