

**Approved Minutes
October 19, 2017**

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 21, 2017. Board members present were Peg Mayerowitz, Ed Mullen, Ray Zirpolo, Isha Vyas, Sabriena Tarboush, Anthony Terebetsky, Amanda Truppa and attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Patty Anderson.

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ed Mullen led the Pledge of Allegiance.

Reading of Minutes: The minutes of July 20, 2017, were moved for approval by Ray Zirpolo and seconded by Ed Mullen. The motion carried. Anthony Terebetsky abstained.

Correspondence: Library Director Monica Eppinger noted a letter to Morgan Stanley Legal Compliance Department, from Board President Peggy Mayerowitz, in reference to Library Board member Sabriena Tarboush.

Report of the Library Director:

Director's Report: September 21, 2017

Library Development Solutions

The Strategic Plan for 2017-2022 was presented to the staff on Tuesday, August 15th, at our All Staff Meetings, and then to the Mayor and John Hagerty on Wednesday, August 16th. I propose that in September we accept the Mayor's recommendation that we form a facilities plan committee and visit the branches with Township Project Manager, who would be able to provide us with a formal plan for the libraries.

The branches are now open on Saturdays from 10-5, and the Main Library is open until 6 pm on Fridays. Weekly foot traffic reports are going to supervisors so that we can keep an eye on the statistics for this change.

Maintenance Update

- The work on the air conditioning at Henry Inman was completed. The Township paid for a second change order that was needed to fix the second of two condensation pans in the air handler over the Circulation Desk that leaked after the HVAC was refurbished. The air handlers on the roof were rebuilt, and the pans which had rotted leaked early in their use this summer.

New Developments

- Andrew Bernath and I attended the Township Budget Hearing in August. The budget has passed as presented.
- Patty and I worked with Carol Eberhardt, Nancy O'Grady and her staff and Deidra Garcia on a plan to partner with the schools on library services. Leslie Burger of Library Development Solutions also assisted with the ideas in the plan which include:
 - A library card for every student
 - A library card for every teacher
 - Weekly e-news for educators
 - Inter-school delivery service
 - Improved search service (new Enterprise catalog) of library resources
 - An educator link on the home page
 - Teacher in-services
 - Instructional library tutorial production

Media Center Coordinator Sarah DeRollo and School Librarian Richard Paul visited for tours of all facilities on Tuesday, September 12th, and work on the ideas has begun. Deidra Garcia presented electronic resources to the new teachers at an orientation in August.

- Township Engineer Mike Gelin arranged to meet at the library with Dennis Henry, Brian Burke, and representatives of the Police Department and Township DPW who assessed the Main Library parking lot for expansion. The parking lot is scheduled to be paved by the Township in the spring. Signage and organization of spaces will be discussed between now and that time.
- A detailed plan for refreshing Iselin Branch Library was presented by Stewart Fife of Library Interiors, Inc., on August 2.
- The Maintenance Department removed all vertical blinds, and window tinting was applied at Iselin Branch Library. The outside of the building was also cleaned and windows washed.
- Displays for the month highlight Hispanic Heritage Month, and with Councilwoman DeJesus' assistance the theme is Athletes. Brinda Patel of the Children's Department prepared the biographies, images, and book display. There are displays and programs in all branches.
- The Next Chapter Book Club for Adults with Disabilities kicked off its fourth year on Wednesday, September 16th. April Kane of Programming and Community Engagement has taken the lead on the program.
- The library is working on two grants through the Walmart Foundation and the Kinder Morgan Foundation. These grants will supply additional Adult Literacy Materials and Welcome Kits for new families.
- Kindles were loaded and are available for in-house loan. Circulation is planned for the near future.
- The Main Library is preparing to add a service point--Digital Help Desk--that will be a circulation point for Kindles, laptops, tablets and hotspots. Assistance will be available with printing tasks and some general computer related help. We will be working with the branches on making space for new items, and will provide training for the staff so they will all be equipped to manage the electronic items.

- Adult Literacy Classes have begun with a conversation group of 24 at the Main Library. The branches will have ESL beginner groups that will have their first meetings later this fall instead of conversation groups. All branches will have drop-in, digital ESL classes.
- Upgrades to the library catalog have been made and can be tested at https://wood.ent.sirsi.net/client/en_US/main . Thanks to Nancy O’Grady, Lynne Merz, Ellen Bonacarti, Angelo Rousos, Derek Supp and Eddie Santos for providing all of the information that the catalog company needed to provide this upgrade. The new catalog offers Google previews and samples, a choice of a digital or print search, and instant access to eLibraryNJ.org eBooks and e-audiobooks. ProPay, credit/debit card management of fine and fees, is also working in the catalogs and our app, BookMyne. We will be running some trainings for the staff to make sure they can direct patrons to the convenience.

Personnel

- Employee of the month for August is Angelo Rousos of the Information Services Department. Angelo set up a Raspberry Pi (tiny, simple computer) to allow a digital display with our programs to run at the Pop Up Library, shut down at night and boot up in the morning. He runs the interlibrary loan department, manages the website, slideshow flyers in all branches, and this summer managed our database access through a major change in EBSCO offerings that had other libraries down all summer.
- Employees of the month for September are Julie Cohen and Isabelita Flores, who accompanied Ellen Bonacarti to Berkeley College and registered more than 40 students for cards at orientation in August using “Mobile Circ.”

Outreach

- Ellen Bonacarti’s presented WPL resources at Berkeley College orientation in August.
- Marsha Quackenbush of Henry Inman Branch delivered library flyers last week to Pennsylvania Ave School 27 and Lynn Crest School 22. October children's calendars are ready to be handed out at back to school night.
- Marsha spoke at Oak Ridge Heights School 21’s open house. She handed out flyers and October children's calendars on Thursday September 14, 2017 Oak Ridge Heights School 21. She spoke about digital resources especially World Book for children. 160 adults 15 children.
- April Kane arranged for the library to participate in the St. James Street Fair on Saturday, September 16th, with two staff members to give out library cards and program information to patrons.
- The Pop Up Library was open in Woodbridge Center Mall, featuring a Little Free Library, a screen running library program slides and opportunities, Ask Alexa (courtesy of Amazon), building blocks, drop-in crafts, Build a Better World books and library flyers three afternoons a week, 3 pm-7pm from July through August 17th. Because of the upgrade to Mobile Circ, library cards were issued, and a few books were checked out. We added some MURAL cards for patrons from eligible towns. We tested a mobile scanner that adds a library card by scanning the barcode on the back of an NJ driver’s license, and a mobile receipt printer.

Report of the Friends of the Library: Kathryn Brown reported that the Friends of the Woodbridge Public Libraries purchased additional Museum Passes for the library. The Friends donated \$800.00 for the purchase of signed books for the Summer Reading Program. The Friends also donated \$2000.00 for the Book Club.

Report of the Board of Trustees President: Board President Peggy Mayerowitz had information on the NJ Construction Bond Act for the library which was passed out to all board members. She asked if a committee could be set up to talk about capital improvements for the Woodbridge Library.

Report of the Board Members: Board Member Ray Zirpolo had questions about library cards for every student that was mentioned in the Directors Report. Library Director Monica Eppinger spoke about the library relationship with the teachers and schools. Ray Zirpolo also asked about the Walmart and Kinder Morgan grants. Assistant Director Patty Anderson answered and gave information on these grants. Ray also asked a question on the Revised Teacher Loan Policy. Library Director Monica Eppinger explained why we expanded to grades 8-12.

Board Member Ed Mullen told the Board that Director Monica Eppinger's school presentation was a Million Dollar Presentation.

Board Member Sabriena Tarboush asked if the Library could send out annual appeal letters to township resident asking for donations.

Assistant Director Patty Anderson spoke about the Woodbridge Library Foundation and what the Foundation funded at their July 2017 meeting. Patty said that the Foundation was having a fund raiser here at the Main Library on Saturday, October 7, 2017.

Board Member Ed Mullen spoke about his Fire Department and that they send out annual letters for donations.

Board Member Isha Vyas said that most non-profits do fund raisers.

Unfinished Business: None

New Business:

The following Resolution was read by Peggy Mayerowitz, moved for approval by Isha Vyas, seconded by Ray Zirpolo, and carried.

Resolution 09 - 2017.29

RESOLUTION

Whereas, Janice Housman, is retiring from active service as Woodbridge Public Library Senior Library Assistant, on October 1, 2017, after 22 years and 5 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 Janice Housman.

President, Board of Trustees

September 21, 2017

The following Resolution was read by Peggy Mayerowitz, moved for approval by Isha Vyas, seconded by Ed Mullen, and carried.

21-September-2017

RESOLUTION 09 – 2017.30

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY

REVISED TEACHER LOAN POLICY

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Patron Policies as amended and attached, effective September 21, 2017, to include services for teachers in grades 8-12.

From: Administration

Approved at the meeting of 17-September-2017

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Peggy Mayerowitz, moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried.

21 – September – 2017

RESOLUTION 09-2017.31

RESOLUTION TO FUND RESERVES FOR LIBRARY OPERATIONS

| | | | |
|-----------|---|--------------|-----------|
| 01-215-00 | Needed for PY Expenses | \$ 10,500.00 | |
| | Needed for Overexpended Accounts | | \$ 830.53 |
| | To Travel Allowance (01-518-10) | \$ 484.27 | |
| | To Meetings Conventions & Conf. (01-522-10) | \$ 36.90 | |
| | To Other Contracted Services (01-528-10) | \$ 309.36 | |
| 01-216-00 | Reserve for Automation | \$100,000.00 | |
| 01-217-00 | Reserve for Facilities | \$100,000.00 | |
| 01-217-04 | Reserve for Special Projects | \$100,000.00 | |
| 01-220-00 | Fund Balance | \$100,000.00 | |
| 01-219-00 | Reserve for Strategic Plan | \$122,929.74 | |

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Board of Trustees of the Free Public Library of Woodbridge at their Meeting held on 21-September-17.

From: Administration

Approved at the meeting of 21-September-17

Frederic W. Silbon, Jr., Secretary

Personnel

The following Personnel items were read by Library Director Monica Eppinger. Motion to approve the Personnel Appointments was made by Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

APPOINTMENT

Appoint Katelyn Ervin, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Justin Fink, effective 08/07/2017.

Appoint Matthew Tineo, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Ivan Maiorov, effective 08/28/2017.

Appoint Gabriella Gangami, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Samatha Hanley, effective 09/11/2017.

RECIND APPOINTMENT

Recind appointment of Joseph Allen, Library Assistant, Part time, 19 hours per week, Henry Inman Branch.

PROMOTION

Promote Phyllis Cifelli, Principal Library Assistant, Technical Services, Full time, 35 hours per week, salary \$ 40,977.96 annual, replacing Nancy McCann, effective 09/11/2017.

Promote Julie Cohen, Principal Library Assistant, Main Library, Full time, 35 hours per week, salary \$ 40,977.96 annual, effective 09/11/2017.

Promote Najea Grimes, Library Associate, Main Library, Full time, 35 hours per week, salary \$47,620 annual, effective 09/25/2017

ADVANCEMENT

Appoint Ivan Maiorov, Library Assistant, Main Library, Part time, 19 hours per week, salary \$17.36 per hour, effective 08/28/2017.

REASSIGNMENT

Reassign Jake Russell, Library Assistant, Main Library, Part time, 19 hours per week to Henry Inman Branch, effective 8/28/2017.

End of Temporary Employment

Ivan Maiorov, Monitor, Main Library, effective 08/27/2017.

Yashi Patel, Monitor, Iselin Branch, effective 08/18/2017.

Justin Fink, Monitor, Main Library, effective 08/04/2017.

Samantha Hanley, Monitor, Main Library, effective 08/31/2017.

Approval Of Bills

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

Bill Lists - 09/21/2017

| | |
|----------------|---------------|
| Bill List - 01 | \$ 106,141.32 |
| Bill List - 02 | \$ 123,644.44 |
| | |
| TOTAL | \$ 229,785.76 |

Such matters as may come before the Board: None

Good and welfare: None

Public comments: Anne Taylor, Somerset, New Jersey asked if there were statistical reports on the library circulation.

CLOSED SESSION:

Isha Vyas made the motion to go into closed session; Ray Zirpolo seconded this motion at 7:01 p.m.

Ed Mullen made the motion to end the closed session; Anthony Terebetsky seconded the motion at 7:12 p.m.

Ed Mullen made the motion to reconvene the Board meeting; Anthony Terebetsky seconded the motion at 7:13 p.m.

Adjournment: A motion to adjourn the Board Meeting was made by Ed Mullen, seconded by Ray Zirpolo. The meeting was adjourned at 7:14 p.m.