

Approved Minutes
July 16, 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 June 18, 2015. Board members present were: Barbara Ciocci, Ed Mullen, Carol Eberhardt, Peg Mayerowitz, Isha Vyas 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 6:30 p.m. and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ed Mullen led the Pledge of Allegiance.

Reading of minutes: The open minutes of 05/21/15 were moved for approval by Ray Zirpolo, seconded by Ed Mullen, and carried. Isha Vyas abstained.

Correspondence: None

Director's Report:

Finance

Based on early budget discussions, Township budgets will remain at current levels.

Ventures

The library's Next Chapter Book Club for NJ Libraries (NCBC4NJL) will complete its first year of meetings, effective June 17th. On June 9th, LibraryLinkNJ held a debriefing conference call for book club member libraries, which included participants from Woodbridge, Wayne, Monmouth, Cherry Hill, Camden County, and Scotch Plains. Jillian Ober, a book club founder from Ohio, was a guest participant. Assistant Director Patty Anderson and Main librarians April Kane (who replaced Jean Retkwa upon Jean's retirement) and Anne Taylor participated in the call.

All participant libraries were formally surveyed prior to the call to help the state assess the libraries' weekly prep time required for club sessions, the number of facilitators and coordinators involved in club meetings, how materials are funded by the libraries, and how professionally and personally rewarding club participation has been for the libraries.

Woodbridge began its club meetings with nine members and ended the club's first year with eight members. Among the NCBC4NJL participating libraries, the Woodbridge club had the most members and volunteers and the least amount of difficulty sustaining club enthusiasm and volunteer commitment. This is due in part to the library's partnership with the NJ Institute for Disabilities, which provided reliable club member transportation to meetings.

The Woodbridge club's members ranged in age from 20 years old to 60 years old. Club members completed almost three books prior to the summer break. Members' self-confidence in their reading ability and their desire to read increased over the course of the year. Improvement in members' social interaction skills was also apparent.

The club's weekly meetings were held in the atrium of the Menlo Park mall. They will resume after Labor Day.

Director Christine Murchio has discussed refurbishment of Main's ramp with Town Hall. As a first step, the Township will have an engineering firm evaluate the condition of the ramp and identify options for repairing or replacing it.

The director arranged a meeting with councilwoman Lizbeth DeJesus, Patty Anderson, children's services supervisor Nancy O'Grady, and Main Library supervisor Linda Cooper to discuss how the library can support the Township's 2015 National Hispanic Heritage Month celebration (September 15th - October 15th), in which the councilwoman is deeply involved.

Councilwoman DeJesus wants the celebration to be a means of educating people about Hispanic heritage across regions, with an initial emphasis on the cultures of Cuba and the Dominican Republic (Caribbean); Mexico (Central America); Argentina, Colombia, Ecuador, and Peru (South America); and Spain.

Based on the discussion with Ms. DeJesus, the director gathered and distributed materials to assist the staff members in identifying and obtaining potential library resources that could be used for the celebration month:

- Lists of notable Hispanic Americans, famous firsts of Hispanic Americans, holidays, preferred racial or ethnic terminology, notable books by Mexican and Mexican-American authors
- Relevant collection materials, including books, periodicals, media, government documents, and hoopla holdings
- Lists of authors (including Nobelists); Oscar-nominated / winning films; actors, dancers, singers, visual artists, chefs

The director also conferred with Township grant coordinator Jeff Mayerowitz about pursuing funding opportunities for underwriting Hispanic Heritage Month 2015 and 2016, which he has begun.

The library has renewed its hoopla subscription deposit for the next year. The number of patron downloads has increased each month. The first year's \$12,000 deposit is almost exhausted. Hoopla is a pay-as-you-go service. The library does not lose any money allocated for the service, it pays only for actual patron music, movie, ebook or e-audiobook downloads. The library has recently added more graphic content to its mix of hoopla materials.

The revised collection development and patron policies, along with an updated table of contents, have been distributed to the library departments and agencies. Circulation policies will be revised next. A policy subcommittee consisting of Patty Anderson, Linda Cooper, Nancy

O'Grady, Main librarian Ellen Bonacarti, and supervising clerks from all agencies will meet on June 17th to begin developing an appropriate dress code policy for library employees, including monitors. The director has provided examples of relevant policies from other libraries and Woodbridge Township departments.

The director attended the LibraryLinkNJ spring membership meeting at Rutgers in May. Some of the key initiatives LibraryLinkNJ is pursuing in the next year are:

Economic savings through resource sharing. Managing and reviewing the materials delivery service; exploring the library marketplace for streaming / downloadable media products, ebooks, and other resources suitable for discount; exploring digital collection strategies for members in order to provide members with opportunities for discounts on purchases of databases and other library resources.

Advocacy, collaboration, and partnerships. Enhancing service initiatives through such programs as the *Next Chapter Book Club for NJ Libraries (NCBC4NJL)* and building a community of practice surrounding library makerspaces.

Knowledge, skills, and professional growth. Providing continuing education opportunities, in areas such as technology, Drupal, marketing, social media, best practices, and literacy of all types.

Innovation and reinvention. Supporting members in conversations on library trends, best practices, and service models; maximizing the use of new and emerging technologies; continuing the use of websites and social media to promote awareness of library programs and services.

The 2015 second quarter safety meetings (library and Township) were held in June. There was one library staff safety incident reported for the quarter.

Children's services supervisor Nancy O'Grady has arranged two *Field Station: Dinosaur* events on June 24th at the Main Library and Iselin locations. Last year's dinosaur program was a big success. The director has filed paperwork with the school district for permission to use the Indiana Avenue School #18 parking lot for show vehicle parking and overflow parking for program attendees. The director has also arranged Woodbridge Police Department traffic management for the events, and John Hagerty (Mayor's Office of Communications) will provide publicity for the events.

The director got clearance from the Township and Health Department for a Red Cross bloodmobile to operate near the library on June 20th.

Jeff Mayerowitz, Patty Anderson, and Nancy O'Grady are working on obtaining a \$4,000 grant from Dollar General Corporation, a discount retailer of popular brands. The grant would fund about 30 launchpads for circulation. These devices are preloaded tablets focused on improving literacy among children in K-5. These grants are awarded in September. The library is applying for additional grants of this type.

Implementation of the Evanced system modules is tentatively scheduled as follows:

- **Summer Reader.** The module will launch on June 22nd and enable the library to manage children's, YA, and adult summer reading club registrations and activity.
- **SignUp.** This module for patron online event registration and calendars will be undergoing staff testing for the next month. The Evanced SignUp module will eventually replace the current Drupal calendar.
- **Spaces.** This meeting room booking module will be available to the public after staff testing, which will begin in August, is complete.

Physical Plant

The Township maintenance personnel have planted flowers in the decorative urns behind the Main Library.

Staff

Employees MaryLou Matassino and Judy Potyrala attended the NJ Association of Library Assistants (NJALA) conference.

Technical Services supervisor Lynne Merz attended the SirsiDynix Northeast User Group Conference.

Report of Friends of the Libraries: None

Report of Board of Trustees President: None

Report of Board Members: None

Unfinished Business: None

CLOSED SESSION: Peg Mayerowitz read the resolution for Closed Session, the motion to go into closed session was moved by Carol Eberhardt, and seconded by Barbara Ciocci at 6:46 p.m.

The motion to end closed session was made by Ed Mullen, and seconded by Isha Vyas at 7:30 p.m.

The motion to reconvene the open portion of the meeting was moved Carol Eberhardt, and seconded by Isha Vyas at 7:31 p.m.

New Business:

The following Resolution was read by Peg Mayerowitz, moved for approval by Isha Vyas, seconded by Barbara Ciocci and carried:

18-June-15

RESOLUTION 06 - 2015.08

RESOLUTION APPROVING SCHEDULE OF BOARD MEETINGS 2015 - 2016

BE IT RESOLVED by the Board of Trustees of the Free Public Library of Woodbridge that regular Board meetings for fiscal year 2015 - 2016 shall be held on the 3rd Thursday of each month (except for the months of August and December, when there shall be no meeting) at 6:30 p.m., prevailing time, at the Woodbridge Main Library, George Frederick Plaza, Woodbridge, NJ 07095 (in the Book Examination Room on the buildings upper level) to wit:

July 16, 2015
September 17, 2015
October 15, 2015
November 19, 2015
January 21, 2016
February 18, 2016
March 17, 2016
April 21, 2016
May 19, 2016
June 16, 2016

BE IT FURTHER RESOLVED a schedule of such meetings shall be mailed to, and published once in the *Home News Tribune* and in *The Star-Ledger*; be filed with the Municipal Clerk of the Township of Woodbridge; and be posted, and remain so posted throughout the year, on the main floor bulletin board of the Woodbridge Main Library.

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 18-June-15.

From: Administration

Approved at the meeting of 18-June-15

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Peg Mayerowitz, moved for approval by Isha Vyas, seconded by Ray Zirpolo and carried:

18 -June-2015

RESOLUTION 06 - 2015.09

LABOR COUNSEL

RESOLVED that the Board of Trustees appoints Florio Perrucci Steinhardt & Fader, LLC, 235 Broubalow Way, Phillipsburg, NJ, 08865, as Labor Counsel for fiscal year 2015-2016, provided Florio Perrucci Steinhardt & Fader, LLC provides copies of billing to the Library Board and municipality.

From: Administration

Approved at the meeting of 18-June-15

Frederick W. Silbon, Jr., Secretary

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

18-Jun-15

RESOLUTION 6 - 2015.10

RESOLUTION ACCEPTING SHARED SERVICES AGREEMENT FOR ACCOUNTING SERVICES

BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that the attached Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is hereby approved; and

BE IT FURTHER RESOLVED, that the Library Director and the Library Board Secretary are hereby authorized to execute this Shared Services Agreement on behalf of the Library Board of the Free Public Library of Woodbridge.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at their Regular Meeting held on 18-Jun-15.

From: Administration

Approved at the meeting of 18-Jun-15

Frederick W. Silbon, Jr., Secretary

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

ADVANCEMENT

Neeta Pereira, Clerk A, to Clerk, Administration, Full time, 35 hours per week, salary \$45,539 annual, effective 06/08/2015, as per Teamster Union Local 469 Contract.

INCREASE OF SALARY

Increase the hourly wage of monitors from \$8.38 per hour to \$9.50 per hour, effective 07/06/2015.

PROMOTION

Promote Eduardo Santos, from Computer Service Technician, Main, to Senior Computer Service Technician, Main, Provisional, pending CSC procedures, 35 hours per week, salary \$42,781.10, effective 07/06/2015.

Promote Derek Supp from Data Processing Technician, Main to Data Processing Programmer, Main, Provisional, pending CSC procedures, 35 hours per week, salary \$54,574.30, effective 07/06/2015.

END OF TEMPORARY EMPLOYMENT

Michael Gonzalez, Monitor, Main, effective 5/28/2015.
Nestor Medina, Monitor, Main, effective 5/22/2015.

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

Bill Lists - 06/18/2015

Bill List - 01	\$ 22,552.27
Bill List - 02	\$ 81,726.21
TOTAL	\$ 105,278.48

Such other matters as may come before the board: None

Good & welfare: None

Public comments: None

Adjournment: There being no further business, Ed Mullen moved to adjourn the meeting
Barbara Ciocci seconded the motion, it carried, and the meeting was adjourned at 7:40 p.m.