

**Approved Minutes**  
**October 20, 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 September 15, 2016. Board members present were: Carol Eberhardt, Rick Silbon, Peg Mayerowitz, Barbara Ciocci, Ray Zirpolo and attorney Craig Coughlin. Also in attendance was Monica Eppinger, Library Director, Patty Anderson, Assistant Library Director, and Leslie and Alan Burger of Library Development Solutions.

**Call to order:** Board President Peg Mayerowitz called the meeting to order at 6:31p.m. and read the "Adequate Notice of Meeting" statement.

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

**Reading of minutes:** The minutes of 07/21/2016 were moved for approval by Carol Eberhardt, and seconded by Ray Zirpolo. The motion carried. Peg Mayerowitz abstained.

**Correspondence:** Library Director Monica Eppinger expanded on the correspondence that was sent in the Board packet and explained the Columbia Bank Grant. Board Member Ray Zirpolo asked about the grant and the Assistant Library Director Patty Anderson said the grant was for \$20,000 and that the Library Foundation was matching one half of the grant in the amount of \$10,000. This grant is going to be used to upgrade the audio-visual equipment at the Main Library and the Iselin Branch meeting rooms.

Board member Ray Zirpolo asked how long before the project starts. Assistant Director Patty Anderson explained the procedure.

Board Member Carol Eberhardt congratulated Patty Anderson and Jeff Mayerowitz, Woodbridge Township Grant Writer, on obtaining this grant.

**Report of Library Director:**

## Director's Report: September 12, 2016

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The month of August and the first two weeks of September served as an assessment period. Interim Director Caroline Brown provided support for the management of library operations and ongoing personnel matters that saved me hours of time. By the end of August, there were some management projects that needed to be addressed and could not be given to her if she were not going to be at WPL for a longer term. Caroline's last day was Thursday, September 1. Carol Huber, Patty Anderson, Neeta Pereira and Andrew Bernath have all been forthcoming about library operations and have provided detailed information.

I met with Leslie Burger, who is assessing the libraries for our strategic plan, and although some of the time I spent crosses over the same territory, I have acted on as much of what she has suggested to us as possible. There is a quote for sensors at all locations to count people for your consideration.

- I toured the four buildings first with Jerry Holtz to determine where we stand with IT in our buildings. Jerry assigned almost all of his tasks in-house, and gave me files from his

office with explanations-- especially the E-rate file for services we have received. I would like to add Internet filtering to our business to discuss by the next Board Meeting as it is a requirement for institutions receiving federal aid. Filtering can be refined and has improved over the years. We will upgrade our catalog software on September 20<sup>th</sup> and hope to have the app, Bookmyne, ready to use shortly after that.

- The maintenance report is in the form of a checklist that I have attached separately. My second tour of the buildings was with Chris McGlynn, Head of Maintenance Staff at the Main Library. I then met with Township Maintenance Department Head Dennis Henry and our Buildings Manager Brian Burke with the lists I have prepared for each location. I will be checking and reporting monthly to you on whether we have made progress on the lists and will present some options to improve the cleanliness of our buildings. The Inman list has been highlighted because work was needed to prepare for the 50<sup>th</sup> Anniversary. A dumpster was placed on the Main Library property to clear storage areas in all locations so that attics and storage spaces can be cleared of clutter to clear our hallways and work areas. We will be training Neeta Pereira to carry on with document disposal following the state, county and municipal guidelines.
- Among some of the best news of the month is that Columbia Bank Foundation funded the Woodbridge Library Foundation **grant application for \$20,000 to upgrade the audio-visual equipment at the Main Library and Iselin Branch**. The check was received and a photo op will be taking place soon. It is anticipated that the project will be completed by the end of October. Congratulations to Patty Anderson, Nancy O'Grady and Town Hall's Grants Coordinator Jeff Mayerowitz for completing their joint effort on this grant.
- Summer Reading Club Statistics are attached. Adult Summer reading numbers have more than doubled, and a continued effort may bring more participation. Children's statistics were slightly lower, but over the years there has been a 22% rise in participation, and an average of 50,000 hours of reading over the last five years.
- Meeting Room Booking Concerns: Patty Anderson met with the staff who have implemented Evanced, the meeting room scheduling software, Nancy O'Grady, Children's Services Coordinator, Angelo Rousos, Librarian, Neeta Pereira of Administration, and Adult Services Staff, solved the Evanced software meeting room problem and the groups that have been meeting at the library for years have been able to book the meeting rooms as they have in the past. Among these groups are the Garden Club, Widows and Widowers, Historic Association of Woodbridge and the Civil War Roundtable.
- I held the first of monthly All Staff Meetings, which will take place the Tuesday before each Board Meeting. We have instituted an Employee of the Month based on Patty's idea that started with the Librarians last year, but it will be a staff-wide recognition.

- August Employee of the Month: Deidra Garcia is the Teen Librarian. She has increased teen programming in all four locations.
- September Employees of the Month: We will recognize two employees this month. Nancy Rusek was nominated by supervisors as well as a staff member, who said, “Nancy Rusek carries the weight of the world every day.” Nancy is said to be a positive influence on everyone around her. Also, Anna Genovese of the Children’s Department scheduled a large list of volunteers and filled in all summer for another employee’s long term absence. Anna is hoping to finish her B.A. soon and would like to go on to library school to become a YA librarian.

A suggestion box and continued Supervisors Meetings have yielded some excellent suggestions and have been an avenue for staff to voice their opinions, questions and concerns.

- First Aid and Safety Kits were ordered and distributed to all branches by Carol Huber and Patty Anderson.
- Patty and I met with Councilwoman Lizbeth DeJesus who will be helping us with the Hispanic Heritage Month display at the Main Library. There will be programs in all locations to celebrate Hispanic Heritage Month and flyers are attached. Councilwoman DeJesus raised a concern about literacy training opportunities in Woodbridge. At the Libraries of Middlesex County Libraries held Directors’ Meeting on September 9<sup>th</sup>, the guest speaker was Elizabeth Gloeggler, Director of Literacy NJ. I will be speaking with Elizabeth about literacy training that may be available to host at the library, and in the branches.
- I attended the NJ Trustee Institute on September 10. One of the things I learned is that there are 10 minute trainings on the ALA website that will earn each Trustee who views them a credit each toward Trustee, [http://www.ala.org/united/trustees/short\\_takes](http://www.ala.org/united/trustees/short_takes). United for Libraries is an advocacy group for Friends Organizations, Trustees and Advocates that would earn us a discount on the trainings. Another takeaway in this packet is a sheet with current legislation also attached to this report.
- You will note that there are no circulation statistics attached to this report for circulation. I am checking the sheets because we are still using a method that has not been reviewed in the last four years. I will add them to next month’s packet.

Library Director Monica Eppinger spoke about a newsletter that she would like to send out to patrons weekly.

The Library Director mentioned that there is an Eagle Scout Project at the Main library this week-end. She will continue to monitor the inside and outside of the building.

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

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

**Report of Board Members:**

Board member Carol Eberhardt remarked that the 50<sup>th</sup> Celebration at the Henry Inman Branch was very lovely.

Board member Ray Zirpolo asked about the business on Inman Avenue that was using the library parking lot.

**Unfinished Business:** Leslie and Alan Burger from Library Development Solutions gave an update on the progress of their project. Leslie said they are looking at data and will be writing up a detailed report; progress was being made on the collection of patron e-mails, as they are trying to get as many as possible to send out surveys to the community. She also spoke about the surveys for the staff. Leslie also spoke about the DVD lock boxes and how that was were working out. She spoke about Gimlet, the on-line software program and said the people counters project for Main and the branches were in progress. Leslie said that she would be meeting with the Library Director. Alan Burger spoke about the surveys, e-mails to communicate with patrons and the newsletter.

Board member Ray Zirpolo asked about the Meeting Room policy of booking the meeting room no further out than 4 months. Assistant Director Patty Anderson explained that the problem has been solved. Patty said that approximately 6 groups are set to book their meeting for a 1 year period. Patty also stated that we do not have enough meeting room space, and that we should look into this area as the librarians have increased their programs. Library Director Monica Eppinger has let some groups use the BEC for their meetings.

Leslie Burger, from Library Solutions Development, thinks that we have space in the library that we can reclaim.

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

September 15, 2016

RESOLUTION No. 09-2016.12

Appointing Authority

RESOLVED, that the Board of Trustees of the Free Public Library designates Monica F. Eppinger as Appointing Authority effective September 15, 2016.

Approved at the meeting of September 15, 2016

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Fredrick W. Silbon, Secretary

**PERSONNEL:** The following Personnel items were read by Library Director Monica Eppinger; motion to accept was made by Rick Silbon, seconded by Barbara Ciocci , and carried.

### **APPOINTMENT**

Appoint Adriana Burton, Monitor Main Library, Part time, 10 hours per week, \$9.50 per hour, replacing Theodore Geardino, effective 8/8/2016

Appoint Amber Spearnock, Monitor Main Library, Part time, 10 hours per week, \$9.50 per hour, replacing , Alexandra Check, effective 8/8/2016

Appoint Samantha Hanley, Monitor Main Library, Part time, 10 hours per week, \$9.50 per hour, replacing Richard Meyer, effective 8/15/2016

Appoint Celina Nelson-Jordan, Monitor, Main, Part-time, 10 hours per week, \$9.50 per hour, replacing Bryan Sudfield, effective 08/29/2016.

### **End of Temporary Employment**

Theodore Geardino, Monitor, Main Library, effective 07/28/2016.

Alexandra Check, Monitor, Main Library, effective 07/18/2016.

Karli Huber-Sharkus, Monitor, Main, effective 8/19/2016.

Faith Chambers, Monitor, Main, effective 05/16/2016.

Richard Meyer, Monitor, effective 08/30/2016.

Bryan Sudfield, Monitor, Main, effective 08/31/2016.

Emam Hassan, Monitor, Main, effective 09/01/2016.

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

**Bill Lists - 09/15/2016**

Bill List - 01	\$ 116,901.89
Bill List - 02	\$ 92,775.96
Bill List – 03	\$ 9,812.58
TOTAL	\$ 219,490.43

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

**Good & welfare:** None

**Public comments:** None

**CLOSED SESSION:**

Rick Silbon made the motion to go into closed session; Barbara Ciocci seconded this motion at 7:05 p.m.

Carol Eberhardt made the motion to end the closed session; Rick Silbon seconded the motion at 7:27 p.m.

Rick Silbon made the motion to reconvene the Board meeting; Ray Zirpolo seconded the motion at 7:29 p.m.

**Adjournment:** There being no further business, Barbara Ciocci moved to adjourn the meeting, Ray Zirpolo seconded the motion, it carried, and the meeting was adjourned at 7:30 p.m.