

Approved Minutes April 19, 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 March 15, 2018. Board members present were Peg Mayerowitz, Anthony Terebetsky, Sabriena Tarboush, Rick Silbon, Ray Zirpolo, and attorney 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: Sabriena Tarboush led the Pledge of Allegiance.

Reading of Minutes: The minutes of February 15, 2018 were moved for approval by Ray Zirpolo, seconded by Anthony Terebetsky. The motion carried.
The Closed Session minutes of February 15, 2018 were moved for approval by Ray Zirpolo, seconded by Anthony Terebetsky. The motion carried.

Correspondence: Library Director Monica Eppinger mentioned the Thank You note from Pat Bonsignore, wife of former Library Board member and President, Bob Bonsignore.

Report of the Library Director:

Director's Report: March 15, 2018

Strategic Plan Initiatives

- A report to update the Library Board on Strategic Plan objectives is available at <https://sites.google.com/view/wpopeningdoors2017-22/home>. Administration will update the plan monthly at the same link.
- System-wide foot traffic increased by 6% for the month of February, 2018. Traffic in 2017 was 29,444, and this year increased to 31,071. The State Aid statistics for foot traffic showed a similar increase between 2016 and 2017.
- Woodbridge Township Recycling held a Middlesex County Master Gardening Program, "Plan Your Garden," at Henry Inman Branch Library that drew 60 participants. The library added Township Recycling as a partner in the programs to help promote the program which is first in a series of four recycling for the garden programs this year.
- The Children's Department will again partner with the Township in April on Woodbridge Township Youth Month. The Children's Department will provide a special program in addition to including their monthly programs on the Township's Calendar. The Teen Department is offering an info session on top college tests, holding their Teen Advisory Group, a Teen Painting Party and is participating in International Tabletop Game Day.

- Digital ESL classes begin this week at Fords, completing the goal of having a Conversation or Literacy learning activities happening in all four libraries. New Jersey Department of Labor funding has not been announced this year, but at a meeting on March 1st with LiteracyNJ, I was able to express our interest in continuing to work with them as a site to provide literacy programs.
- Alex Gabler attended a webinar to gather more information about completing WPL's status as a partner library with [CareerConnectionsNJ](#), a statewide library program.
- Collection weeding produced a decrease in the collection size from 474,188 to 430,347. Linda Cooper at the Main Library with most Dewey sections completed. 7,200 microfiche were disposed of from Government Documents, and a weeding of the Reference collection is also underway.
- A meeting was held with Anthony Iovino of Acari & Iovino to convey staff and Board Member input on the preliminary architectural drawings to proceed with refining the space plans.

Maintenance Update

- Power lines were installed for the new service point for the Main Library Digital Help Desk on the second floor. The desk will be set up and scheduling will begin in April.

New Developments

- Linda Cooper has reported that removal of the \$1 fee to borrow DVDs may be the reason for a sharp spike in DVD circulation. In February of 2017, 1,086 DVDs circulated. This year in February of 2018, 2,138 DVDs have circulated for nearly double the amount since the Board implemented this change. Similar increases have been reported in the branches.
- Woodbridge Library Foundation elected a new President on February 21st, Library Board member Sabriena Tarboush.

Community Engagement

- February 8, 2018 - RISE Program - Najea Grimes and April Kane spoke with 30 students and their aids about library resources, including Flipster, ElibraryNJ (Overdrive) and Hoopladigital. The students were very excited to hear FREE music and read Free graphic novels. RISE is Reaching Individual Student Excellence, it is comprised of students with disabilities aged 18-21, who are transitioning to adult life in the community.
- Deidra attended JFK's College Night. This was a great opportunity to promote the ACT/SAT Practice Test Session, held at the Main Library on February 24, 2018.
- NJ Makers Day was a tremendous success, with new activities for teens and adults that brought 500 patrons through the doors between 11 am and 2 pm. Nancy O'Grady sent an email to congratulate the staff who were directly involved, Deidra Garcia, Nicole Perez, Patty Brennan, Susan Fichtelberg, Amara Elbayer, Anna Genovese, Kathryn Brown, Brinda Patel, Ivan Maiorov, and Township Maintenance Staff Chris McGlynn and Joe Steckfuss. Branch staff also ran

programs for NJ Makers Day this year, Henry Inman's Marsha Quackenbush, Fords' Sue Miller and Amara Elbayer ran a Makers Day program in Iselin Branch.

- Ellen Bonacarti will attend the Woodbridge Chamber of Commerce Non-Profit Summit on March 22nd and will demonstrate library services for non-profits at a table.
- Ellen Bonacarti has arranged to host a Reference USA Breakfast on Thursday, March 29th, from 9-11 am, for library staff and area businesses and nonprofits to demonstrate the features that are available, such as creating custom lists, competitor reports, free credit scores, UCC filings, management directories, industry profiles and business demographics.
- The Main Library will host an opportunity for Woodbridge Township 8th Graders to run an iPad Lunch 'n Learn with seniors on Friday, April 11th, before the Friday Matinee Movie.

Report of the Friends of the Library: Kathryn Brown reported that the Friends will donate \$300 to the Children's Room for an animal show by Unique Creatures as the Youth Month Program. She also mentioned the annual Friends Book Sale will be held the last week-end of April

Report of the Board of Trustees President: Board President Peg Mayerowitz said a Thank You note was sent from the family of former Board Member and President , Bob Bonsignore.

Report of the Board Members: Board Member Anthony Terebetsky asked about the website mentioned in the Director's Report on Strategic Plan objectives . He said the site was not working. Director Monica Eppinger said she would look into it.

Board Member Ray Zirpolo asked about the railings at the Main Library. Director Monica Eppinger said that work will be starting on the railings soon.

Board Member Sabriena Tarboush asked if there would be a meeting to see new plans for the library. Director Monica Eppinger said yes there would be a meeting to look at second set of plans.

Board members Sabriena Tarboush and Anthony Terebetsky had questions about installation costs on Resolution 03-1028.13. Their questions were answered by Director Monica Eppinger.

Board member Sabriena Tarboush asked why there was only one quote for Resolution 03-2018.14. Board Attorney Carol Berlen answered that only one quote is needed if the company has the state contract.

Board member Sabriena Tarboush asked if the audit company can send a representative to the board meeting to explain and answer any questions that board members might have. Director Monica Eppinger said it would be a good idea to have someone attend the board meeting in May.

Board Member Rick Silbon congratulated Sabriena Tarboush on her election as President of the Woodbridge Library Foundation.

Board Member Sabriena Tarboush reached out to Iselin Branch head Wendi Rottweiler to talk about the Iselin Branch's 50th anniversary. She mentioned different ideas that they had for the celebration and. Wendi said the renovations will be starting at the branch on March 21, 2018.

Unfinished Business: None

New Business:

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

RESOLUTION 03-2018.11

RESOLUTION RESCINDING RESOLUTION # 02-2018.07

**AUTHORIZING THE PURCHASE OF SHELVING UNITS FOR THE ISELIN BRANCH LIBRARY FROM
MODUFORM, INC./LIBRARY BUREAU, 172 INDUSTRIAL ROAD, FITCHBURG, MASSACHUSETTS, 01420
ON THE 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 Vendor Contract; and

WHEREAS, the Woodbridge Public Library at their February 15, 2018 meeting duly adopted Resolution # 02-2018.07 which authorized the purchase of shelving units from the New Jersey State Vendor Contract #83749 from Moduform Inc./Library Bureau; and

WHEREAS, it has been determined that the shelving units ordered and the labor involved were not items available through the New Jersey State Vendor Contract # 83749;

NOW, THEREFORE, BE IT RESOLVED, that the Woodbridge Public Library hereby rescinds Resolution # 02-2018.07 in its entirety and cancels its purchase of the shelving units for the Iselin Branch Library from Moduform, Inc./Library Bureau, 172 Industrial Road, Fitchburg, MA, 01420 as said items are not available on State Contract.

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-March-18.

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

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

15-March- 18

RESOLUTION 03-2018.12

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY ISELIN BRANCH LIBRARY SHELVING
INSTALLATION TO INLCUDE REPURPOSING OF EXISTING SHELVES**

WHEREAS, proposals were solicited for the Iselin Branch Library shelving project to include installation of new materials and repurposing existing shelves, with the purchase of additional storage shelves; and

WHEREAS, the Library would like to procure installation of new shelves and repurposing of existing shelves at the Iselin Branch Library (the "Services"); and

WHEREAS, the Library solicited three quotes for the provision of the Services and received three quotes from Library Interiors Inc., American Library & School Services, Inc. and Nickerson; and

WHEREAS, the Authority would like to accept the quote of Library Interiors, Inc for the Services in accordance with this Resolution.

NOW THEREFORE BE IT RESOLVED that the proposal from Library Interiors, Inc. in the amount of \$6,855.00 be accepted.

To be paid from account #217-04

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-March-18.

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

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

15-March-18

RESOLUTION 03-2018.13

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY

**MANUFACTURE AND INSTALLATION OF KITCHEN CABINETS AND COUNTERTOPS FOR ISELIN BRANCH
LIBRARY**

WHEREAS, proposals were solicited for the Iselin Branch Library renovation to include manufacture and installation of new sets of kitchen cabinets with countertops; and

WHEREAS, the Library would like to procure the manufacture and installation of the kitchenette cabinets and countertops installation at the Iselin Branch Library; and

WHEREAS, the Library solicited three quotes for the provision of the Services and received three quotes from C&C Cabinets, Lowes and Continental Trading and Hardwares, Inc.; and

WHEREAS, the Authority would like to accept the quote of C&C Cabinets for the Services in accordance with this Resolution

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NOW THEREFORE BE IT RESOLVED that the proposal from C&C Cabinets in the amount of \$5,378.00 be accepted.

To be paid from account 217-04.

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-March-18.

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

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

15-March-2018

RESOLUTION 03-2018.14

**RESOLUTION AUTHORIZING THE PURCHASE OF
MODULAR WALL MANUFACTURE AND INSTALLATION TO CREATE ISELIN BRANCH STORAGE
FROM
CONCORD PRODUCTS COMPANY, INC., 250 BENIGNO BOULEVARD, BELLMAWR, NEW JERSEY
ON NEW JERSEY STATE APPROVED CONTRACT #A81614**

Whereas, the Woodbridge Public Library Board of Trustees has approved a plan for the renovation of the Iselin Branch Library that includes the creation of storage space in the meeting room from 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 materials and cost of installation for the Iselin Branch Library from Concord Products Company, Inc., 250 Benigno Boulevard, Bellmawr, NJ 08031, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts for the amount of \$8,810.00; 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-March-18.

To be paid from account #217-04

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

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

15-March-18

RESOLUTION 03-2018.15

RESOLUTION ACCEPTING FISCAL YEAR 2016 – 2017 AUDIT

RESOLVED that the Woodbridge Public Library Board of Trustees accept the audit for fiscal year 2016-2017 as submitted by Hodulik & Morrison, P.A.

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-March-18.

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

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

15-March-18

RESOLUTION 03-2018.16

AUDITOR

RESOLVED that the Board of Trustees appoints Hodulik & Morrison, P.A. Auditors for the fiscal year 2017-2018.

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Rick Silbon, seconded by Sabriena Tarboush. The motion carried.

A motion to rescind Resolution 03-2018.17 was made by Rick Silbon, seconded by Sabriena Tarboush. The motion carried.

The motion to approve Resolution 03-2018.17 as amended was moved for approval by Rick Silbon, seconded by Sabriena Tarboush. The motion carried.

15-March-18

RESOLUTION 03 – 2018.17

**RESOLUTION AUTHORIZING THE PURCHASE OF
PUBLIC SEATING AND COMMUNITY ROOM FURNITURE FOR THE ISELIN BRANCH LIBRARY FROM
JASPER SEATING COMPANY, INC., NEW JERSEY STATE CONTRACT NO. 81718**

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 Resolution Number 12-2017-39, purchase of the attached list of furnishings for the Iselin Branch Library from Jasper Seating Co., DBA JSI, 225 Clay Street, Jasper, IN, 47547, an approved New Jersey State Contract vendor on the attached list, pursuant to all conditions of the individual State contracts from \$19,891.68 for the additional amount of \$ 2,347.26 bringing the total amount to \$22,238.94; 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-March-18.

To be charged to account #217.04.

From: Administration

Approved at the meeting of 15-March-18

Frederick W. Silbon, Jr., Secretary

Approval Of Bills

Bill Lists: The following Bill Lists were read and moved for approval by Rick Silbon, seconded by Anthony Terebetsky, and carried.

Bill Lists - 03/15/2018

Bill List - 01	\$ 6,114.12
Bill List - 02	\$ 113,827.40
TOTAL	\$ 119,941.52

Such matters as may come before the Board: None

Good and welfare: None

CLOSED SESSION:

Rick Silbon made the motion to go into closed session; Anthony Terebetsky seconded this motion at 7:02 p.m.

Anthony Terebetsky made the motion to end the closed session; Sabriena Tarboush seconded the motion at 7:10 p.m.

Anthony Terebetsky made the motion to reconvene the Board meeting, Sabriena Tarboush seconded the motion at 7:12 p.m.

Public comments: Nancy O'Gray, Children's Coordinator at the Woodbridge Public Library thanked Board President Peg Mayerowitz for attending Makers Day.

Adjournment: A motion to adjourn the Board Meeting was made by Anthony Terebetsky, seconded by Ray Zirpolo. The meeting was adjourned at 7:21 p.m.