FREE PUBLIC LIBRARY OF WOODBRIDGE

AGENDA
Trustees Meeting, Thursday October 16, 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 09/18/2014
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. 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
Approved Minutes
October 16, 2014

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 September 18, 2014. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Anthony Terebetsky, Amanda Truppa, and Carol Eberhardt. 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: Anthony Terebetsky led the Pledge of Allegiance.

Reading of Minutes: The open minutes of 07/22/2014 were moved for approval by Barbara Ciocci, seconded by Ed Mullen, and carried. Carol Eberhardt abstained.

The closed session minutes of 07/22/2014 were moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried. Carol Eberhardt abstained.

Correspondence: None

Director’s Report:

The Council approved the Township budget in September.

The children’s summer reading club, Fizz, Boom, Read!, had: 1,882 children enrolled; 53,092 hours of reading reported; 166 reading club-related programs offered and 6,697 program attendees.

The new digital sign was installed at Main during the week of September 9th. The antenna for transmitting messages for the sign was installed in August near the front corner of the building closest to the sign. The concrete platform for the sign, trench work for sign cables, and other sign wiring were completed in August and September. For the immediate future, library messages for the sign will be programed by staff at Town Hall.

The library provided children’s program content to the recreation department for inclusion in its Township fall activities booklet. The booklet is widely distributed throughout the municipality.

The kick-off of Next Chapter Book Club, for adults and teens with intellectual and developmental disabilities (IDD), on September 10th at Target was a big success. The club has nine members, and all of them were excited to participate in the opening session. Librarians Anne Taylor and Jean Retkwa are the lead facilitators for the club, and assistant director Patty Anderson is the agency coordinator for the library and Disability Institute. The library is one of six in New Jersey offering a book club to people with IDD.
As part of the Boscov department store’s “Back to School” community partnership initiative, the library had an information table in the store from 11 a.m. to 3 p.m. on Saturday, September 6th. Seventy-two people stopped by the table for library information. The library will participate in another program at Boscov’s on September 23rd from 4:00 p.m. to 4:45 p.m. Library participation in this program and the September 6th program has been coordinated by Children’s Services Supervisor Nancy O’Grady.

The quarter safety meeting was held on September 15th; no staff-related safety incidents were reported for 3Q2014.

Preparations are underway for the Sunday, October 19th, 50th anniversary reception at the Main Library. Invitations and save-the-date cards have been sent to government officials, local history groups, and other special guests. An official from the NJ State Library will speak. Entertainment and children’s programs are being arranged for the day.

The assistant director is working with Carol Huber, the hospitality committee chair, to solicit donations for refreshments and decorations (e.g., pumpkins, mums). Nancy O’Grady is coordinating students’ community service (hospitality service, program supervision) for the event. She and children’s librarian Marsha Quackenbush are also planning children’s programs for the reception.

The library schedules about 90K public access computer sessions per year. Scheduling and managing these sessions, including related document printing, requires significant staff time. The library is exploring the EnvisionWare self-service managed public access system, which is compatible with other systems already used by the library, as a way to perform these functions. The EnvisionWare product provides equitable public access to computers, helps maximize their use, and minimizes the need for staff oversight of them. Reference librarians have been familiarizing themselves with the system and testing its performance within the framework of the library’s policies that cover use of the public access computers. Preliminary librarian training in using the system will probably begin before October.

The IT department is acquiring and configuring new service-related hardware (a Windows Domain Controller Server) and implementing new security software packages to protect the PCs and network, provide a familiar computing environment for the public, and to keep user applications up-to-date. IT employees have been building and refurbishing PCs that will replace our current thin client ones.

The library is looking into the use of several Evanced Solutions products for event management:

**SignUp**, an event calendar management tool for scheduling events and programs, enables a library to promote events and enables the public to register for them. The library can also send alerts to employees and patrons, capture usage numbers, and generate reports on usage.

**Spaces**, a meeting room reservation and scheduling program

**Summer Reader**, a tool for managing summer and year-round reading program participant data such as reading and progress logging
The shelving installation for what will be the Main Library periodical room was completed in July. Periodicals are in the process of being moved into the room for public access to them. The work is being overseen by Main librarian Lynn Bolmer.

The surface of the Iselin parking lot was torn up, the damaged pipe under its surface was replaced to address the leakage it caused inside the branch, and the lot was repaved and striped in September. Problems with Iselin’s electrical panel required a call to the fire department and evacuation of the building. The circuit breaker panel is obsolete and is going to be replaced.

Solicitations for quotes for library system pest control; branch HVAC unit maintenance; and the Main Library’s chiller, water treatment, temperature control, and elevator equipment maintenance were sent to contractors on September 12th.

**Report of Friends of the Libraries:** KG Brown said that the Friends donated money for the signed books and t-shirts for the 2015 summer reading program. The Friends are also holding a general membership drive on October 1, 2014.

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

**Report of Board Members:** None

**Unfinished Business:** None

**New Business**

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

18-September-14

**RESOLUTION 09 - 2014.13**

RESOLUTION APPROVING FISCAL YEAR 2015 BUDGET AS ATTACHED

**RESOLVED** that the Board of Trustees adopt the Fiscal Year 2015 budget as attached.

From: Administration

Approved at the meeting of 18-Sep-14

_________________________
Frederick W. Silbon, Jr., Secretary
**Personnel:** The following Personnel items were read by director Christine Murchio; motion to accept was made by Carol Eberhardt, seconded by Barbara Ciocci, and carried.

**APPOINTMENT**

Appoint Nestor Medina, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 08/05/2014.

Appoint Justin Lurker, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 8/18/2014.

Appoint Richard Meyer, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 08/18/2014.

Appoint Theodore Geardino, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 09/29/2014.

Appoint Hamzah Syed, Monitor, Main Library, Part time, 10 hours per week, $8.25 per hour, effective 09/29/2014.

Appoint Taylor Volpe, Library Assistant, Main Library, Full time, 35 hours per week, salary $29,189 annual, pending DOP procedures, replacing Nancy Rusek, effective 09/01/2014.

**PERMANENT REASSIGNMENT**

Maryellen Santorelli, Supervising Library Assistant, Main Library, Periodical Department to Main Library, Circulation Department, Full time, salary $58,513, effective 09/01/2014.

**RESIGNATION**

Afia Atakora, Senior Library Assistant, Main Library, effective 8/29/2014.

Lisa O'Hara, Clerk, Administration Office, effective 8/29/2014.

**END OF TEMPORARY EMPLOYMENT**

* Nelson Carroll, Monitor, Main Library, effective 08/01/2014
* Melisa Philogene, Monitor, Main Library, effective 8/15/2014
* Lidza Casamajor, Monitor, Iselin Branch, effective 8/28/2014
* Taylor Volpe, Monitor, Main Library, effective 08/31/2014
* Brenda Aramboles, Monitor, Main Library, effective 09/06/2014
* Nash Zara, Monitor, Inman Branch, effective 08/28/2014
* Francheska Borbon, Monitor, Main, effective 09/04/2014
**Bill List:** The following Bill List were read and moved for approval by Ed Mullen, seconded by Carol Eberhardt and carried: Barbara Ciocci abstained on the name Craig Coughlin.

**Bill List - 09/22/2014**

<table>
<thead>
<tr>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bill List – 01</td>
<td>$ 58,560.58</td>
</tr>
<tr>
<td>Bill List – 02</td>
<td>$ 15,714.69</td>
</tr>
<tr>
<td>TOTAL</td>
<td>$ 74,275.27</td>
</tr>
</tbody>
</table>

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

**Good & welfare:** None

**Public comments:** None

**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 6:56 p.m.