

**Approved Minutes  
December 17, 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 October 15, 2015. Board members present were: Amanda Truppa, Barbara Ciocchi, Carol Eberhardt, Peg Mayerowitz, Ed Mullen, 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 6:33 p.m. and read the "Adequate Notice of Meeting" statement.

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

**Reading of minutes:** The open minutes of 09/17/15 were moved for approval by Rick Silbon, seconded by Barbara Ciocchi and carried. Isha Vyas and Ed Mullen abstained.

**Correspondence:** None.

**Director's Report:**

**Finance**

- Nothing new to report.

**Ventures**

As part of the National Hispanic Heritage Month celebration, the library held a reading and book signing event in Main's children's room on October 10<sup>th</sup>. Author Ivette Mendez and her brother Carlos will read the popular children's book *La Gatita de Oro* (The Golden Kitten), written by her and illustrated by him. The children will create their own golden cat illustrations. Games, music, singing and dancing will add to the festivities.

All ages are welcome to attend the event, which the Woodbridge Public Library Foundation is sponsoring.

The Next Chapter Book Club has resumed meeting at the Menlo Park Mall's food court on Wednesday mornings. Assistant director Patty Anderson and Main librarian April Kane attend the meetings; there is a pool of about four other volunteers who rotate among the meetings. There are five new participants from the New Jersey Institute of Disabilities, who include younger men and women. The group is still reading *Joey Pigzma, the Boy Who Swallowed the Key*, a very funny book about a boy who has attention deficit disorder (ADD). The club members read about one chapter a week.

There were no staff safety incidents reported during 3Q15.

The library is preparing for the annual state survey of reference activity and visits by the public.

The IT department continues to make progress on its implementation of the EnvisionWare PC reservation management system. The system delivers equitable access to the library's public computers and ensures the maximum utilization of them. It allows patrons to book their own user sessions at their chosen locations. Patrons can make immediate use of available machines or schedule convenient times for sessions. It is a self-service reservation system that minimizes the need for staff oversight. It is flexible in terms of permitting exceptions for special circumstances. To date, EnvisionWare has been, or is scheduled to be, installed on:

- 18 Internet PCs, 2 database PCs, and 5 public access catalogs (PACs) in the Main adult section
- 6 Internet PCs and 2 PACs in Main's children's room
- 9 Internet PCs and 3 PACs at Fords
- The Henry Inman and Iselin branches will be the final EnvisionWare installation sites.

The browsers used on the Internet-accessible PCs are IE, Firefox, and Chrome. The PCs also have the full Microsoft Office software suite.

The IT department is also installing and configuring a backup Windows Domain Controller Server (a network server that allows host access to Windows domain resources) and building and refurbishing all library PCs that will replace the remaining thin clients.

Children's services supervisor Nancy O'Grady reports that the Evanced system Spaces module will now be fully implemented in November. The module will enable people to reserve library meeting rooms and view an up-to-date calendar of available spaces for specific days and times.

- The revised meeting room booking guidelines instructing users in how to reserve meeting rooms are in place
- Administration clerk Neeta Pereira has entered information about regular meeting room user groups into the test site
- The Spaces test site is under construction
- Staff training in the module will be scheduled

The library has ordered the Envision Ware self-service public-use scanner for the Main Library. It is expected to arrive in early November.

### **Physical Plant**

The Township notified the library that there will be asbestos abatement activities in the Main Library's boiler room from about October 19<sup>th</sup> - October 28<sup>th</sup>.

- The work is being done in anticipation of the installation of new high-efficiency boiler units beginning in 2016.
- The work will be conducted in accordance with the New Jersey Asbestos Hazard Abatement Subcode of the New Jersey Uniform Construction Code.
- The work will not affect operations or traffic patterns within Main, except for access to the boiler room.

- Notices of the abatement activities have been posted throughout Main.
- According to the maintenance department, there is no asbestos in the Main Library.

Requests for quotes were sent out for:

- Branch HVAC services
- Main chiller maintenance
- Main elevator maintenance
- Main temperature control equipment
- Main water treatment
- Pest control services

## **Staff**

The performance evaluation training for supervisors, staff, and librarians arranged by Patty Anderson is scheduled for Tuesday, November 17<sup>th</sup> from 9:15 a.m. to 11:30 a.m. Somerset County Library staff member Deanna Hurd, who presented an NJLA program on the subject, is presenting the training.

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

**Report of Board of Trustees President:** Board President Peg Mayerowitz congratulated Board Attorney Craig Coughlin and Board member Anthony Terebetsky on their awards from the Woodbridge Chamber of Commerce.

**Report of Board Members:** Ray Zirpolo had questions about obtaining quotes for services needed at the library.

Ed Mullen asked about the status of interviews and the hiring of new librarians. Assistant Director Patty Anderson gave an update.

Ed Mullen asked that the minutes from the September Board Meeting be amended to reflect that Director Christine Murchio announced that that she will be retiring on January 1, 2016. No formal motion or second motion was made to amend the minutes.

Ray Zirpolo would like to go on record that the library should not be limited to hiring a township resident for an open position at the library.

**Unfinished Business:** None

**New Business:**

**Bill Lists:** The following Bill Lists were read and moved for approval by Ed Mullen, seconded by

Isha Vyas and carried

**Bill Lists - 10/15/2015**

Bill List - 01	\$ 9,053.47
Bill List - 02	\$ 112,958.90
TOTAL	\$ 122,012.37

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

**Good & welfare:** None

**Public comments:** None

**Adjournment:** There being no further business, Isha Vyas moved to adjourn the meeting Rick Silbon seconded the motion, it carried, and the meeting was adjourned at 7:00 p.m.