

Approved Minutes July 20, 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 June 15, 2017. Board members present were: Rick Silbon, Peg Mayerowitz, Ed Mullen, Ray Zirpolo, and attorney Carol Berlen. Anthony Terebetsky was in attendance and participated in a portion of the meeting via speaker phone (conference call). Amanda Truppa was in attendance and participated in the portion of the meeting that Anthony Terebetsky was called away. 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: Ray Zirpolo led the Pledge of Allegiance

Reading of Minutes: The minutes of May 18, 2017, were moved for approval by Rick Silbon and seconded by Ray Zirpolo. The motion carried. Anthony Terebetsky abstained.

Correspondence: Library Director Monica Eppinger sent a letter to the Colonia Elks thanking them for their generous donation to the Iselin and Colonia Branches for use for the children's and young adult programs.

Report of the Library Director:

Director's Report: June 15, 2017

Library Development Solutions

With the addition of a letter from the Mayor's Office, the plan will be ready to present to the Board. Leslie Burger of Library Development Solutions is visiting this week to plan the wrap-up and our next steps. Leslie and Alan would like to present the plan at the July meeting.

Maintenance Update

- The Main Library elevator failed inspection for three problems. The emergency phone has been repaired, but the rusted steel pan and supports, and water in the pit, must be addressed by October. We will be looking for guidance in solving the problems with the Township and their maintenance contractor.
- The Township has gone out to bid for a contractor to complete the Main Library ramp repair. Bid packets are due to be opened on Friday, June 16th.
- The Maintenance Department has repaired the ballasts over the Main Library reference desk.

New Developments

- Comcast upgraded Wi-Fi between June 6th – 8th from 50 Mbps in the Main Library to 170 Mbps, and in the Branches from 3 Mbps to 170 Mbps. At this time, and before new equipment is installed, the Wi-Fi will be running through the Meraki access points, and Verizon service through the hardwired computers. The Main Library now has nearly 300 Mbps with the two services, and each branch 180 Mbps of Internet. The Internet policy will be revised to state that Woodbridge Public Library is in compliance with CIPA, and is presented in the packet for a vote from the Board.
- Prototypes of the computers for the branches and Children’s Department have been ordered to make sure they will be compatible with library software and service needs.
- The upgrades to our Horizon on-line catalog services are in process—a timeline should be in place soon.
- The Reference Department has ordered a set of tablets to work on use of library apps to assist patrons as well as gain a comfort level with the app and patron needs regarding mobile devices. The Township has secured a donation from Amazon of 75 Kindle tablets, which will be used in-house, and may circulate. Many libraries circulate them because they can be replaced for the same price as Launchpads.
- Automated External Defibrillators (AED) equipment from the Township Recreation Department has been installed in the Main Library. Branches are on a list to receive equipment in the branches in the near future. The trained CPR/AED staff in the buildings, Main and Henry Inman, are Mike Petz (Maintenance), Barbara Johnson, Kim Snyder and Neeta Pereira. I am also certified. Henry Inman’s Maria Baker and Alexandra Cifelli are certified, as well. All of the Main Library Maintenance Department will be trained, so there will be someone at the Main Library at all times. More trainings will be held in September, with some possible trainings during the summer.
- I met with Carol Eberhardt and Fred Silbon on the topic of Teamster negotiations. We are also in the process of setting a date for the first meeting AFSCME negotiations.
- Envisionware, the library computer queue and print software license requires an upgrade to allow for wireless printing of \$500-\$700 annually per station, depending on the number of years purchased. I recommend we start with one machine, at \$2,315, for the four-year license, and set one of them up to make sure it is what we need before investing in all locations.
- Libraries in New Jersey are circulating Wi-Fi hotspots. They are donated by T-Mobile, and the service is available at the cost of \$8/month. For the library to lend 20, the cost would be \$1,920/annually. Libraries in Middlesex County have stated that they are difficult to keep in stock and circulate well.

Personnel

- Employees for the Month of June are Ellen Bonacarti and Lisa Mattjis. They worked together to produce a striking Citizenship Corner near the Periodicals Room.
- The library staff completed Anti-Harassment Training for 2017.

- The theme for the month was supervisor training. The Township hosted a training entitled *Working in a Union Environment* for supervisors on May 25th. Jim McGovern and Brad Kugach, attorneys with the firm of Genova Burns, presented on the topic of *Discipline in a Union Environment*. Wendi Rottweiler, Kathryn Brown, Ellen Bonacarti and I attended. Patty Anderson arranged for seven of our supervisors to attend a half day training, Supervisor Basics, with Heather Craven, offered with support from LibraryLinkNJ.

Library Outreach and Community Engagement

- On May 31st the Main Library hosted Facebook for Business Owners, a Lunch 'n Learn Business Owners Resource Center program sponsored bi-monthly by the Woodbridge Metro Chamber of Commerce. Twenty-four attended and all were invited to fill in a library survey to find out what library resources would best serve them. Answers can be viewed at <https://www.surveymonkey.com/results/SM-Q6BWZ58P/>
- Ellen Bonacarti, Information Services Manager, has been invited to serve on the NJ State Library's Steering Committee, *NJ Libraries Grow Biz*. As a member of the committee she will be visiting libraries that have media hubs and maker spaces that serve local businesses and entrepreneurs, and will work with libraries that have programs to support local businesses.
- Marsha Quackenbush promoted the Summer Reading Club to area schools during the last week of May and first two weeks of June.
- Carol Eberhardt, Peg Mayerowitz, Patty Anderson and I met with Woodbridge Public School Board President Dan Harris and Vice President Joh Triebwasser and Board Member Eileen Zullo.
- FedEx will host another Mini Job Fair Table in the Main Library lobby on June 21st.
- Woodbridge Center Mall has offered available store space to promote the library as a Pop Up Space. The windows will promote summer reading and programs on a rolling screen, with caution tape and other construction site props to convey "Build a Better World." Plans are in place to put a screen that rolls our promotional materials in the window. Volunteers will decorate the windows. We will be planning a series of events to take place in the Pop Up Library
- Wednesday, June 14th will mark the end of its third year partnering with the NJ Institute for Disabilities. Patty Anderson attends weekly, along with four dedicated volunteers. A pizza party and special volunteer recognition is planned for the last day. The Book Club will resume after Labor Day.

Report of the Friends of the Library: Kathryn Brown stated that the Friends were adding additional museums passes to the program and they are Popcorn Park Zoo, Stickley Museum, Morven Museum, Insectropolis and Liberty Hall. Kathryn also said that the Friends purchased new shelving for the book sale and donated \$500.00 for author signed books and the Movie Licenses.

Report of the Board of Trustees President: None

Report of the Board Members: Board member Ray Zirpolo asked about the AED 's. Library Director Monica Eppinger said that we had one AED on the first floor, outside the children's room and one AED

located on the 2nd floor by the circulation desk. She said we had 6 staff members and one person from the Maintenance go for training. There will be another training session in the fall.

Board member Rick Sibon asked if it was absolutely necessary to update the Internet Policy. Library Director Monica Eppinger stated that we had until July 1, 2017 to be in compliance with the Children's Internet Protection Act.

Unfinished Business: None

New Business:

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

15-June-2017

RESOLUTION 06 - 2017.19

RESOLUTION APPROVING SCHEDULE OF BOARD MEETINGS 2017 - 2018

BE IT RESOLVED by the Board of Trustees of the Free Public Library of Woodbridge that regular Board meetings for fiscal year 2017 - 2018 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 20, 2017

September 21, 2017

October 19, 2017

November 16, 2017

January 18, 2018

February 15, 2018

March 15, 2018

April 19, 2018

May 17, 2018

June 21, 2018

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 15-June-17.

From: Administration

Approved at the meeting of 15-June-2017

Frederick W. Silbon, Jr., Secretary

Motion to recess the Board Meeting for lack of quorum was made by Ed Mullen, seconded by Rick Silbon at 6:35pm. The motion carried.

Motion to reconvene the Board Meeting was made by Ed Mullen, seconded by Rick Silbon at 6:37pm. The motion carried.

The following Resolution was read by Peg Mayerowitz, moved for approval by Ed Mullen, seconded by Ray Zirpolo, and carried.

Resolution 06 - 2017.20

RESOLUTION

Whereas, Maryellen Santorelli, is retiring from active service as Woodbridge Public Library Supervising Library Assistant, on July 1, 2017, after 29 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 her 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 she 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 Maryellen Santorelli.

President, Board of Trustees

June 15, 2017

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

15-June-2017

RESOLUTION 06-2017.21

APPROVAL OF ENVISIONWARE WIRELESS PRINTING UPGRADE

RESOLVED that the Library Board of Trustees will enable wireless printing to the Library System printers
that serve the public via Envisionware print management services.

The cost of the additions is \$ 9,560.00 for four years per site, and will come from the Automation
Reserve Account.

Approved at the meeting of 15 June-17

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.

17-June-15

RESOLUTION 06-2017-22
APPROVAL OF UPDATE TO INTERNET POLICY

RESOLVED that the Library Board of Trustees will approve changes to the Internet Policy to memorialize that Woodbridge Public Library is in compliance with the Children’s Internet Protection Act (CIPA) Pub. L. No. 106-554 and 47 USC 54(h)].

Approved at the meeting of 15-June-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 Ed Mullen, seconded by Ray Zirpolo. The motion carried.

PROMOTION

Promote Nancy Rusek, Supervising Library Assistant, Main Library, Full time, 35 hours per week, Provisional, pending CSC procedures, salary \$50,001 annual, replacing Maryellen Santorelli, effective 06/05/2017.

Retirement

Barry Thostesen, Senior Library Assistant, Fords Branch, effective 06/01/2017.

Maryellen Santorelli, Supervising Library Assistant, Main Library, effective 07/01/2017.

End of Temporary Employment

Stephan Jules, Monitor, Fords Branch, effective 05/13/2017.

Approval Of Bills

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

Bill Lists - 06/15/2017

Bill List - 01	\$ 12,928.46
Bill List - 02	\$ 135,295.91
TOTAL	\$ 148,224.37

Such matters as may come before the Board: None

Good and welfare: None

Public comments: Anne Taylor, Somerset, New Jersey appreciated Board Member Rick Silbon's comments and affirmed his concern over the CIPA compliance.

CLOSED SESSION: None

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Adjournment: A motion to adjourn was made by Amanda Truppa, seconded by Ed Mullen. The meeting was adjourned at 6:44 p.m.