FREE PUBLIC LIBRARY OF WOODBRIDGE

AGENDA
Trustees Meeting, Thursday September 18, 2014
Main Library, Book Examination Room, Upper Level, 6:30 p.m.

1. Call to Order

2. Pledge of Allegiance

3. Approval of Minutes of Meeting of 07/22/2014
   Approval of Minutes of Closed Session 07/22/2014

4. Correspondence

5. Report of Library Director


7. Report of Board of Trustees President

8. Report of Board Members

9. Unfinished Business

10. New Business
    a. Resolution 9-2014.13 - Approve Fiscal Year 2015 Budget
    b. Personnel
    c. Approval of Bills
    d. Such Other Matters as May Come Before the Board

CLOSED SESSION

12. Good & Welfare

13. Public Comments

14. Adjournment
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 July 22, 2014. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Anthony Terebetsky, Isha Vyas, Amanda Truppa, 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 6:25 p.m. and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Ray Zirpolo led the Pledge of Allegiance.

Reading of Minutes: The open minutes of 06/19/2014 were moved for approval by Barbara Ciocci, seconded by Ray Zirpolo, and carried. Amanda Truppa asked that the spelling of her name be corrected in the June minutes.

The closed session minutes of 06/19/2014 were moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried.

The outstanding 2010 closed session minutes were moved for approval by Barbara Ciocci, seconded by Ray Zirpolo, and carried. Ed Mullen abstained.

The outstanding 2011 closed session minutes were moved for approval by Barbara Ciocci, seconded by Ray Zirpolo, and carried. Ed Mullen abstained.

Correspondence: Board member Ed Mullen read a letter from AFSCME and the Teamsters regarding the accounting function shared services agreement with the Township and a Met Life payment issue that had arisen. Ed Mullen also read a letter regarding an AFSCME unfair labor practice allegation.

Director’s Report:

The library’s shared services agreement with the Township for accounting work has been very effective in ensuring continuity of service: library account access for the CFO’s department has been established; all of the financial information residing in the library’s former Sage accounting system has been migrated to the Edmundo accounting system used by all Township departments; account payments for such financial products and services benefits such as Valic and MetLife are now being made by wire transfer to the vendors, instead of by check.

The final reminder for local government officials to file their financial disclosure statements was issued June 25, 2014 by the municipal clerk and library director.

This year’s science-themed summer reading programs have begun. The children’s summer reading club, Fizz, Boom, Read!, has more than 600 children enrolled at Main and almost 1,000 children enrolled in the branch programs. The adult summer program, Literary Elements, has
141 people enrolled. The teen *Spark a Reaction* program has also begun. The programs run until mid-August.

Work on Main’s new digital sign is underway: the power supply has been installed, a few trees have been removed from the area where the sign will be located, preparations for the sign’s concrete pad are being made, water lines are being mapped, and utility clearances are being determined so the sign can be positioned for the best viewing possible.

Assistant director Patty Anderson has prepared the member intake and volunteer forms for the Next Chapter Book Club (NCBC) for adults with intellectual and developmental disabilities (IDD). The forms will be distributed to volunteers and NJ Institute for Disabilities employees by the end of July.

The circulation policy revisions are almost completed. The Internet use policies will be the next ones reviewed.

The Woodbridge Public Library was featured in a July 7th front page story in the *Home News Tribune* about library services in the digital age. It described the library’s hoopla service as a way for library users to obtain online media such as ebooks, music, TV programs, and movies without having to visit the library to obtain them. Assistant Director Patty Anderson was interviewed for the article. The director brought the article, and the hoopla service, to the attention of the mayor and department directors at their weekly meeting.

The 50th anniversary invitation letters and save-the-date cards have been mailed to reception invitees. The save-the-date bookmarks have been sent to all library locations for distribution to library users throughout the summer. The assistant director is working with the Avenel Wawa general manager to plan refreshments for the October reception. The library thanks Board member Anthony Terebetsky for making the referral to the Wawa manager.

The library was designated a Township cooling center during the heat on July 8th. The branches were notified of the designation.

The shelving installation for what will be the Main Library periodical room is scheduled for July 21st.

Brian Burke arranged for minor electrical work at the Main Library and Henry Inman locations. Some old wiring in Main was removed. Exterior light units at Henry Inman will be replaced. Brian Burke arranged for the replacement of the Fords flag after being alerted to the existing flag’s deterioration.

Part of the parking lot (near the athletic field and Health Center) behind the Main Library was repaved. The parking lot area closer to Main will probably not be repaved until next year.

There were two instances of apparent medical waste disposal in the second week of July: on July 8th, a maintenance worker found an empty syringe in the men’s room waste basket at Fords, which turned out to be an insulin injection needle. On July 9th, a biohazard bag was found in a trash container on Level 2 of Main. The police were notified, and they contacted the hazardous materials squad. After examining the container, the squad contacted the Health
Center staff. The Health Center arranged for the disposal of the bag by biohazard firm with which it has a contract.

On Saturday, July 12\textsuperscript{th}, the Iselin employees called the fire department to investigate a smell of burning rubber at the branch. The branch was evacuated, no fire was discovered, and normal Saturday public service resumed.

The assistant director and Andrew Bernath of the Woodbridge Township Comptroller’s Office took a two-hour training webinar on the Paychex Preview Payroll system used for employee time and payroll data entry.

Staff-wide training on how to serve people with disabilities has been tentatively scheduled for late October of this year. Trainers Dan Weiss and Meg Kolaya provide training nationwide (since 2008) about serving this population.

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

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

**Report of Board Members:** Amanda Truppa asked when the agenda and minutes will be put on the library web site. Director Christine Murchio said it should be on the web site after the minutes are approved at the September 18, 2014 board meeting.

Peg Mayerowitz asked about the new sign that will be at the Main Library. The director explained how the new sign will work.

Isha Vyas asked about hoopla and if there were any plans to promote this program. Assistant director Patty Anderson said hoopla service is off to a good start and explained what is included in the service. She said the hoopla representative is coming in August to give the library ideas for promoting the service. Amanda Truppa asked if we were exploring other e-book services.

Ed Mullen said he preferred to come in and sign checks rather than have his signature printed on checks issued by the Library. He did not feel comfortable about the automatic signature. He asked if the town is paying library legal fee invoices and asked that copies of the bills be sent to the library.

**Unfinished Business:** None
New Business

The following resolution was read by Peg Mayerowitz, moved for approval by Ed Mullen, seconded by Ray Zirpolo, and carried; Amanda Truppa voted no:

17 -July-2014

RESOLUTION 07 - 2014.11

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 2014-2015, provided Florio Perrucci Steinhardt & Fader, LLC provides copies of billing to the Library Board and municipality.

From: Administration

Approved at the meeting of 17-Jul-14

Frederick W. Silbon, Jr., Secretary
The following Resolution was read by Peg Mayerowitz, moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried:

17-July-2014

**RESOLUTION 07 - 2014.12**

**INTERIM FY 2014 - 2015 WOODBRIDGE PUBLIC LIBRARY BUDGET**

**RESOLVED** that the Board of Trustees approves an interim FY 2014 - 2015 budget of $1,418,916.

From: Administration

Approved at the meeting of 17-Jul-14

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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 Ed Mullen, and carried. Anthony Terebetsky voted no on the appointments.

Appoint Jessica Schenck, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, replacing, Brianna Dlugosz, effective 08/04/2014.

Appoint Jake Russell, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 7/09/2014.

Appoint Francheska Borbon, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 07/09/2014.
Bill List: The following Bill List were read and moved for approval by Ed Mullen, seconded by Ray Zirpolo, and carried: Barbara Ciocci abstained on the name Craig Coughlin.

Bill List - 06/19/2014

| Bill List - 01 | $ 657.98 |
| Bill List - 02 | $ 158,849.72 |
| TOTAL          | $ 159,507.70 |

Such other matters as may come before the board: None

CLOSED SESSION: Peg Mayerowitz read the Resolution for closed session, the motion to go into closed session was moved by Isha Vyas, and seconded by Ray Zirpolo at 6:55 pm.

The motion to end closed session was moved by Anthony Terebetsky, and seconded by Barbara Ciocci at 7:14 p.m.

The motion to reconvene the open portion of the meeting was moved by Ed Mullen, and seconded by Anthony Terebetsky at 7:15 p.m.

Good & welfare: None

Public comments: Employee April Kane asked if Met Life issues were resolved. Employee Anne Taylor asked about having the bill list posted on the Library web site. Director Christine Murchio said the agenda and approved minutes will be posted on the web site beginning in the upcoming fiscal year; the bill list is already available the following morning in the Administration Office for anyone to examine.

Adjournment: There being no further business, Anthony Terebetsky moved to adjourn the meeting, Ed Mullen, seconded the motion, it carried, and the meeting was adjourned at 7:16 p.m.