

**Approved Minutes
September 15, 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 July 21, 2016. Board members present were: Carol Eberhardt, Ed Mullen, Rick Silbon, Amanda Truppa, Isha Vyas and Ray Zirpolo. Also present were Caroline Brown, Interim Library Director, and Board Attorney Craig Coughlin. Also in attendance was Leslie Burger of Library Development Solutions and Monica Eppinger the newly appointed Library Director.

Call to order: Board President Peg Mayerowitz was not able to attend this month's Board Meeting. Vice President Isha Vyas called the meeting to order at 6:30p.m. and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Amanda Truppa led the Pledge of Allegiance.

Reading of minutes: The minutes of 06/16/2016 were moved for approval by Carol Eberhardt, and seconded by Ed Mullen. The motion carried. Amanda Truppa and Isha Vyas abstained.

Correspondence: Interim Director Caroline Brown read the correspondence and board member Amanda Truppa had a few questions on the tutors at the branches. Kathryn Brown, Librarian 3, at the Fords branch was asked by Caroline Brown questions in reference to the tutors. Kathryn Brown replied that all branches and the Main library have tutors. She said that some tutors were quiet and some were noisy.

Interim Director Caroline Brown also spoke about the Meeting Room Policy and that groups cannot book the meeting room more than 4 months out. Board member Amanda Truppa said that we should relook at this policy as the Girl Scouts and other groups need to book meeting more than 4 months out.

**Report of the Interim Director
July 2016**

Transitions: Following a concerted effort by the Board to find and appoint a new director, we are preparing for that transition. At the same time, we are looking towards the future of the library's information technology group, and considering the potentialities presented by the Librarian 3 civil service test results, from which appointments are to be made for the permanent branch head assignments for the Inman and Iselin branches.

Buildings: The Township worked diligently to provide emergency air conditioning for the Inman Branch, and installation took place at last on Monday July 11. Many thanks to the Inman Branch staff for weathering long weeks of extreme heat to keep the Branch open for service as much as possible. The Township will next proceed to engineer a more permanent solution so that the old system can be replaced.

Tinted film has been installed on the workroom windows on the second level of the main library; the assistant director's report will contain more detail.

Strategic Planning Process: Leslie Burger's report is included in your packet.

Ventures: The Colonia Elks Lodge # 2282 has again this year donated to the Inman and Iselin branches to support materials purchase for children and young adults: Amera Elbayar, Iselin children's librarian, and I met with several members of the Lodge at Iselin on July 7. A photo op at the Inman branch is slated for some time in the next week or two.

Interim Director Caroline Brown said that she sent out e-mails to all board members about closing the branches on August 20, 2016 for the Children's Fair to be held at the Main Library. There were no objections from the board members.

Caroline Brown
Interim Director
July 14, 2016

REPORT OF THE ASSISTANT DIRECTOR

July 2016

VENTURES

- A **special film** was installed over the windows in the clerical offices behind the circulation desk. The film has UV filters and cuts down on glare from the sun. The film replaces the old vertical blinds that were constantly falling down. So far, everyone seems very happy with the results.
- **American Display, Inc. installed new signage** at the ends of all the stacks in the Main Library. These new signs are easy to install and can be revised on a computer with a simple Word program. A few end stack signs had to be re-manufactured due to irregular sizing.
- Patty Anderson met with Robert Leggio, President of **AVS**, an audio visual company referred to the library by the township, regarding **updating the audio visual and sound equipment in the Main Library meeting room and at the Iselin Branch**. Bob Leggio prepared a quote (approximately \$30,000 in all) which is part of a grant application to Columbia Bank. Jeff Mayerowitz has submitted the grant as of July 12, 2016.
- At the request of Library Development Solutions, the Assistant Director forwarded many of our **policies**. Leslie Burger feels we need a shared common drive for all staff to access these kinds of digital files.

PERSONNEL

- The list of eligibles for the **Librarian 3 positions** at the Iselin and Henry Inman branches has come out. The top three on the list are Ellen Bonacarti, Wenda

Rottweiler and Susan Fichtelberg. Seven librarians took the test. Interested parties are in the process of alerting the Appointing Authority, Robert Landolfi, of their interest. The Assistant Director will then conduct interviews before making a Permanent appointment to each branch.

- The Assistant Director and Carol Huber are beginning to **interview monitors** for the Main Library. Approximately five or six are going to be going off to college in the fall.
- The Assistant Director is in the process of gathering **detailed job descriptions** for employees that are retiring in December. Replacements for these positions are in the 2017 budget.
- The Assistant Director has been following up on **two employees on Medical Leave** for various reasons. Doctor's notes and FMLA paperwork has been sent out. Both employees are in the Children's Department, thus creating a staffing shortage in that department. Anna Genovese has been filling in for Supervising Clerk, Kim Snyder.
- The **Acting Director and Assistant Director met with the Branch Heads** on June 23rd to go over specific concerns at the branches. One of the main concerns from all three branch heads was the lack of maintenance staff to keep the branches sufficiently clean and the grounds maintained. There have been roof repairs, drainage issues, parking lot resurfacing, tree trimming, and miscellaneous building items on their wish list for two to three years. It was requested by the Branch Heads that a coordinated plan be approached for Building maintenance from the Township level down and that this be part of the overall Strategic Plan. The Assistant Director prepared a summary of "Branch Issues" for the new incoming director.
- **The Interim Director and Assistant Director met with Robert Landolfi, Business Administrator and Labor Counsel, Andrew Kinsey on Tuesday, July 12th** regarding an ongoing grievance. This grievance has been denied three times and is now at the Board level.
- **The Assistant Director is also working on another grievance involving a discipline matter.** She is reviewing all the pertinent statements and facts.

BUILDINGS and GROUNDS

- **Due to a lack of air-conditioning, the Henry Inman Branch had to close early on June 20th and 21st.** The branch went to a skeleton staff but the heat was oppressive, the branch was closed early. The branch was closed all day on Thursday, July 7th. Most staff took time, but a few staff came to the Main Library. Temporary A/C units have been installed at Henry Inman, but they are barely keeping up with the heat and humidity.
- **The Air-conditioning unit at the Main Library had to be shut down about 2:30 p.m.** on July 14th. The system was making grinding noises and in order to not break down completely, the maintenance Supervisor, made the decision to shut down the unit.
- **There have been complaints from staff about several large dump trucks going the wrong way out the parking lot due to construction/digging behind the health**

center. On two occasions, staff were nearly run off the road. The Acting Director did file a notice with the Mayor's office and was told the issue was being addressed by the local Police Department.

- **The Police were called in June to talk to a man who was using the library grounds for shelter.** Clothing and debris were being strewn all over the back area behind the technical services department and also in front of the Children's area. The Police came and spoke to the man and maintenance cleaned up the mess

Prepared by,

Patty Anderson
Assistant Director
7/14/16

Report of Friends of the Libraries: Kathryn Brown reported that the Friends were continuing with the Museum Pass Program as it has been very successful this past year.

Report of Board of Trustees President: Vice President Isha Vyas congratulated Monica Eppinger on her appointment as the Library Director of the Woodbridge Public Library and she thanked JPM – Jersey Professional Management, and the Library Board Search Committee for all their work.

Report of Board Members:

Board Member Ray Zipolo stated that the lack of air conditioning at the Henry Inman Branch took a long time to get fixed. Ray also asked about the Maintenance at all the branches and was told that the branches and the Main library could be a lot cleaner. They are not being cleaned and maintained properly. And he stated that we have to do something about this issue.

Board member Rick Silbon asked about the condition of the library parking lot. He was told that after all the construction on the back playing fields was completed, the parking lot will be repaved.

Rick also asked about the presentation of the library budget to the Town Council. Board member Ed Mullen said the presentation was on Tuesday, August 2 and that Caroline Brown, Andrew Bernath, Monica Eppinger and himself would be presenting the budget. Board member Carol Eberhardt asked what time, Ed Mullen replied late afternoon, early evening.

Board member Ed Mullen complimented Jerry Holtz. Jerry has gone out of his way to make a smooth transition as he is retiring on September 1, 2016.

Ed also stated that he is not interested in a shared service agreement with the town, but would like to post the vacancy and get the position filled through the posting.

Unfinished Business: Leslie Burger from Library Development Solutions gave an update on the progress of her project. Some of the issues she spoke about were speaking to staff members, collection area, cleanliness and aging issues in all the building, door counters, e-mail addresses, getting jewel cases for the DVD collection and making areas for businesses and tutors to use.

She also mentioned sending out surveys to the township and scheduling community conversations at the Main library and all the branches.

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

Resolution 07 - 2016.10

RESOLUTION

Whereas, Jerome Holtz is retiring from active service as Woodbridge Public Librarian 4/ Data Processing Coordinator on September 1, 2016, after 12 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 his 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 he 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 Jerome Holtz.

President, Board of Trustees

July 21, 2016

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

21-July-2016

RESOLUTION 7-2016.11

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
REVISED FINES & FEES

RESOLVED that the Woodbridge Public Library Board of Trustees accept the revised fines and fees schedule as amended and attached, effective July 21, 2016.

From: Administration

Approved at the meeting of 21-July-16

Frederick W. Silbon, Jr. Secretary

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

APPOINTMENT

Appoint Monica Eppinger, Library Director, full time, Main Library, salary \$130,000 annual, Provisional, pending CSC procedure, physical and drug screening and residency waiver, replacing Christine Murchio, effective 08/01/2016.

RETIREMENT

Jerome Holtz, Librarian 4/Data Processing Coordinator. Main Library, effective 09/01/2016.

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

Bill Lists - 07/21/2016

Bill List - 01	\$ 15,167.52
Bill List - 02	\$ 148,433.91
TOTAL	\$ 1633,601.43

Such other matters as may come before the board: None

Good & welfare: None

Public comments:

Newly appointed Library Director Monica Eppinger spoke and said it was an honor to be selected as the new Library Director.

Ellen Bonacarti, President of AFSCME Local 2923 welcomed Monica Eppinger as the new Library Director.

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 7:30 p.m.