

**Approved Minutes
September 17, 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 July 16, 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: Barbara Ciocci led the Pledge of Allegiance.

Reading of minutes: The open minutes of 06/18/15 were moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried.

The Closed Session minutes of 06/16/15 were moved for approval by Isha Vyas, seconded by Ray Zirpolo, and carried.

Correspondence: None

Director's Report:

Finance

Nothing new to report.

Ventures

Director Christine Murchio sent a letter to Robert Ferrara, Executive Director of the NJ Institute for Disabilities, thanking the institute for its support of the library's Next Chapter Book Club for NJ Libraries (NCBC4NJL), and especially for the logistical and club member support provided by institute employees Venus Majeski, Randi Lamatino, and Shareise Gresham.

The director arranged a follow-up meeting with councilwoman Lizbeth DeJesus and library assistant director Patty Anderson, Main Library supervisor Linda Cooper, children's services supervisor Nancy O'Grady, and technical services supervisor Lynne Merz to review the status of the 2015 National Hispanic Heritage Month (September 15th - October 15th) activities that the library is planning.

The library is now offering Flipster, which gives library patrons access to several dozen popular magazines available in a digital format. Among other topics, the magazines offered cover business, leisure, fashion, current events, product reviews. The magazines' format is designed for readability on mobile devices and computers. The service is available to Woodbridge

Library users with a valid library card and is free of charge. Patrons can access the Flipster content from within the library or from external locations.

The library circulated 279 Flipster digital magazines in June.

The revised circulation policies were distributed to the Board for review, as were the previous versions of the policies so that members could compare the versions before voting on the resolution to approve them.

The policy committee is now working on a new dress code for employees.

The Evanced system implementation continues.

- The Summer Reader component for managing reading club data has been running without any software glitches.
- The SignUp component for scheduling events is being tested by librarians, who are familiarizing themselves with the software by using it to post their events.
- The Spaces online module for booking meeting rooms is being vetted by the library for the September rollout. On July 8th, Patty Anderson, Nancy O'Grady, and administrative clerk Neeta Pereira reviewed the module to assess its compatibility with the existing library meeting room booking policy. The policy will be revised to reflect the actual functionality of Evanced. One change that will be made is in moving to booking rooms in hourly increments rather than for blocks of hours (i.e., sessions).

The module will offer the public and employees a time-efficient way to reserve spaces and an up-to-date view of available spaces for specific days and times.

The two *Field Station: Dinosaur* events on June 24th at the Main Library and Iselin locations repeated the success of the previous year's event. The star of the show was an animatronic, 15-foot, juvenile T. rex, who is a 5-year-old representation of his species.

The dinosaur's arrival was delayed by heavy traffic, which meant its trip from the Main Library to Iselin had to occur during rush hour. To encourage T. rex to retreat to his lair at the end of Main's show, the children were encouraged to out-roar him, which they did (repeatedly) with great glee and at great volume -- such powerful lungs in such small bodies.

T. rex reentered his truck, but was miles away from Iselin. The police department came to the rescue by providing a VIP escort for the dinosaur's journey from Main to the branch. When the police were asked if T. rex might get caught in traffic and be late for his next performance, the answer was a smile, shake of the head, and pithy, "Lights and sirens."

The director thanked the police department for all its traffic control efforts (securing necessary parking spaces, closing George Frederick Plaza, directing traffic) for the show.

The library's summer reading clubs are underway:

- *Every Hero Has a Story* (children)
- *Unmask!* (teens)
- *Escape the Ordinary* (adult)

Club information appears on the library website. About 700 children have registered for the club at the Main Library.

The Main Library's foreign film festival is running on Friday afternoons through August 7th. This week's feature is the French comedy *Amelie*, which will be followed by *Jet Li's Fearless (Huo Yuanjia)*, *City of God (Cidade de Deus)*, and *Gloria* in succeeding weeks.

The museum pass program has been launched. An icon on the library website's homepage takes site visitors to an information page about the service. The page's introductory section provides general information about borrowing the passes (library card ownership; pass reservations, availability, loan periods, pick-ups and returns; and fines and fees for overdue passes. Specific details about borrowing the passes for the participating locations (the Grounds for Sculpture; Guggenheim Museum; Intrepid Sea, Air & Space Museum; American Museum of Natural History; and Montclair Art Museum) are also provided.

The program is underwritten by the Friends.

Physical Plant

The fan motor in the Main Library's water cooling tower failed on July 8th. The HVAC system was shut down to prevent further damage to it. When the system was examined to determine whether the motor could be repaired or not (it could not), the repair company discovered that the internal hanger straps for supporting the tower's water pipes are broken, and the tower's internal honeycomb structures that disperse the water within the tower have collapsed.

Brian Burke obtained emergency funding to purchase a new motor, which was installed on July 9th. It is running at 80% of capacity until the additional water tower repairs can be made. Brian has arranged for a full assessment of the water tower's deficiencies and an estimate of repair costs, which the Township will cover.

Staff

Main librarians Ellen Bonacarti and Wendi Rottweiler participated in the Barnes & Noble Get Pop-Cultured: To Kill a Mockingbird Read-a-Thon event on July 13th. The event ran in the Menlo Park store from 9 a.m. - 9 p.m., and volunteers read aloud chapters of author Harper Lee's *To Kill a Mockingbird* throughout the day in anticipation of her new book's publication on the following day. The new book, *Go Set a Watchman*, will be available from the library on its official release date.

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 Ed Mullen at 6:40 p.m.

The motion to end closed session was made by Ed Mullen, and seconded by Carol Eberhardt at 6:58 p.m.

The motion to reconvene the open portion of the meeting was moved Ed Mullen, and seconded by Isha Vyas at 7:00 p.m.

New Business:

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

Resolution 07 - 2015.11

RESOLUTION

Whereas, Jean Chabot is retiring from active service as a Woodbridge Public Library SENIOR LIBRARIAN on September 1, 2015, after 47 years and 3 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 Jean Chabot.

President, Board of Trustees

July 16, 2015

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

16-Jul-15

RESOLUTION 7 - 2015.12

RESOLUTION ACCEPTING SHARED SERVICES AGREEMENT FOR MAINTENANCE 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 16-Jul-15.

From: Administration

Approved at the meeting of 16-Jul-15

Frederick W. Silbon, Jr., Secretary

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

16-July-2015

RESOLUTION 7 - 2015.13

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
REVISED CIRCULATION POLICIES**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Circulation Policies as amended and attached, effective July 16, 2015, including those for:

- Lost or Damaged Materials
- Claims Returned
- Patron Block
- Refunds
- Registration
- Renewal of Library Materials
- Teacher Loans
- Universal Returns
- Vacation Loan

From: Administration

Approved at the meeting of 16-July-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:

16-July-2015

RESOLUTION 07 - 2015.14

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MEETING ROOM REVISED POLICY**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Meeting Room Policy as amended and attached, effective September 15, 2015.

From: Administration

Approved at the meeting of 16-July-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.

SALARY CORRECTION

Eduardo Santos, from Computer Service Technician, Main, to Senior Computer Service Technician, Main, Provisional, pending CSC procedures, 35 hours per week, salary \$43,590.06, effective 07/06/2015.

END OF TEMPORARY EMPLOYMENT

Kristina Cerro, Monitor, Main, effective 06/26/2015.

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

Bill Lists - 07/16/2015

Bill List - 01	\$ 15,276.80
Bill List - 02	\$ 87,812.111
TOTAL	\$ 103,088.91

Such other matters as may come before the board: None

Good & welfare: None

Public comments:

Ellen Bonacarti, President of AFSCME Local 2923, read a letter in reference to the Woodbridge Library Work Schedules that is effective 08/01/2015.

Anne Taylor, Somerset, NJ said she hopes the board of Trustees has read the work schedule.

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 7:11 p.m.