

**Approved Minutes  
March 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 February 15, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Anthony Terebetsky, Carol Eberhardt, Amanda Truppa, Sabriena Tarboush, Rick Silbon, Ray Zirpolo, and attorney Anne Rowan. 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:** Amanda Truppa led the Pledge of Allegiance.

**Swearing In of Officer:** Board Attorney Anne Rowan duly swore in Rick Silbon as Secretary to the Board of Trustees of the Woodbridge Public Library.

**Reading of Minutes:** The minutes of January 18, 2018 were moved for approval by Carol Eberhardt and seconded by Ed Mullen. The motion carried.

The Closed Session minutes of January 18, 2018 were moved for approval by Carol Eberhardt, seconded by Sabriena Tarboush. The motion carried.

**Correspondence:** None

**Report of the Library Director:**

## Director's Report: February 15, 2018

### **Strategic Plan Initiatives**

- Access points were upgraded and installed in the Main Library to improve the distribution of Wi-Fi service. Branches will also be completed by mid-February.
- New Computer Classes begin in March. The schedule will include:
  - Beginners Computer Class
  - Word and Excel
  - Database classes
- The first of ten tablets that will serve as OPACs is on the Digital Help Desk. The tablets have the new online catalog, Enterprise and BookMyne.
- Envisionware has upgraded our services to include wireless printing. Our website and signage will point patrons on wireless devices or working remotely to [PrinterOn.com](http://PrinterOn.com), where they will be able to select the closest printer and send a job from any location. All four of our libraries have printers available in PrinterOn.com.

- A meeting about E-rate, the Federal Communications Commission (FCC) program to make communications services and Internet more affordable for schools and libraries, was held at the Woodbridge Township Board of Education Office with Michael Esolda, Director of Township IT. The Township E-rate consultant submitted an application on the Library Board's behalf last year to determine the equipment and cost for the library to join the Township network. The Main Library fiber connection is already in place. The Branch connections are eligible for reimbursement through E-rate application in FY 2019.
- Adjustments have been made to orders for flooring, furniture and shelving that will refurbish the Iselin Branch.

### **Maintenance Update**

- The Digital Help Desk is on hold for an improvement to the power lines on the second floor. A phone and computer are in place to staff the desk.
- Bowco Labs will provide pest control services in all libraries beginning in March.
- Work on the Main Library chiller will not take place until after the summer.

### **New Developments**

- Mayor's Chief of Staff Caroline Ehrlich called a meeting of Greenable Woodbridge Committee Members to witness Rutgers University Agricultural Experiment Station's presentation of a plan for the four Township Libraries and Sewaren Library to host new rain gardens. Rutgers will maintain the garden for two years, and by then it is designed to be sustainable with minimal maintenance.
- Patty Anderson worked with Librarians April Kane and Lynn Bolmer, Library Associate Najea Grimes and Township Grant Writer Jeffrey Mayerowitz to submit an application for an [American Library Association-Gilder Lehrman Foundation Founding Era Grant](#) with letters of support from Woodbridge Historian Brenda Velasco, the Township 350<sup>th</sup> Anniversary Committee and the Township School District.
- Artist Derek Dent, whose art can be found in libraries around the state and celebrates the contributions of African Americans to American music, art and culture, mounted a display in the Ground Floor display cases at the Main Library entitled, "Music-a-Ning." QR codes in the display of art will render a file with Thelonious Monk's famous composition, an NPR page dedicated to Monk and more information about artist Derek Dent.
- Program and Outreach Manager April Kane and the Fords Branch Library staff hosted what became a standing room only program featuring Fords native and author Scott Deitche on February 10th. Friends of the Library supplied books for signing.
- The Children's Department launched its first annual Family Winter Reading Challenge in January. The Board Game style challenge is the prototype for the Summer Reading Challenge that is planned this year.

- An All-Staff “Un-meeting” in February included an opportunity for staff to offer their suggestions for floor plans in the Main Library and Branches, ideas for improvement to staff recognition, and to test wireless printing.

### **Personnel**

- Christine Cifelli of the Fords Branch was nominated and unanimously chosen as Employee of the Month for February. Christine has been contributing to the Staff Book Lists that appear in a monthly column through Library Aware in addition to providing excellent public service at Fords Branch Library.

### **Community Engagement**

- Teen Librarians Deidra Garcia and Nicole Perez were invited to Open Houses at the High Schools this month. Marsha Quackenbush will be attending the Colonia High School Open house, as well.
- Najea Grimes and April Kane are managing the Next Chapter Book Club on Wednesday mornings at Menlo Park Mall.
- Najea Grimes attended Boscov’s Health & Wellness Event at Woodbridge Center Mall on Tuesday, February 13<sup>th</sup>, 3:00-5:00 pm, to promote library resources.

Library Director Monica Eppinger read and discussed different points from her directors report. She also explained the E-rate and said the Library’s application was approved with the Township. She spoke about the options of going with the Township and that our Internet would be from the Township and not the State Library.

Board Member Ray Zirpolo had a question on the DVD’s. There was a discussion on CD’s and DVD’s and the small budget on music CD’s.

Board Member Sabriena Tarboush had questions on the grant that was mentioned in the Directors report.

**Report of the Friends of the Library:** None

**Report of the Board of Trustees President:** Board President Peg Mayerowitz mentioned the passing of former Board member and President Bob Bonsignore. She said that there will be a memorial service on February 24, 2018.

**Report of the Board Members:** Board member Sabriena Tarboush asked about the sliding doors at the Iselin Branch Library. Iselin Branch Head Wendi Rottweiler said the doors would not impact the renovations. Board member Anthony Terebetsky asked about the price differences in the Resolution from the December meeting to the present Resolution. Library Director Monica Eppinger explained. Iselin Branch Head Wendi Rottweiler explained that the amount of the Resolution 02-2018.06 was changed because a vapor barrier needed to be installed, she then went on to explain the flooring

process. She also showed samples of carpet that would be incorporated in the existing flooring to fill in the spaces when the book shelving is moved.

Board member Anthony Terebetsky asked about the progress of the renovation. Wendi Rottweiler gave an update. She was waiting for the approval of resolutions and then they could start the work. She said that they will be waiting until June for the 50<sup>th</sup> year celebration and the kick-off of the Summer Reading Program.

Board member Rick Silbon mentioned that there were leaves in front of the Iselin Branch building. Library Director said that a Maintenance man was at the Iselin branch every morning. All lights are on in the parking lot.

Board member Carol Eberhardt asked about the flooding at the Iselin Branch.

**Unfinished Business: None**

**New Business:**

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

**Resolution 02 - 2018.04**

## **RESOLUTION**

**Whereas, PATRICIA ANDERSON,** is retiring from active service as Woodbridge Public Library Assistant Director, on March 1, 2018, after 4 years and 7 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 Patricia Anderson.

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President, Board of Trustees

February 15, 2018

The following Resolution was read by Peg Mayerowitz, moved for approval by Rick Silbon, seconded by Ray Zirpolo. The motion carried.

**Resolution 02 - 2018.05**

## **RESOLUTION**

**Whereas, Virginia Kershaw,** is retiring from active service as Woodbridge Public Library Senior Library Assistant, on March 1, 2018, after 15 years and 7 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 Virginia Kershaw.

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**President, Board of Trustees**

**February 15, 2018**

The following Resolution was read by Rick Silbon, moved for approval of the amended Resolution to reflect the accurate amount of \$12,887.05 by Ed Mullen, seconded by Carol Eberhardt. The motion carried.

15-February-2018

**RESOLUTION 02-2018.06**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
COMMUNITY ROOM FLOORING VAPOR BARRIER AND CARPET TILE FOR THE ISELIN BRANCH LIBRARY  
FROM  
DIRECT FLOORING, 12 MINNEAKONING ROAD, BUILDING A, UNIT 103, FLEMINGTON, NEW JERSEY  
ON NEW JERSEY STATE APPROVED CONTRACT CO-OP #65MCESCCPS**

**Whereas**, the Woodbridge Public Library Board of Trustees 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 flooring materials and cost of installation for the Iselin Branch Library from Direct Flooring, 12 Minneakoning Road, Building A, Unit 103, Flemington, NJ 08822, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts for the amount of \$12,887.05; 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 15-Feb-18.

From: Administration

Approved at the meeting of 15-Feb-18

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Frederick W. Silbon, Jr., Secretary

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

15-February-2018

**RESOLUTION 02-2018.07**

**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 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 and skilled labor 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 \$6,855.00; 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:**

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From: Administration

Approved at the meeting of 15-Feb-18

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Frederick W. Silbon, Jr., Secretary

The Resolution 02-2018.08 to Approve Nickerson Furniture for Iselin Branch was read by Rick Silbon, a motion was made to withdraw the Resolution by Ed Mullen, seconded by Anthony Terebetsky, the motion carried.

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

15-February-18

**RESOLUTION 02 – 2018.09**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
PUBLIC SEATING AND COMMUNITY ROOM FURNITURE FOR THE ISELIN BRANCH LIBRARY FROM  
JSJ FURNITURE CORPORATION DBA IZZY+, 17237 VAN WAGONER ROAD,  
SPRING LAKE, MICHIGAN, 49456, ON NEW JERSEY STATE CONTRACT #8162**

**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 amendment of purchase of the attached list of furnishings for the Iselin Branch Library from JSJ Furniture Corporation DBA IZZY+, 17237 Van Wagoner Road, Spring Lake, MI, 49456, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts for the additional amount of \$1,149.50, bringing the total amount to \$31,339.00; 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 15-Feb-18.

From: Administration

Approved at the meeting of 15-Feb-18

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Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval of the amended Resolution to reflect the accurate amount of \$4,727.52 by Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

15-February-2018

**RESOLUTION 02-2018.10**

**RESOLUTION AUTHORIZING THE PURCHASE OF  
STAFF WORKSPACE FURNITURE FOR THE ISELIN BRANCH LIBRARY FROM  
METALWORKS, INC., DBA GREAT OPENINGS, 902 EAST FOURTH STREET, LUDINGTON, MI  
ON NEW JERSEY STATE APPROVED CONTRACT #81631**

**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 Board of Trustees 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 office furniture from Metalworks, Inc., DBA Great Openings, 902 East Fourth Street, Ludington, MI, 49431, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts for the amount of \$4,727.52; 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 15-Feb-18.

From: Administration

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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 Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

### PERSONNEL

February 15, 2018

#### RETIREMENT

Patricia Anderson, Assistant Library Director, effective 03/01/2018.

Virginia Kershaw, Senior Library Assistant, effective 03/01/2018.

#### Approval Of Bills

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

#### Bill Lists - 02/15/2018

Bill List - 01	\$ 3,552.80
Bill List - 02	\$ 168,844.54
TOTAL	\$ 172,397.34

**Such matters as may come before the Board:** None

**Good and welfare:** None

**Public comments:** Anne Taylor, Somerset, New Jersey asked who the CFO at the Library is that was referenced in the resolutions. She also asked about items that were listed in the Bill Report. Library Director Monica Eppinger answered all her questions.

**CLOSED SESSION:**

Rick Silbon made the motion to go into closed session; Anthony Terebetsky seconded this motion at 7:15 p.m.

Ed Mullen made the motion to end the closed session; Carol Eberhardt seconded the motion at 7:30 p.m.

Ed Mullen made the motion to reconvene the Board meeting, Anthony Terebetsky seconded the motion at 7:30 p.m.

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