

**Approved Minutes
June 15, 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 May 18, 2017. Board members present were: Rick Silbon, Peg Mayerowitz, Ed Mullen, Amanda Truppa, Isha Vyas, Sabriena Tarboush, Carol Eberhardt and attorney Carol Berlen. Also in attendance was Monica Eppinger, Library Director and Assistant Director Patty Anderson.

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: Sabriena Tarboush led the Pledge of Allegiance

Reading of Minutes: The minutes of April 20, 2017, were moved for approval by Carol Eberhardt and seconded by Isha Vyas. The motion carried.
The Closed Session Minutes of April 20, 2017 were moved for approval by Isha Vyas and seconded by Ed Mullen. The motion carried.

Correspondence: Library Director Monica Eppinger said that thank you letters were sent to Royal Albert's for his luncheon donation for the Woodbridge Library staff for National Library Workers Day. Also, a thank you letter was sent to Bluebird Farms for their loan of alpaca fiber handicrafts that was displayed at the Main Library.

Report of the Library Director:

Director's Report: May 18, 2017

Library Development Solutions has completed the Strategic Plan for Woodbridge Public Library with the expectation that we will add vision and mission statements. An architect who works with the Burgers on a regular basis, Anthony Iovino of Acari & Iovino, LLC, has submitted an estimate to provide Woodbridge Township Libraries with a space design and allocation plan.

Maintenance Update

- Work was completed on the tower at the Main Library to allow the air conditioning to be turned on. Henry Inman HVAC passed inspections and is ready to run.
- I met with Brian Burke regarding the ramp repair and the estimate for replacing the ramp. At present, the project is still scheduled to be funded by the Township.
- Michael Gelin, Department Head of the Township Engineering Department, mentioned that there will be support for projects to improve the grounds of all four locations. Library Department Heads have been asked for a list of proposed improvements.

New Developments

- We will discontinue use of an outdated service, Aqua Browser, as of August 1st, in favor of SirsiDynix Blue Cloud services, which are add-ons to the library's three-year contract. One of the products would offer a discovery layer to replace Aqua Browser that would provide review and cover art content, search print books, eBooks and ultimately EBSCO databases with one search tool. There are more add-ons, which include on-line registration, mobile library card registration for off-site events and mobile inventory. An estimate of fees is included in this month's packet.
- An application for Category 2, E-rate funded materials to become part of Woodbridge Township fiber network was successful. The winning bid is part of the packet, and should be considered a capital fund upgrade. Comcast service contracts to improve Internet to all locations are also included in the packet. At this time I am proposing that we do both to ensure that by July 1 we will comply with E-rate regulations while we pursue a long term upgrade to Internet services and network security with the Township.
- Librarians and Board Members took the opportunity to attend the New Jersey Library Association Conference in Atlantic City April 24-26th. The theme, Beyond the Box, included the future of library catalogs and the Internet, and have prompted some investigation of an improvement to visibility of library materials on the Internet.
- The library submitted an application to LibraryLinkNJ for a grant funded locking charging station for mobile devices.
- The library is pursuing a grant through the New Jersey Department of Labor for an Adult Literacy and Library Partnership opportunity with LiteracyNJ. Tutor training with LiteracyNJ will be completed in May for new local tutors to increase the availability of ESL classes for Woodbridge residents in all library locations.
- The Friends of the Library purchased shelving to move forward in their redesign of the Book Sale area in the Main Library lobby, and is now installed.
- Negotiations have begun with the Teamsters.
- The theme for Summer Reading is "Build a Better World."
- We are going to be receiving Automated External Defibrillators (AED) equipment from the Township Recreation Department for the Main Library during the next few months, and are on a list to receive equipment in the branches in the near future. Lynn Bolmer, who works with the Woodbridge Township Ambulance and Rescue Squad, has put together some recommendations for the process of installing them and informing and training staff.
- Although summer hours have been maintained, I will be working with the staff to prepare to be open 9-5 in the branches on Saturdays and 10-7 in the Main Library on Fridays starting in September.
- I have met with Head of Childrens' Services Nancy O'Grady, and will be meeting with Teen Librarian Deidra Garcia to prepare a plan to present to the Woodbridge Township School Board for the purpose of reaching students and families with library services.

Personnel

- Employee of the Month of May is Kathryn Brown. Kathryn works regularly with the Friends of the Library who with the leadership of Donna Barcelona, a Friend of the Library, promote and run the annual Friends Book Sale. Kathryn also runs the monthly Library Book Club at the Main Library and YarnPlay. Kathryn completed a certificate from the LibraryLinkNJ series of workshops, Super Supervisors in May.
- Najea Grimes was awarded the Askew and LaMonte scholarships at the NJLA President's Inaugural Luncheon on Tuesday, April at the Conference. Trustee Ed Mullen was in attendance as were Susan Fichtelberg, Brinda Patel, Natalie MGrath and Nancy O'Grady.
- The job description for senior, principal and supervising library assistant has been adapted to allow for training of staff in these positions to be able to find digital resources on the library website for patrons who ask for them, as they would a book by Dewey number. Trainings will take place within the next 90 days.

Library Outreach and Community Engagement

- Marsha Quackenbush met with the Parent Teacher Organization (PTO) of Oak Ridge Heights School (21) on Tuesday night 5/9/17 to present the Summer Reading Program.
- The Children's and YA Department are working on a proposal to improve service to the school population.
- FedEx hosted a Mini Job Fair Table in the Main Library lobby on May 11th. This activity will be scheduled again in June.
- Woodbridge Center Mall has offered available store space to promote the library as a Pop Up Space. The Friends have been contacted to advise them of the possibility of space for books, and will work with the staff to plan display and activities that could happen there this summer.
- Deidra Garcia and Ray Shirley will staff a Library information table at the Woodbridge Chamber Fair on Main Street in Woodbridge this Saturday, May 20th, from 11 am to 5 pm.

Report of the Friends of the Library: Board President Peg Mayerowitz read a report from KG Brown that the Friends donated \$1800.00 for the Children's Summer Reading Kick Off Program. The report also stated that the Friends Book Sale which was held April 27th thru April 30th had 316 volunteer hours.

Report of the Board of Trustees President: Board President Peg Mayerowitz talked about the Mayor's Trivia Night that was held at the Knights of Columbus in Iselin. She said it was lots of fun and she congratulated the Woodbridge Library librarians for their win.

Report of the Board Members: Board member Isha Vyas asked about the AED's that the library would be receiving and if anyone was trained on CPR and the use of AED's.

Board member Ed Mullen talked about the Woodbridge School system no longer having librarians in the schools. He stated that this could be an opportunity for our library going forward. Library Director Monica Eppinger said she has asked Nancy O'Grady, Children's Coordinator and Deidra Garcia, YA Librarian to make a plan on how we can best service the schools.

Board member Rick Silbon spoke about a Brooklyn Public Library that has a program on fines forgiveness for children.

Board Member Ed Mullen also congratulated all on their promotions.

Unfinished Business: None

New Business:

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

18-May-2017

RESOLUTION 05-2017.12

RESOLVED that the Board of Trustees appoints Hodulik & Morrison, P.A. Auditors for the fiscal year 2016-2017.

From: Administration

Approved at the meeting of 18-May-2017

Frederick W. Silbon, Jr., Secretary

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

Resolution 05 - 2017.013

RESOLUTION

Whereas, Barry Thostesen, is retiring from active service as Woodbridge Public Library Senior Library Assistant, on June 1, 2017, after 11 years and 2 months of service,

Whereas, it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for his loyal service during these years,

Therefore be it resolved, that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service he has so faithfully and conscientiously rendered, and

Be it further resolved, that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Barry Thostesen.

President, Board of Trustees

May 18, 2017

The Resolution 05-2017.14 to Approve Arcari Iovino Design Study Quote was read by Rick Silbon, a motion was made to table the Resolution by Ed Mullen, seconded by Isha Vyas, the motion carried.

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

18-May-2017

RESOLUTION 05-2017.15

SUPPLEMENTAL INTERNET SERVICE CONTRACT – COMCAST PROPOSALS FOR INTERNET SERVICE TO ALL LOCATIONS

RESOLVED that the Library Board of Trustees accepts the proposal from Comcast to upgrade all locations for an additional \$525.30/month expense from the Library Operations account, to improve Internet services at all locations.

Approved at the meeting of 18-May-17

Frederick W. Silbon, Jr., Secretary

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

18-May-2017

RESOLUTION 05-2017.16

PURCHASE FROM CAPITAL ACCOUNT -- AUTOMATION

COMPUTERS FOR THE PUBLIC, CHILDREN'S DEPARTMENT AND BRANCHES

RESOLVED that the Library Board of Trustees accepts the proposal from MRA International, 295 Morris Avenue, Long Branch, NJ 07740-6505, to provide the library with 50 new computers and 16 laptops for the amount of \$60,000 under State Contract Pricing, NJ-WSCA/NASPO ValuePoint (40116) MNNNVP-134, for the purpose of upgrading terminals, to include Microsoft Office 365 licenses, for public use in the Branches and Main Library Children's Department.

Approved at the meeting of 18-May-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.

18-May-2017

RESOLUTION 05-2017.17

APPROVAL OF SIRSI-DYNIX E-COMMERCE SERVICE FOR THE PUBLIC

RESOLVED that the Library Board of Trustees accepts the Proposal of ProPay, a subcontractor for Sirsi-Dynix, who will provide the public with electronic payment service at a cost of \$99.00 per year that interfaces with the library app, BookMyne. At this time, the library selects Option A, which will add a \$.50 fee for the convenience, to the patron fee.

Approved at the meeting of 18-May-17

Frederick W. Silbon, Jr., Secretary

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

18-May-2017

RESOLUTION 05-2017.18

APPROVAL OF ADDITIONAL SIRSI DYNIX BLUE CLOUD SERVICES

RESOLVED that the Library Board of Trustees will discontinue use of ProQuest Discovery Service AquaBrowser in favor of Sirsi-Dynix Blue Cloud services that will add mobile circulation for outreach and improvement to library card registrations, eResource Central which will improve library search to include print, eBook and electronic resources, and Enterprise, a product that will allow for on-line registration and electronic content.

The cost of the additions is \$19,896.94 in the first year, and if Sirsi-Dynix is selected as ILS provider beyond 2018, \$13,890 in the second and \$14,510 in the third year, and will come from the Automation Account.

Approved at the meeting of 18-May-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 Rick Silbon, seconded by Isha Vyas. The motion carried.

PERSONNEL

May 18, 2017

APPOINTMENT

Appoint, Lara Alayan, Monitor, Iselin Branch, Part time, 10 hours per week, \$9.50 per hour, replacing Heena Champaneri, effective 04/25/2017.

PROMOTION

Promote Brinda Patel, Librarian 2, Main Library, Children's Department, Full time, 35 hours per week, Provisional, pending CSC procedures, salary \$62,678 annual, effective 05/07/2017.

Promote Deidra Garcia, Librarian 2, Main Library, Children's Department, Full time, 35 hours per week, Provisional, pending CSC procedures, salary \$62,678 annual, effective 05/08/2017.

Promote April Kane, Librarian 3, Main Library, Full time, 35 hours per week, salary \$ 82,205.61 annual, effective 05/22/2017.

Promote Anthony Genna, Senior Library Assistant, Main Library, Full time, 35 hours per week, salary \$36,118 annual, effective 05/21/2017.

Promote Taylor Volpe, Senior Library Assistant, Main Library, Full time, 35 hours per week, salary \$36,118 annual, effective 05/22/2017.

Promote Cassi Southard, Senior Library Assistant, Main Library, Full time, 35 hours per week, salary \$36,118 annual, effective 06/04/2017.

Promote Kim Teehan, Senior Library Assistant, Main Library, Full time, 35 hours per week, salary \$36,118 annual, effective 06/05/2017.

Transfer

Transfer Raymond Shirley, Senior Library Assistant, Main Library, to Senior Library Assistant, Henry Inman Branch, effective May 1, 2017.

End of Temporary Employment

Heena Champaneri, Monitor, Iselin Branch, effective 04/13/2017.

Approval Of Bills

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

Bill Lists - 05/18/2017

Bill List - 01	\$ 10,625.79
Bill List - 02	\$ 86,348.99
TOTAL	\$ 96,974.78

Such matters as may come before the Board: None

Good and welfare: None

Public comments: None

CLOSED SESSION: None

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Adjournment: A motion to adjourn was made by Isha Vyas, seconded by Carol Eberhardt. The meeting was adjourned at 7:15 p.m.