

**These minutes have not been formally approved and are subject to changes  
by the public body at the meeting on  
June 16, 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 May 19, 2016. Board members present were: Barbara Ciocci, Carol Eberhardt, Peg Mayerowitz, Ed Mullen, and Isha Vyas and Ray Zirpolo. Also present were Caroline Brown, Interim Library Director, and Patty Anderson, Assistant Library Director and Board Attorney Craig Coughlin.

**Call to order:** Peg Mayerowitz called the meeting to order at 6:30 p.m. and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Isha Vyas led the Pledge of Allegiance.

**Reading of minutes:** The Minutes of 04/21/2016 were moved for approval by Carol Eberhardt, and seconded by Ray Zirpolo. The motion carried.

**Correspondence:** Interim Director Caroline Brown read a letter that was sent to the Mayor's Office from a resident of Edison who was complaining that he could not take out a book from the Fords Branch Library because he lives in Edison and not Woodbridge Township. Interim Director Caroline Brown did send a reply and copied the Mayor and Board President Peg Mayerowitz.

**Report of the Interim Director  
May 2016**

**Strategic Planning Process:** Leslie and Alan Burger of Library Development Solutions met with me on May 5<sup>th</sup>, and also with Patty Anderson and Jerry Holtz. LDS will be attending the Library Board's monthly meetings throughout the process. One of LDS's data collection tools is a community survey, which uses patron email addresses as a means of communication. We are planning a thrust to gather as many email addresses as possible, both at all service points within the libraries and also via the library's website, and we are exploring options for direct-mail and for publicity through the Township. Additionally, the consultants have requested data collection for library visits. In order to gather hour-by-hour data, we are looking at counters which will provide that information. Library Development Solutions will also be visiting the branches and meeting with many of the supervisors before the board meeting.

**Buildings:** The Department of Public Works is pricing an electronic access button for the second-floor entrance at the main library, in response to patron concerns.

**Ventures:** Approximately sixty staff members attended in-service training on May 10; the evenings at the branches were perhaps busier than usual but not

overwhelmingly so. The Township apparently received no negative commentary, and staff found the modules on customer-service and mental health signs to be reinforcing and informative. Kudos to the Assistant Director for organizing and overseeing the in-service day!

The New Jersey Library Association's annual conference will be held May 16-18 in Atlantic City. A number of professional staff will be attending parts of the conference, and I will report further at Thursday's Board meeting.

**Budget FY 16/17:** Patty Anderson, Andrew Bernath and I have begun to look at the next budget; I have asked the Board President to consider trustee assignments for a board finance committee. The Township will begin review on June 1; I anticipate that Andrew Bernath and I will discuss the budget with the committee during the week of May 23<sup>rd</sup>.

The Interim Director, Caroline Brown also thanked Assistant Director Patty Anderson for the In-Service that was held on May 10, 2016 at the Main Library for all staff.

## **REPORT OF THE ASSISTANT DIRECTOR**

### **May 2016**

#### **VENTURES**

- Patty Anderson, Assistant Director, met with Pat McGranaghan of Towne Square Publications, creator of the Woodbridge Metro Chamber of Commerce 2016 Community Street Map. The Library is taking out a small **ad to promote the library** and its services. The map is due out in July. There will be 20,000 maps printed and distributed throughout the township.
- The Assistant Director met with a representative of Pitney Bowes regarding a cost estimate for a **basic postage meter for the InterLibrary Loan department**. The library is planning to borrow and lend books out-of-state, which it has not done for about eight years. Every week approximately forty patron requests are turned down due to out-of-state location. This has a very negative impact on public relations for the library.
- **A job searching and interviewing workshop** was held at the library for veterans and spouses of the Sansone Woodbridge Veterans and Spouses Employment Assistance Center on Friday, April 29<sup>th</sup>. Nancy Anderson of Blackbird Learning Associates gave a presentation on interviewing skills and how to prepare for an interview; Ellen Bonacarti, Senior Reference Librarian, gave a detailed introduction to the Job & Career Accelerator (JCA) online database, as well as, how to build a quality resume using the JCA. Unfortunately, only a small number of veterans came out for the workshop. Ron Davie, Coordinator of the SWVEAC is going to re-think his marketing approach and try to stimulate more interest going forward. The JCA product is free from the N.J. State Library and is available at every public library in the state.

- Patty Anderson, Assistant Director, attended the **Annual Friends of the Library Book Sale**. Special thanks to all the Friends who work tirelessly year-round on the book sale.
- On April 25<sup>th</sup>, Patty Anderson conducted a **Library Safety Meeting**. There were no serious issues involving safety. Carol Huber, who represents the library at the Township meetings, has requested first aid safety kits for all locations through a small grant program. This request was approved.
- On May 5<sup>th</sup>, **Patty Anderson met with Leslie Burger and Alan Burger of LDS**, regarding a number of topics. Leslie and Alan are anxious to get the “community needs assessment” started utilizing a number of forums—patron survey (print), newsletter, and community open meetings. They would like to use an email database to “push” out their announcements and news items, but there is no email list. This means the library will have to collect email addresses. For things like our library “Events,” and Summer Reading, patrons tend to select text messaging as opposed to email. Patty provided to the Burgers the following information: monthly statistics going back (15) months; recent training initiatives; # of active library cardholders.

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

- **Anti-harassment training for all library staff (72 FTE’s) was completed on Thursday, May 19.** All employees signed in and were given questionnaire forms if they had any follow-up questions. All but two employees were able to watch the training tape. One was on vacation and the other was on medical leave. The Assistant Director will follow up with each individual upon their return. Copies of the attendance sheet will be forwarded to Town Hall and the insurance liaison, Tama Ridley.
- **An all-day Staff In-Service training was held on Tuesday, May 10<sup>th</sup>. Fifty-eight (58) staff attended out of 62 full and part-time employees.** Half of the training was on customer service behaviors and the other half was on young adult and adult mental health problems and behaviors. The entire staff was divided in to two groups and earned approximately six hours of professional development. The library re-opened to the public at 5:00 p.m. at all locations. Approximately (15) fifteen employees earned overtime for working the extra hours.
- **Patty Anderson has been meeting regularly with Caroline Brown and Andrew Bernath on the budget for 2016/2017.** Personnel requirements, staff training, programs, office materials, materials (books, audio, online databases, etc), contractual services are all being scrutinized. Patty has solicited input from all the Department Supervisors (Circulation, Tech, Children’s, IT & Branches), which was never done formally in the past. In the past, input was requested in September, which made little sense when the budget was approved in August. Supervisors had little to no input until after the budget was approved.
- **Two new monitors, Heena Champaneri and Cristina Luna were recently interviewed and hired for the Fords and Iselin branches.** We will be losing another five or six monitors over the summer due to high school seniors going off to college. Patty Anderson and Carol Huber interview the applicants and make the hiring decision.

## **BUILDINGS and GROUNDS**

- **According to Brian Burke, the Main chiller has been replaced.** The Main Library still needs one more boiler replaced.
- **All 3 rooves at the branches are slated for replacement,** but Brian is not sure exactly when.
- **Grass cutting is on schedule.**
- **On Tuesday, May 10<sup>th</sup>,** the maintenance department did a heavy-duty cleaning of the branches, since the buildings were closed to the public.

## **NJLA CONFERENCE**

- The Assistant Director attended two days of the conference, May 18 & 19. A summary of workshops attended will be presented to the Library Board at the June board meeting.

**Vacation:** The Assistant Director will be on vacation the week of May 23<sup>rd</sup>. She will return on May 31<sup>st</sup>.

**Prepared by:**

**Patty Anderson**

**Assistant Director**

5/16/16

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

**Report of Board of Trustees President:** Board President welcomed Leslie Burger of Library Development Services to our board meeting. Library Development Services is developing a Strategic Blueprint for the Future 2017-2025 for the Woodbridge Public Library.

Leslie Burger introduced herself and spoke about what she hoped to accomplish for the future of the Woodbridge Public Library.

Board President Peg Mayerowitz also spoke about setting up a Finance Committee. Ed Mullen and Ray Zirpolo asked to be on that committee. Peg said that she will be sending out an e-mail.

**Report of Board Members:** Board member Ray Zirpolo asked about the promotion and raise for Angelo Rousos. Assistant Director Patty Anderson said that his promotion and raise was retro active from January 1, 2016.

Board Member Ray Zirpolo said that he found Pitney Bowes postage meter to be very expensive. Patty said that she has not received a quote from Pitney Bowes yet, but if Ray had another vendor she would try and set up a meeting.

Board Member Ray Zirpolo spoke about the ramp and that he was embarrassed at the way the ramp looks. Assistant Director Patty Anderson said that Brian Burke reported that the township is looking at options for the ramp.

Board Member Carol Eberhardt asked about staff professional training hours. Assistant Director Patty Anderson explained what is recommended by the state.

Board Member Carol Eberhardt said that she attended the Friends of the Library's book sale. She stated that it was "AWESOME" and she congratulates the Friends for a wonderful job.

**Unfinished Business:** None

**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**

Cristina Luna, Monitor, Fords Branch Library, Part time, 10 hours per week, \$9.50 per hour, replacing Theresa Abner, effective 5/09/2016.

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

**Bill Lists - 05/19/2016**

Bill List - 01	\$ 7,097.98
Bill List - 02	\$ 95,605.83
TOTAL	\$ 102,703.81

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

**Good & welfare:** None

**Public comments:**

Anne Taylor, Somerset , New Jersey would like to acknowledge all the work that Donna Barcellona from The Friends of the Libraries does for the library. She is here for many hours throughout the year.

**CLOSED SESSION:** None

**Adjournment:** There being no further business, Carol Eberhardt moved to adjourn the meeting, Isha Vyas seconded the motion, it carried, and the meeting was adjourned at 7:00 p.m.