

**Approved Minutes**  
**October 15, 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 September 17, 2015. Board members present were: Amanda Truppa, Barbara Ciocchi, Carol Eberhardt, Peg Mayerowitz, Rick Silbon 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 Ciocchi led the Pledge of Allegiance.

**Reading of minutes:** The open minutes of 07/16/15 were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo and carried. Amanda Truppa abstained.

The Closed Session minutes of 07/16/15 were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo, and carried. Amanda Truppa abstained.

**Correspondence:** None

**Director's Report:**

**Finance:** The Township council approved department budgets on September 1<sup>st</sup>; the library budget is essentially flat.

**Ventures**

Director Christine Murchio, assistant director Patty Anderson, Main Library supervisor Linda Cooper, and children's services supervisor Nancy O'Grady met with councilwoman Lizbeth DeJesus in July to review library proposals for this year's National Hispanic Heritage Month (mid-September through mid-October). The director sent Ms. DeJesus a requested high-level overview of the plans to-date. As a result of meetings with Ms. DeJesus:

- Main librarian Angelo Roussos is creating slide shows for display in the library's digital frames at all locations. The shows feature photographic views of different counties, which are highlighted by quotations from authors of the countries.
- All locations will display Heritage Month posters and selected materials from the library's collections, offer a children's program tied to the month's theme, and provide bookmarks and restaurant information flyers to visitors.
- The Main library will host a film festival during the month and a reading by author Ivette Mendez of her children's book, *La Gatita de Oro*.

- Items from different Hispanic countries will be shown in the Main Library's display cases.

The Benevolent and Protective Order of Elks (Colonia Lodge No. 2282) donated \$600 from the Elks National Foundation Gratitude Grant to the library. The Elks provided a \$300 dollar check for the Iselin branch and a \$300 check for Henry Inman. They will be used for book purchases for next year's summer reading program. The director sent a thank you letter to the lodge.

The library received a donation for the Main children's from a family that wanted to express their appreciation for the children's programs they have enjoyed. The director thanked them.

Five little girls took it upon themselves to raise money for the Iselin branch by selling lemonade, cookies, and ice pops. Over a period of weeks, their sales amounted to \$71.87, all of which they donated to the library. The director sent each of them an "official" letter thanking them for their generosity and kindness, and telling them their gift will be used to buy new materials for the library activities being planned for them and other children.

The Evanced system SignUp and Spaces components are about to be launched.

- SignUp for registering for events will be displayed online within the next month. The librarians are being trained in its use.
- Nancy O'Grady is working on the Spaces implementation scheduled for October. The module will enable people to reserve spaces and view an up-to-date calendar of available spaces for specific days and times.

The Township designated all library locations as cooling centers from July 28<sup>th</sup> - July 30<sup>th</sup>.

Due to its budget constraints, LibraryLinkNJ reduced ILL delivery schedules for participating libraries based on participants' volume of shipped items. Deliveries for the library were reduced to four days a week. Because of the backlogs this created at the library, the library is paying for a fifth day of service, which will cost less than \$200 for the rest of the year.

This year's children's reading club theme was *Every Hero Has a Story!* The club had:

- 1,920 children enrolled in it
- 50,469 hours of reading reported
- 155 reading-related library programs
- 6,702 program attendees

The end-of-reading-club skating party was held at the Community Center on August 12<sup>th</sup>. About 400 children from all library locations registered for the party. They were all accompanied by additional family members and friends. Mayor John McCormac accepted the director's invitation to join the party. He photographed many of the skaters, and was photographed with many of the skaters in return.

Children's services supervisor Nancy O'Grady, and children's librarians Susan Fichtelberg, Sue Miller, Marsha Quackenbush, and Amera Elbayar managed the reading club at their locations and ensured the skating party's success.

Amera Elbayar put some of the money raised by her junior benefactors toward refreshments (e.g., licorice "fire hoses," graham cracker "Band-Aids, water bottle "fire extinguishers") for an Iselin children's program celebrating community local heroes.

The event saluted the reading club theme by featuring members of the Woodbridge Police Department, Iselin Fire Department, Woodbridge Township Ambulance and Rescue Squad (including Lynn Bolmer, Main librarian and riding member of the squad), and the National Guard at the program. Appropriate vehicles (two fire trucks, a police car, an ambulance) were on display in very inviting and child-friendly ways. Patty Anderson and Nancy O'Grady attended the program.

Board member Ed Mullen arranged the fire department participation in the event, and library staff members and volunteers kept things running smoothly. Children, parents, employees, and the community heroes had a wonderful time. Ms. Elbayar created a photo collage highlighting the activities. The director sent it to the Township as a potential feature for the *Woodbridge News*.

The Next Chapter Book Club resumed its meetings on Wednesday, September 9<sup>th</sup>. Due to heavy construction at its meeting site, the club is looking for a temporary alternate meeting site to use until the construction is completed.

The library is purchasing an Envision Ware self-service public-use scanner for the Main Library.

- There is growing patron demand for the service, and the scanner will also be useful for library operations such as vendor transactions.
- Users can scan documents to email, a Smartphone, tablet, USBs and other devices at no charge; normal library printing fees (\$.25 per color sheet, \$.15 per black and white sheet) apply to documents scanned to Main's networked printers.
- The scanner will cost \$5,000 to be paid for from the automation account. It is expected to last for at least 5 years.
- The scanner will be located in Main's reading room, where wiring for the scanner already exists.

### **Physical Plant**

The preliminary estimate for the repair of the Main Library cooling tower is about \$22,000 (to be paid by the Township). The scope of the work will include:

- Disassembling the tower and removing and disposing of the fill (a heat dissipating structure that helps keep the water temperature lower)
- Power washing the interior of the tower
- Caulking the cold water basin's seams

- Supplying and installing new Marley OEM fill
- Restarting the cooling system and checking its operation.

The Main Library elevator requires work to install a sump pump at the bottom of its shaft and to replace components of the steel framework within the shaft. Brian Burke is obtaining an estimate for the cost of the work.

During the Labor Day weekend, a Township police officer patrolling the Fords branch parking lot observed a Winnebago behind the building. He monitored the lot and determined the Winnebago occupants were stealing electricity from the building. The occupants have been charged with theft of service.

## **Staff**

The assistant director is arranging performance evaluation training for supervisors, staff, and librarians. Somerset County Library staff member Deanna Hurd, who presented an NJLA program on the subject, will design and present the training.

Since June, the assistant director and supervising librarians have been interviewing candidates for 2 Principal Library Assistant positions, 2 Librarian 1 openings, and a Librarian 3 (branch head at Henry Inman) position. Patty Anderson has conducted over 25 interviews for these positions. Internal job candidates have filled the principal library assistant and branch head positions. Because there are no qualified entry level librarians within the library, the positions will be filled by hiring from the pool of external candidates who have applied for the Main library adult services (1) and children's services (1) positions. To date, more than 60 resumes have been received for these openings.

Jean Chabot, Henry Inman branch senior librarian, retired on August 31<sup>st</sup> after working 47 years at the library. The director and assistant director joined the branch staff in celebrating Jean's retirement. Jean's duties have been assumed by senior librarian Natalie McGrath, effective September 14<sup>th</sup>.

**Report of Friends of the Libraries:** Kathryn Brown reported on the progress of the museum pass program. The Friends general membership meeting will be held on November 4, 2015

**Report of Board of Trustees President:** Board President Peg Mayerowitz asked that dates be coordinated for a meeting with AFSCME Union.

**Report of Board Members:** Board member Rick Silbon talked about encryption software to secure the privacy of patron e-mail.

**Unfinished Business:** None

## **New Business:**

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

17-September-15

**RESOLUTION 09 - 2015.15**

**RESOLUTION APPROVING FISCAL YEAR 2016 BUDGET  
AS ATTACHED**

**RESOLVED** that the Board of Trustees adopt the Fiscal Year 2016 budget as attached.

From: Administration

Approved at the meeting of 17-Sep-15

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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 Carol Eberhardt, seconded by Barbara Ciocci, and carried.

**APPOINTMENT**

Appoint Faith Chambers, Monitor, Main Library, Part time, 10 hours per week, \$9.50 per hour, replacing Kristina Cerro, effective 07/21/2015.

Appoint Danielle Olistin, Monitor, Iselin Branch, Part time, 10 hours per week, \$9.50 per hour, replacing Yashaswini Anumapuram, effective 08/18/2015.

Appoint Bryan Sudfield, Monitor, Main Library, Part time, 10 hours per week, \$9.50 per hour, replacing Michael Gonzalez, effective 08/24/2015.

Appoint Theresa Abner, Monitor, Fords Branch, Part time, 10 hours per week, \$9.50 per hour, replacing Megan Thompson, effective 08/31/2015.

**PROMOTION**

Promote Lisa Matthjis, Principal Library Assistant, Main Library, Permanent, Full time, 35 hours per week, Main Library, Periodical Department, salary \$ 40,372.37, effective 09/14/2015.

Promote Marsha Quackenbush, Librarian 3, Henry Inman Branch, Full time, 35 hours per week, salary \$ 101,239.25 , Provisional pending CSC procedures, replacing Jean Chabot, effective 09/01/2015.

**PROVISIONAL, RETURNING TO PERMANENT STATUS**

Virginia Kershaw, Provisional Principal Library Assistant to Senior Library Assistant, salary \$35,583.73, effective 09/14/2015.

**REASSIGNMENT**

Natalie McGrath, Librarian 2, from Main Library to Henry Inman Branch, effective 09/14/2015.

Rachel Kravitz, Senior Library Assistant, to Iselin Branch Library, effective 09/14/2015.

**END OF TEMPORARY EMPLOYMENT**

Megan Thompson, Monitor, Fords Branch, effective 08/20/2015.

Yashaswini Anumapuram, Monitor, Iselin Branch, effective 08/15/2015.

Nafis Kinsey, Monitor, Main, effective 08/29/2015.

**Bill Lists:** The following Bill Lists were read and moved for approval by Rick Silbon, seconded by Carol Eberhardt and carried.

**Bill Lists - 09/17/2015**

Bill List - 01	\$ 178,102.03
Bill List - 02	\$ 74,560.16
TOTAL	\$ 252,662.19

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

**Good & welfare:** None

**Public comments:** None

**Adjournment:** There being no further business, Carol Eberhardt moved to adjourn the meeting Barbara Ciocci seconded the motion, it carried, and the meeting was adjourned at 6:55 p.m.