

**Approved Minutes
November 16, 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 October 19, 2017. Board member Ed Mullen called the meeting to order at 6:45pm. Board member Ed Mullen recognized a lack of quorum and recessed the meeting. During the recess Library Director Monica Eppinger gave her report. Iselin Branch manager Wenda Rotteiler made a presentation regarding proposed renovation to the Library Branch Library.

Board members present were Ed Mullen, Ray Zirpolo, Anthony Terebetsky, Carol Eberhardt, Rick Silbon and attorney Craig Coughlin. Also in attendance were Library Director Monica Eppinger and Assistant Director Patty Anderson.

Call to Order: Board Secretary Rick Silbon called the meeting to order at 7:25 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Anthony Terebetsky led the Pledge of Allegiance.

Reading of Minutes: The minutes of September 21, 2017, were moved for approval by seconded by Ed Mullen and seconded by Ray Zirpolo. The motion carried. Carol Eberhardt abstained.

The Closed Session minutes of September 21, 2017 were moved for approval by Ed Mullen, Seconded by Anthony Terebetsky. The motion carried. Carol Eberhardt abstained.

Correspondence: None

Report of the Library Director:

Director's Report: October 19, 2017

Strategic Plan Initiatives

- In September, some of the recommended increase in hours for the public were added to the schedule to allow the Branch Libraries open hours for the public on Saturday afternoons and the Main Library until 6:00 pm on Fridays.
- A contract with Anthony Iovino has been signed to re-design the space at the Main Library, Fords Branch and Henry Inman Branch.
- The Iselin Branch will celebrate its 50th Anniversary in April of 2018. Iselin Branch Manager Wendi Rottweiler worked with Library Interiors to re-design and refurbish the interior.

Maintenance Update

- A new boiler has been installed at the Main Library.

- The Township Maintenance Department will provide a timeline for the Main Library ramp repair.
- A cooling tower for the Main Library is one of the projects that Township Maintenance is preparing as a spring project.
- Township Maintenance is seeking quotes for the installation of temperature controls for Henry Inman Branch Library.
- Electric work in the community rooms and on lighting at the Iselin Branch is ongoing this month, as well as preparatory work for projects planned for the Iselin Branch refurbishing.

New Developments

- The Woodbridge Public Library Foundation hosted its first mini fundraiser in over two decades. Digital Memory Media of New Brunswick was on site to take orders to preserve family memories. Those who came out brought 8mm home movies, slides, and old photographs of their loved ones. It takes approximately four to five weeks to have the materials digitized and put on a DVD or flash drive. Given that it was the first fundraiser in over twenty years, the Foundation would like to try this again in the spring with more publicity and commitment from the township and community. The Foundation will earn 20% of the total proceeds.
- Mayor McCormac and Chief of Staff Carol Ehrlich visited the Main Library for a tour of what the library has done with donated furniture, and to thank Doris Carroll and Anthony Battaglia of KAD Associates, Woodbridge Metro Chamber Member and local commercial furniture supplier.
- The go live date for a beta version of the Enterprise version of Horizon's online catalog (https://wood.ent.sirsi.net/client/en_US/main) is November 1. The current catalog, Horizon Information Portal (HIP) will remain available to allow patrons and staff who already use it frequently the courtesy of time to make the transition.
- All library locations will have fire drills this month.

Personnel

- Employee of the Month is Kimberly Snyder of the Children's Department. Kimberly most recently made tremendous contribution to the proposal for partnership with the schools, with the summer Pop Up Library and in our efforts to set up Mobile Circ for community engagement events.
- Teen Librarian applicants have been interviewed to expand services to teen residents.
- The Library is preparing to staff the Digital Help Desk at the Main Library. Training will be arranged for staff with Information Services and Community Outreach Manager Ellen Bonacarti and Principal Library Assistant Julie Cohen. Training will be extended to all staff.

Community Engagement

- The Woodbridge Garden Club (WGC) supervised volunteers on Rutgers Scarlet Day of Service and National Public Lands Day. Rutgers students worked at Iselin and Fords Branches on RU Scarlet Day of Service, September 23rd, and Iselin Middle School Garden Club Members worked with the WGC on September 30th to mulch and plant mums at the Iselin Branch.
- Library Board of Trustee Member Carol Eberhardt, Assistant Director Patty Anderson and I presented “Public Library Services for You” to all three of the Annual Teacher-In-Service locations for Woodbridge Township Schools on Monday, October 9th. We received a call the next day from the administrator of the Genesis (school-parent communication system) with a request to send our on-line application over the system to all parents. The presentation highlighted a new [link on the WPL home page for educators](#). Information for teachers and students will be updated in this area of the website to make our services easily accessible by educators.
- The WPL Pop Up Library at Woodbridge Center Mall closed at its location on the second floor near Lord & Taylor. The library will partner with Girl Scouts and possibly the Yarn Play Group to add the Little Free Library and programming for the holiday season themes of Holiday Pajama Night and Ugly Sweater Night in December. If space opens after the holidays, the library will open again. The Friends have been offered a kiosk to sell books.
- Patty Anderson prepared an “Electronics Basket” for the Silent Auction for the Woodbridge Metro Chamber of Commerce of Commerce Awards Dinner in October on behalf of the Woodbridge Public Library Foundation. Value \$175.
- The Library posted an ad in the new Woodbridge Metro Chamber of Commerce Membership Directory (due out in January) and placed a photo with a testimonial.
- Table @ St. James Street Fair – sponsored by St James Catholic Church – September 16
- April Kane and Najea Grimes will attend the Woodbridge Township Health Fair on Saturday, October 21.
- The Henry Inman Branch Library was represented at the Colonia Pride Day Parade on October 1, 2017.
- Henry Inman hosted a visit and distributed library cards to the First Graders from Oak Ridge Heights School 21 in Colonia on 10/4/17.
- The Third Graders from Lynn Crest School 22 in Colonia visited Henry Inman Branch Library on 10/12/17.
- The First Grade from Pennsylvania Ave. School 27 visited the Henry Inman Branch Library and received their library cards on 10/13/17.

- The Third Grade from Oak Ridge Heights School 21 visited Henry Inman Branch Library on 10/13/17.

Report of the Friends of the Library: No Report

Report of the Board of Trustees President: No Report

Report of the Board Members: Board member Anthony Terebetsky had questions for Wendi Rottweiler in reference to the renovations at the Iselin Branch Library.

Board member Ed Mullen thanked the Director for the Statistical Report.

Board member Carol Eberhardt complimented the Library on the community outreach portion in the Library Director's report.

Unfinished Business: None

New Business:

Library Director Monica Eppinger spoke to the board members about the approval of the Continuation of Literacy NJ Agreement. A motion was made by Rick Silbon to approve the agreement, seconded by Ed Mullen. A vote was taken and the motion carried.

Personnel

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

APPOINTMENT

Appoint Nicholas VanDorn, Librarian 1, Sunday Librarian, Part time, 4 hours per week, salary \$30.51 per hour, effective 09/10/2017.

RETIREMENT

Janice Housman, Senior Library Assistant, Technical Services Department, effective 10/01/2017.

End of Temporary Employment

Nicole Campos, Monitor, Henry Inman Branch Library, effective 09/30/2017.

Nicholas VanDorn, Librarian , Part time, Main Library, Sunday Librarian, effective 05/21/2017.

Approval Of Bills

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

Bill Lists - 10/19/2017

| | |
|----------------|---------------|
| Bill List - 01 | \$ 4,020.34 |
| Bill List - 02 | \$ 185,802.84 |
| | |
| TOTAL | \$ 189,823.18 |

Such matters as may come before the Board: None

Good and welfare: None

Public comments: None

CLOSED SESSION:

Ed Mullen made the motion to go into closed session; Anthony Terebetsky seconded this motion at 7:35 p.m.

Ed Mullen made the motion to end the closed session; Anthony Terebetsky seconded the motion at 7:50 p.m.

Carol Eberhardt made the motion to reconvene the Board meeting; Ed Mullen seconded the motion at 7:51 p.m.

Adjournment: A motion to adjourn the Board Meeting was made by Carol Eberhardt, seconded by Ed Mullen. The meeting was adjourned at 7:52 p.m.