

**Approved Minutes  
July 21, 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 June 16, 2016. Board members present were: Carol Eberhardt, Peg Mayerowitz, Ed Mullen, Rick Silbon 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 6:31 p.m. and read the "Adequate Notice of Meeting" statement.

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

**Reading of minutes:** The Minutes of 05/19/2016 were moved for approval by Carol Eberhardt, and seconded by Ray Zirpolo. The motion carried. Rick Silbon abstained

**Correspondence:** None

**Report of the Interim Director  
June 2016**

**Strategic Planning Process:** email address campaign. One part of the strategic planning process is a concerted effort to gather residents' email addresses, both via the library website and in-person forms, both to aid a community survey and for future library news to patrons. Many thanks to Linda Cooper, Jerry Holtz and Angelo Rousos for coordination, design and multiple revisions. Trustees are encouraged to sign up via the library web site and to "talk it up" in the community! Leslie and Alan Burger will not be in attendance for this month's library board meeting; Leslie's report to the Board is attached.

**Foot traffic.** At the suggestion of Library Development Solutions, Jerry Holtz and I have been in touch with SenSource, a company which works with many libraries on patron-counting solutions: the recommendation is to find a method that will provide hour-by-hour data for all of the libraries. While the immediate use would be to improve data knowledge for the strategic plan, over time such "granularity" will improve the Library's ability to analyze its operations and more accurately allocate its resources. Jerry Holtz and I will conduct a site visit with one of SenSource's local contractors on June 15<sup>th</sup>, to determine how their equipment would best fit the varying needs of the four library locations.

**Buildings:** The air conditioning compressor at the Inman Branch had been repeatedly losing freon and finally failed completely on May 31. The Township directive is to keep the branch open and temperate, and as of June 12<sup>th</sup>, continues to seek solutions.

**Budget FY 16/17:** Following a concerted effort by Patty Anderson and Andrew Bernath to prepare the first draft of the FY 16/17 budget, Andrew and I then met with the Board Treasurer and two additional trustees on May 26 to discuss it. After some minor revisions, Andrew, Ed Mullen and I met with the municipality's administrator and CFO on June 9 for the budget's first review. The budget will go to the township council in early August.

**Caroline Brown**  
**Interim Director**  
**June 13, 2016**

## **REPORT OF THE ASSISTANT DIRECTOR**

**June 2016**

### **VENTURES**

- **The Next Chapter Book Club has completed another year in conjunction with the NJ Institute of Disabilities.** A pizza party was held for all on June 8<sup>th</sup> at the Menlo Park Mall. The Assistant Director gave out \$15 gift cards to Starbucks to our regular volunteers. Special thanks to Anne Taylor, April Kane, and Deidra Garcia for helping out each week and also to Jean Retkwa, our lead volunteer. Jean has come every week since her retirement and it is much appreciated. The club will resume meeting after Labor Day. *Please see Anne Taylor's final report for the year (attached).*
- **Patty Anderson has been working on the 2017 budget and incorporated many of the departmental requests for staffing, furniture and training.** Even with several additions to staff and additional funding for benefits, the overall budget is down 3.77% from last year. This is due to significant savings in Personnel costs due to retirements and reassignments over the past few years. The budget is going through the normal channels with the Township for approval. The initial feedback from the Township was very positive. Thank you to Andrew Bernath for his assistance and prompt revisions.
- **Patty Anderson is working with Chris McGlynn, the maintenance supervisor on a new solution to the broken blinds on the second floor.** She is looking into film for tinting the windows. This will eliminate a costly replacement of blinds.
- **Patty Anderson conducted a Safety Meeting on Monday, June 6<sup>th</sup>.** All safety issues are reported to the Township and to Brian Burke and Chris McGlynn of the

maintenance department. The list of problems is being addressed. A new compressor will be purchased for the Inman Branch soon, as they lost their air-conditioning capacity about a week ago.

- **A General Professional Staff Meeting was held on Wednesday, June 8<sup>th</sup>.** A discussion of NJLA workshops was held.
- **At the request of Alan and Leslie Burger, the Assistant Director has contacted a company about procuring reference statistical software.** The product is called “Reference Tracker” and “Reference Desk Stats.” The Assistant Director has forwarded the information on to Anne Taylor, Head of Reference to pursue. She is also looking in to another product called “Gimlet.” We have no way of doing any sophisticated analysis of reference products without collecting specific data sets.
- **Patty Anderson and Nancy O’Grady met with grant writer Jeff Mayerowitz on Friday, June 10<sup>th</sup>.** We are pursuing grant opportunities for upgrading our audio visual equipment at the Main Library and branches. Jeff is going to submit our grant by July 1<sup>st</sup> and we should have a response by September. The Foundation will match the grant funds 50%.
- **The Woodbridge Library Foundation approved a number of requests on behalf of the Library at their last meeting in April:** Literacy Launch Pads for the Children’s Department and Branches (\$5000); Library Card Protectors for National Library Card Month (\$1470); Business Cards for all Professional Librarians (\$1000); Pizza and gift certificates for National Library Workers Day for all staff (\$240). The next meeting will be in July for the Annual Meeting and Election of Officers.

#### **PERSONNEL**

- **Over 500 hours of Professional Development were logged in May due to Anti-harassment training (72 FTE’s); In-Service training (58 employees), NJLA conference and other webinars and trainings.**
- **Patty Anderson is working on several Annual appraisals: Neeta Pereira, Clerk, Jerry Holtz, IT Supervisor and Lynne Merz, Technical Services Supervisor. All other staff are typically done in November/December or early January.**

#### **BUILDINGS and GROUNDS**

- **The HVAC compressor failed at the Inman Branch. Maintenance is aware of the problem and need for a new compressor.**

**NJLA CONFERENCE—See Special Report of Workshops Attended. May 17 & 18.**

**NEXT CHAPTER BOOK CLUB FOR NEW JERSEY LIBRARIES  
2015-2016**

Under the leadership of Assistant Director Patty Anderson, the Next Chapter Book Club has very successfully completed its second year. We managed to get through two and a half books. It was truly amazing to observe how, throughout the course of a year, they became increasingly engaged in the lives of the various characters. While we do not “teach” reading, they have all become better readers. Their voices increasingly reflect a tone appropriate to the plot. Our last book, the Mouse and the Motorcycle by Beverly Cleary, included some very interesting motorcycle noises!

One of the unique things about this program which significantly separates it from other library offerings, is the opportunity to be together regularly over a long period of time. Six or seven participants have been with us for two years and it allows us to observe and recognize real growth and development. It has been unexpectedly and extraordinarily rewarding for all involved.

Since it is recommended that participants have a voice in book selection, they voted to continue in the fall with the sequel to the Penderwicks: a Summer Tale of Four Sisters, Two Rabbits and a Very Interesting Boy by Jeanne Birdsall.

To celebrate our time together and all that we have shared, the final meeting at Menlo Mall included lunch with pizza and drinks for everyone. The manager at Villa Fresh Italian Kitchen was terrific and provided us with a number of free refreshments. We were missing only one member but she had her driver bring her straight to the mall just so she could say good-bye to everyone. View our pictures on the Woodbridge Library Facebook page.

Special thanks to our dedicated volunteers for all they do to help make this program so very special.

Anne C. Taylor  
Head of Reference  
June 10, 2016

**Prepared by:**  
**Patty Anderson**  
**Assistant Director**  
6/10/16

Interim Director Caroline Brown read a letter from Leslie and Alan Burger from Library Development Solutions. They were not able to attend the Board Meeting because of a prior commitment, but did send an update on the Blueprint for the Future Project.

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

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

**Report of Board Members:**

Carol Eberhardt asked a question about the Literacy Launch Pads that the Foundation was funding for the Children's Department and the Branches. These pads will be used in the Library and for circulation.

Carol Eberhardt also had questions in reference to the transfer of monies that was on the Expenditure Report. Ed Mullen said that he would see Andrew Bernath about this.

Rick Silbon asked about our legal data base for the patrons to do research.

**Unfinished Business:** None

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

16-June -2016

**RESOLUTION 06 - 2016.05**

**AUDITOR**

**RESOLVED** that the Board of Trustees appoints Hodulik & Morrison, P.A. Auditors for the fiscal year 2015-2016.

From: Administration

Approved at the meeting of 16-June-2016

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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:

16-June-2016

**RESOLUTION 06 - 2016.06**

**RESOLUTION APPROVING SCHEDULE OF BOARD MEETINGS 2016 - 2017**

**BE IT RESOLVED** by the Board of Trustees of the Free Public Library of Woodbridge that regular Board meetings for fiscal year 2016 - 2017 shall be held on the 3<sup>rd</sup> 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 21, 2016  
September 15, 2016  
October 20, 2016  
November 17, 2016  
January 19, 2017  
February 16, 2017  
March 16, 2017  
April 20, 2017  
May 18, 2017  
June 15, 2017

**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 16-June-16.

From: Administration

Approved at the meeting of 16-June-2016

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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 Rick Silbon, and carried:

16 -June-2016

**RESOLUTION 06 - 2016.07**

**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 2016-2017, provided Florio Perrucci Steinhardt & Fader, LLC provides copies of billing to the Library Board and municipality.

From: Administration

Approved at the meeting of 16-June-2016

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Frederick W. Silbon, Jr., Secretary

16-Jun-16

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

A motion to recind the following Resolution was moved by Rick Silbon, seconded by Carol Eberhardt and carried.

A motion to amend the following Resolution was moved by Rick Silbon, and seconded by Carol Eberhardt and carried.

A motion to adopt the following Resolution as amended was moved by Ed Mullen, and seconded by Ray Zirpolo and carried.

**RESOLUTION 6 - 2016.08**

**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 Board President 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 16-Jun-16.

From: Administration

Approved at the meeting of 16-Jun-16

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Frederick W. Silbon, Jr., Secretary

A motion to adopt the following Resolution as amended was moved by Ed Mullen, and seconded by Rick Silbon and carried.



**FREE PUBLIC LIBRARY OF WOODBRIDGE**

**RESOLUTION EXTENDING AN AGREEMENT WITH JERSEY PROFESSIONAL MANAGEMENT TO PERFORM RECRUITMENT AND TEMPOARY EMPLOYEES SERVICES**

**WHEREAS**, the Board of Trustees of the Free Public Library of Woodbridge (the “Board”) has entered into an agreement with Jersey Professional Management (“JPM”) to provide an interim Library Director and to provide consulting services to assist the Board in recruiting and selecting a new Library Director (the “Consulting Agreement”); and

**WHEREAS**, the Consulting Agreement is about to expire and the Board has determined that the need for the services provided by JPM still exists; and

**WHEREAS**, the Board wishes to extend the Consulting Agreement; and

**WHEREAS**, the services to be provided by JPM are specialized and qualitative in nature, require expertise, extensive training and proven reputation in the field and accordingly are extraordinary unspecified services exempt from the requirement of public bidding pursuant to N.J.S.A. 40A:11-5 (1) (et. seq).

**NOW, THEREFORE BE IT RESOLVED**, the Board does hereby approves an extension of the Consulting Agreement with JPM through September 30, 2016, in an amount not to exceed \$37,000.00.

**BE IT FURTHER RESOLVED** that the Library Director or the Board President, and the Board Secretary (as required) are hereby authorized to execute an addendum or agreement, providing for the hereinabove described services.

**IT IS FURTHER RESOLVED**, that this contract extension is awarded without competitive bids in accordance with N.J.S.A. 40A:11-5 (1) (et. seq.) due to the specialized nature of the service provided.

**IT IS FURTHER RESOLVED** that the award of this contract is subject to the certification by the Board's Treasurer of available funds.

**IT IS FURTHER RESOLVED** that the Board Secretary is hereby authorized and Directed to cause notice of this resolution be published as required as required by N.J.S.A. 40A:11-5 (1) (et. seq.).

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Peggy Mayerowitz, President

Attested to:

\_\_\_\_\_  
Carol Huber, Secretary

**PERSONNEL:** The following Personnel items were read by Interim Director Caroline Brown; motion to accept was made by Carol Eberhardt, seconded by Rick Silbon, and carried.

**End of Temporary Employment**

Faith Chamber, Monitor, Main Library, effective 5/16/2016.

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

**Bill Lists - 06/16/2016**

Bill List - 01	\$ 16,503.18
Bill List - 02	\$ 66,015.55
Bill List - 03	\$ 751.20
TOTAL	\$ 83,269.93

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

**Good & welfare:** None

**Public comments:**

Anne Taylor, Somerset , New Jersey asked what the salary was for Andrew Bernath. She also had a question in reference to the payment of the lawyer fees.

**CLOSED SESSION:** None

**Adjournment:** There being no further business, Ed Mullen moved to adjourn the meeting, Carol Eberhardt seconded the motion, it carried, and the meeting was adjourned at 7:11 p.m.