

**Approved Minutes  
February 15, 2018**

**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 January 18, 2018.

Board members present were Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Carol Eberhardt, Amanda Truppa, Sabriena Tarboush, Isha Vyas, and attorneys Craig Coughlin and Carol Berlen. Also in attendance was Library Director Monica Eppinger.

**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:** Craig Coughlin led the Pledge of Allegiance.

**Swearing In of Trustee:** The Board received a Town Hall Resolution reappointing Ed Mullen to a five-year term as a member of the Woodbridge Public Library Board of Trustees. Board Attorney Craig Coughlin duly swore in Ed Mullen as a Trustee of the Woodbridge Public Library.

**Election of Officers and Swearing in of Officers:**

On the recommendation of the nominating committee, Carol Eberhardt nominated Peg Mayerowitz as President, Isha Vyas as Vice President, Rick Silbon as Secretary, and Ed Mullen as Treasurer. There were no other nominations from the floor. Carol Eberhardt made the motion to approve the slate as presented, Anthony Terebetsky seconded the motion. The motion carried. Board Attorney Craig Coughlin duly swore in all officers.

**Reading of Minutes:** The minutes of November 16, 2017 were moved for approval by Carol Eberhardt and seconded by Ed Mullen. The motion carried. Isha Vyas abstained.

The Closed Session minutes of November 16, 2017 were moved for approval by Ed Mullen, seconded by Sabriena Tarboush. The motion carried. Isha Vyas abstained.

**Reading of Minutes:** The minutes of December 19, 2017 were moved for approval by Carol Eberhardt and seconded by Ed Mullen. The motion carried.

The Closed Session minutes of November 16, 2017 were moved for approval by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

Correction on the minutes of December 19, 2017, the pledge was led by Ray Zirpolo. The minutes have been corrected.

**Correspondence:** Director Monica Eppinger expanded on the correspondence that was included in Board Members packet. Board member Sabriena Tarboush had a question on the NJ Literacy program and cost.

**Report of the Library Director:**

**Director's Report: January 18, 2018**

### **Strategic Plan Initiatives**

- The Iselin Branch Library renovation will begin with the Meeting Room Floor by Direct Flooring. We will be removing the kitchenette near the meeting room first, and the other now serving as the staff kitchen will be on hold until we determine if work will be done to renovate the staff restroom.
- Registrations on January 3rd for Literacy NJ's conversation groups and beginning ESL classes were double the expected number. A new group will begin at Iselin this winter on Thursday mornings, a class is planned for Henry Inman and a Drop-in Digital ESL class at Fords. There are plans to host a Book Group and a Current Events group once all of the beginning level classes are in place.
- One hundred-eighty surveys have been returned to help plan for new Computer Classes. Classes will include introduction to computers, beginner and advanced Microsoft Word and Excel level instruction and database classes.
- Woodbridge Public Library submitted an application to become a partner library with New Jersey Career Connections, a program that supports job seekers with a "Plan, Prepare, Succeed" strategy.
- Acari & Iovino have submitted preliminary drawings of our libraries for the Library Board's consideration.
- Supervisors have recommended that we remove the \$1 fee for video as circulation as many libraries have done to encourage circulation. Also recommended is the removal of the limit on CDs that can be borrowed at one time.

### **Maintenance Update**

- The Maintenance Department has placed Maintenance Staff Member Joe Steckfuss in the Iselin Branch to begin the work that will need to be accomplished.

### **New Developments**

- We had an electrical problem on the second floor of the Main Library that was diagnosed as an overloaded circuit box and old wiring. Gurney Electric came in to solve the immediate problem. Brian Burke has since called Gurney Electric in to propose a safe solution for the installation of new computers, movement of the printer and power for the Digital Help Desk. This has delayed staffing of the new service point.
- New computers are ready to be installed in the Children's Department. Older computers from the Children's Room will be moved to Fords and Iselin to patch their patron computer networks until IT can move their new computers in and upgrade their printing services.

- New Business Administrator John Bennett visited the Main Library on January 11th to meet the staff. He will tour library facilities at a later time.

## **Personnel**

- Patty Anderson has announced that she will retire on March 1<sup>st</sup>.
- Senior Library Assistant Kimberly Teehan is Employee of the Month. Kimberly has been moved to the Fords Branch Library and has assumed new tasks quickly and enthusiastically.

## **Community Engagement**

- Library volunteers collaborated with Mall Office staff to run an Ugly Sweater Night program with stories and crafts on December 1<sup>st</sup> and stories and a craft on December 8<sup>th</sup> at Woodbridge Center Mall. Library information was made available, and two Kindles were raffled off.

Director Monica Eppinger expanded on some of the highlights of her report. She also spoke about the Rain Garden that will be added to Main and the three branches courtesy of Rutgers University.

Director Monica Eppinger showed the preliminary drawing of the makeover for the Main Library and the Fords, Inman and Iselin Branches. She answered questions from the board members.

**Report of the Friends of the Library:** KG Brown said that the Friends donated \$1500.00 in December 2017 to the Children's Department for the Summer Reading Program. She also said that the Museum Pass program is going very well.

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

**Report of the Board Members:** None

**Unfinished Business:** Preliminary drawings from Acari & Iovine was discussed during the presentation from the Director Monica Eppinger.

## **New Business:**

The following Resolution was read by Peg Mayerowitz, moved for approval by Isha Vyas, seconded by Sabriena Tarboush. The motion carried.

18-January-2018

**RESOLUTION 01 – 2018.01**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
REVISED CIRCULATION FEE FOR DVDs AND  
THE REMOVAL OF A LIMIT ON THE CIRCULATION OF CDS**

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the Patron Policies as amended and attached, effective January 18, 2018, to eliminate the \$1.00 fee to borrow DVD's, and eliminate the limit on the number of CDs that can be borrowed.

From: Administration

Approved at the meeting of 18-January-2018

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Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Peg Mayerowitz, moved for approval by Carol Eberhardt, seconded by Isha Vyas. The motion carried.

18-January-2018

**RESOLUTION 01 – 2018.02**

**RESOLUTION APPROVING ELECTRICAL WORK TO ALLOW FOR  
SAFE INSTALLATION OF NEW COMPUTERS**

**WHEREAS**, the Woodbridge Public Library Board of Trustees have approved the purchase of laptops for circulation at the Main Library, and that a digital help desk located nearest the computers and printers require updated electrical connections,

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the proposal from Gurney Electric, LLC, in the amount of \$9,965.00.

From: Administration

Approved at the meeting of 18-January-2018

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Frederick W. Silbon, Jr., Secretary

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

18-January-2018

**RESOLUTION 01 – 2018.03**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
SHELVING UNITS FOR THE ISELIN BRANCH LIBRARY FROM  
MODUFORM, INC./LIBRARY BUREAU, 172 INDUSTRIAL ROAD, FITCHBURG, MASSACHUSETTS, 01420,  
ON NEW JERSEY STATE CONTRACT #83749**

**Whereas**, the Woodbridge Public Library, pursuant to N.J.S.A. 40A:11-12a and N.J.A.C. 5:34-7.29(c), may by resolution and without advertising for bids, purchase any goods or services under the State of New Jersey Cooperative Pricing System for any contracts entered into for the purchase of public property; and

**Whereas**, the Woodbridge Public Library has the need on a timely basis to purchase goods or services utilizing State contracts; and

**Whereas**, the Woodbridge Public Library has approved a plan for the renovation of the Iselin Branch Library that includes a list of furniture that may be procured from the attached Referenced New Jersey State Contract Vendor through this resolution as a properly executed contract and which shall be subject to all the conditions applicable to the current cooperative contracts;

**Now, Therefore, Be It Resolved**, that the Woodbridge Public Library authorizes the purchase of the attached list of furnishings for the Iselin Branch Library from Moduform, Inc./Library Bureau, 172 Industrial Road, Fitchburg, MA, 01420, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts in the amount of \$17,453.11; and

**Be It Further Resolved**, that the governing body of the Woodbridge Public Library, pursuant to N.J.A.C. 5:30-5.5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Chief Finance Officer;

**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 18-January-2018.

From: Administration

Approved at the meeting of 18-Jan-18

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Frederick 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 Isha Vyas, seconded by Anthony Terebetsky. The motion carried.

**APPOINTMENT**

Appoint Aliah Sims, Monitor, Main Library Children's Room, Part time, 10 hours per week, salary \$9.50 per hour, replacing Justin Lurker, effective 11/27/2017.

Appoint Edinam Bradley, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, effective 12/04/2017.

Appoint Lisa Flynn, Library Assistant, Main Library, Part time, 19 hours per week, salary \$17.36 per hour, pending physical and drug screening, effective 01/02/2018.

Appoint Liana Scarpa, Librarian 1, Woodbridge Library System, Part time, 19 hours per week, salary \$30.97 per hour, pending physical and drug screening, effective 01/08/2018.

**END OF TEMPORARY EMPLOYMENT**

Justin Lurker, Monitor, Main Library , effective 12/01/2017.

Gabriella Gangemi, Monitor, Main Library, effective 12/04/2017.

**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 - 01/18/2018**

Bill List - 01	\$ 148,183.85
Bill List - 02	\$ 218,351.80
<b>TOTAL</b>	<b>\$ 366,535.65</b>

**Such matters as may come before the Board:**

Board member Sabriena Tarboush brought in a sample of a frame and document paper that could be used for Retirement Resolutions. She also had a question about the Program Report – how the figures were tabulated. Sabriena brought in an appeal letter from the Fire Department and had questions on the cost to send out these letters and the return the Fire Department received in donations from the appeal letter.

Board member Isha Vyas asked what brought about the changes in revised circulation fees. Library Director explained that removal of the fee could boost the circulation figures.

Board member Carol Eberhardt had a few questions on the designs that was refigured in Resolution 01-2018.03. Library Director Monica Eppinger responded that she will get an answer for her. She also asked about the recent snowstorm and asked if we had to be open.

Board member Anthony Terebetsky had a question on the resolution to secure pest control services that was tabled. Library Director Monica Eppinger answered him.

Board member Amanda Truppa asked about Library cards expiring and why did a patron have to come in to renew the library card. A patron had called her because her expired card would not allow e-books to be checked out. The patron was referred to the Main Library and her card was temporarily renewed to allow her to check out materials.

**Good and welfare:** None

**Public comments:** None

**CLOSED SESSION:**

Carol Eberhardt made the motion to go into closed session; Ed Mullen seconded this motion at 7:17 p.m.

Isha Vyas made the motion to end the closed session; Ed Mullen seconded the motion at 7:25 p.m.

Ed Mullen made the motion to reconvene the Board meeting; Sabriena Tarboush seconded the motion at 7:27 p.m.

**Adjournment:** A motion to adjourn the Board Meeting was made by Ed Mullen, seconded by Anthony Terebetsky. The meeting was adjourned at 7:38 p.m.