FREE PUBLIC LIBRARY OF WOODBRIDGE
AGENDA
Trustees Meeting, Thursday November 20, 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 10/16/2014
   Approval of Minutes of Closed Session 10/16/2014

4. Correspondence

5. Report of Library Director


7. Report of Board of Trustees President

8. Report of Board Members

9. Unfinished Business

CLOSED SESSION

10. New Business
    b. Resolution - 11-2014.15 - Approve Pest Control Contract
    c. Resolution - 11-2014.16 - Approve Temperature Control Maintenance Contract
    d. Resolution - 11-2014.17 - Approve Main Library Boiler Water Treatment
    e. Resolution - 11-2014.18 - Approve Branch HVAC Maintenance Contract
    f. Resolution - 11-2014.19 - Approve Main Library Chiller Maintenance System
    g. Resolution - 11-2014.20 - Approve Retirement of Leslie Keiser
    h. Resolution - 11-2014.21 - Approve Retirement of Gloria Rowin
    i. Resolution - 11-2014.22 - Approve Teamster Memorandum of Agreement
    j. Resolution - 11-2014.23 - Approve ADP Payroll Services
    k. Personnel
    l. Approval of Bills
    m. Such Other Matters as May Come Before the Board

12. Good & Welfare
13. Public Comments
14. Adjournment
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 16, 2014. Board members present were: Barbara Ciocci, Ed Mullen, Peg Mayerowitz, Anthony Terebetsky, Amanda Truppa, Carol Eberhardt, Rick Silbon, Isha Vyas, 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: Carol Eberhardt led the Pledge of Allegiance.

Reading of Minutes: The open minutes of 09/18/2014 were moved for approval by Carol Eberhardt, seconded by Barbara Ciocci and carried. Isha Vyas abstained.

Correspondence: None

Director’s Report:

Finance: Nothing new to report.

The 50th anniversary hospitality committee, chaired by Carol Huber, is in the final stages of planning the library’s celebratory open house/reception scheduled for Sunday, October 19th, from 2 p.m. - 4 p.m. Committee members, including Maria Baker, Jeanne Cifelli, Jeffrey Davis, Lauren Golden, Nancy McCann, Nancy O’Grady, Judy Potyrala, and Marsha Quackenbush have been acquiring and arranging for goods and services that will be provided to the public at the Sunday event. Main local history librarian Wendi Rottweiler has formatted the program for the event.

Approximately 50% of the reception refreshments and all of the decorative pumpkins and flowers have been sponsored by Columbia Bank, Wawa Inc., Wegman’s, and Costco. The Woodbridge Community Choral group will perform at the event. Brian Molnar of the Recreation Department assisted the library in obtaining the choral group’s services for entertainment.

The Middlesex Water Company undertook a major landscaping project at the Fords branch as part of its participation in the annual National Public Lands Day, which promotes popular enjoyment and volunteer conservation of public lands. The Township provided soil and mulch for the project, and the company provided the greenery, which includes evergreens, weeping cherry trees, and dogwoods.

The Next Chapter Book Club for people with intellectual and developmental disabilities (IDD) is thriving. The 10 participants and staff from the Disability Institute are enjoying the reading
materials, group discussions, and being out in the community. The club has become a very important part of the participants’ lives. The same is true for the program volunteers from the library (Main librarians Jean Retkwa and Anne Taylor, assistant director Patty Anderson) and from the community, who act as reading facilitators to assist participants in reading. Assistant Director Patty Anderson commented on what a great job Anne Taylor and Jean Retkwa were doing with this club.

The library is working with Township grant writer Jeff Mayerowitz to obtain a Middlesex County Cultural & Heritage Commission Arts Grant that will support four to five workshops on “Exploring Your Indian Heritage.” Patty Anderson, director Christine Murchio, and Main librarian Jean Retkwa (adult programming coordinator), provided Jeff with documentation required for submitting the grant proposal. The grant, with matching funds, will be for $3,000.

The assistant director has scheduled a half-day training workshop, “Libraries and Autism: We’re Connected,” in late October for librarians and clerical staff. So far, about 25 employees have registered for the training.

Board member Isha Vyas asked Assistant director Patty Anderson about the training on autism.

The director and assistant director attended the annual mayor’s breakfast. The mayor announced the opening of the Sansone-Woodbridge Military Assistance Center at Town Hall. Created by the Paul J. Sansone, Jr. family, with an endowment of $250K, the center provides veterans, service members, and their spouses with, “. . . local business employment opportunities, job and employment training, higher education, counseling, social services, and [information about] other areas of concern.”

The library received a $1,000 donation from the CityBridge Foundation in Washington D.C. The donation was made in memory a former Township resident. It is intended for materials acquisitions for the Iselin branch. The library thanked the foundation for its generosity.

The library continues to review and update its policies. The assistant director has been guiding the project, working with Main Library supervisor Linda Cooper, Children’s Room supervisor Nancy O’Grady, Main librarian Ellen Bonacarti, and branch supervising clerks MaryLou Matassino, Maureen DeAngelo, and Jennifer Kolb. The director is editing and restructuring content. First policy updates have been completed for: materials selection; volunteers; unattended children; emergency telephone calls for the public; patron complaints; rules of conduct; library board meeting recording and social media.

Board member Carol Eberhardt asked where the policies are kept (currently in binders). Patty said after the process is completed, the board will approve all the changed policies.

Board member Rick Silbon had emailed the director a question about patron privacy while using Adobe’s Digital Editions e-book and PDF reader. The application is used by libraries to give patrons access to electronic lending libraries, and according to an October Ars Technica article by Sean Gallagher that Rick cited, the application “. . . actively logs and reports every document readers add to their local ‘library’ along with what users do with those files.” The author further stated, “. . . the logs are transmitted over the Internet in the clear, allowing anyone who can monitor network traffic (such as the National Security Agency, Internet service
providers and cable companies, or others sharing a public Wi-Fi network) to follow along over readers’ shoulders.”

Rick’s message was forwarded library IT head Jerry Holtz for investigation and to the assistant director. The Adobe software is the primary digital rights management software that libraries nationwide use to permit library patrons to download ebooks from library collections.

In exploring the Adobe software privacy issue, the assistant director found that the Watertown Free Public Library in Massachusetts has partnered with the ACLU to bring privacy rights workshops to libraries in the northeast. Watertown has also installed “Firefox with Privacy” mode to protect browser plugins such as Disconnect.me and Adblock Plus. To increase user privacy and security, the Electronic Frontier Foundation uses Https Everywhere and Privacy Badger tools for blocking spying ads and invisible trackers.

As of now, Eileen Palmer, executive director of the Libraries of Middlesex County Automation Consortium (LMxAC), is working with the NJ State Library and other parties to bring a presentation on this topic to the NJ Library Association 2015 spring conference.

The director revised the annual library reference service use and visitor survey forms to reflect state changes to survey data collection definitions. These forms were sent to the library agencies for use during the week of October 16th.

Brian Burke, head of the Township Buildings & Grounds department, is assessing roof repair requirements for the Fords, Henry Inman, and Iselin branches.

Township Buildings & Grounds employees built and installed a new Main Library sign for displaying the location’s hours of operation. The Township also tidied up the Main Library’s landscaping in anticipation of the anniversary celebration.

On September 24th a driver crashed into and destroyed metal fence on the edge of the Iselin branch property. Brian Burke is arranging for fence repairs.

The Township has arranged for PSE&G to repair / replace a couple of its poles and wiring located on the Fords branch property.

The Iselin branch closed to the public at 3 p.m. on Friday, October 10th, in preparation for replacement of its electrical service circuit panels. The Township began taking its Iselin-based equipment offline at that time. This work on the Township equipment was completed by library IT staff and resulted in the planned loss of telephone service within the building. After the Township systems’ work was completed, the library IT staff shut down the library’s equipment.

The building closed at 5 p.m. on Friday and was closed on Saturday (three hours). Brian Burke arranged for the electrical work to begin at 7 a.m. on the Monday Columbus Day holiday to minimize library service disruption. The library posted a sign in the branch and a message on its website alerting library users to the closing. The work was completed on-time, and the branch reopened for business on Tuesday.
Report of Friends of the Libraries: None

Report of Board of Trustees President: None

Report of Board Members: Board member Rick Silbon asked about whether there had been any problems with the after-hours use of the Inman Avenue parking lot by patrons of nearby businesses. Director Christine Murchio said she will look into the issue, but that no problems had been reported to library administration by the branch.

Board Member Carol Eberhardt asked what qualifications are needed for a library assistant position. Assistant director Patty Anderson explained the civil service job description.

Board members Isha Vyas and Carol Eberhardt commended assistant director Patty Anderson on the article in the Woodbridge Sentinel about the Library’s 50th Anniversary.

Unfinished Business: None

New Business

Personnel: The following Personnel items were read by director Christine Murchio; motion to accept was made by Rick Silbon, seconded by Isha Vyas, and carried.

APPOINTMENTS

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

Appoint Yashi Patel, Monitor, Iselin Branch, Part time, 10 hours per week, $8.25 per hour, replacing Lidza Cassamajor, effective 10/07/2014.

Appoint Anthony Genna, Library Assistant, Main Library, Full time, 35 hours per week, salary $29,189 annual, pending DOP procedures, effective 09/29/2014.

Appoint Anumapuran Yashaswini, Monitor, Iselin Branch, Part time, 10 hours per week, $8.25 per hour, replacing Yash Mishra, effective 10/15/2014.

Appoint Sarah Estriplet, Monitor, Henry Inman Branch, Part time, 10 hours per week, $8.25 per hour, replacing Nazish Zara, effective 10/09/2014.

PROMOTION

Promote Virginia Kershaw, Principal Library Assistant, Main Library, Provisional, pending DOP procedures, salary $36,000 annual, replacing Maryellen Santorelli, effective 10/26/2014.

END OF TEMPORARY EMPLOYMENT

Yash Mishra, Monitor, Iselin Branch, effective 09/26/2014.
Bill List: The following Bill List were read and moved for approval by Ed Mullen, seconded by Rick Silbon and carried: Barbara Ciocci abstained on the item regarding Craig Coughlin.

Bill List - 10/16/2014

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<th>Bill List – 01</th>
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<tr>
<td>TOTAL</td>
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Such other matters as may come before the board: None

CLOSED SESSION: Rick Silbon read the Resolution for closed session, the motion to go into closed session was moved by Carol Eberhardt, and seconded by Ed Mullen at 6:55 pm.

The motion to end closed session was moved by Ed Mullen, and seconded by Barbara Ciocci at 7:04 p.m.

The motion to reconvene the open portion of the meeting was moved by Ed Mullen, and seconded by Anthony Terebetsky at 7:05 p.m.

Good & welfare: None

Public comments:

Anne Taylor asked about the bill list being posted on the Library’s web site.

Karen Haase-Gray asked about correspondence not read at the board meeting. The board president stated that only correspondence received by the director is covered at a board meeting. Karen Haase-Gray also stated that there was a safety issue at the Iselin Branch. The director said maintenance were addressing the problem. Karen Haase-Gray also asked a question about the personnel list.

Adjournment: There being no further business, Rick Silbon moved to adjourn the meeting, Carol Eberhardt, seconded the motion, it carried, and the meeting was adjourned at 7:13 p.m.