

**Approved Minutes
May 17, 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 April 19, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Carol Eberhardt, Amanda Truppa, Rick Silbon, Isha Vyas and Ray Zirpolo, and attorney Carol Berlen. Also in attendance was Library Director Monica Eppinger and Assistant Director Kathryn Brown. Michael Esolda, of the Woodbridge Township IT Department, attended the meeting to present the Internet Improvements Option.

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: Isha Vyas led the Pledge of Allegiance.

Reading of Minutes: The minutes of March 15, 2018, were moved for approval by Ray Zirpolo, seconded by Rick Silbon. The motion carried. Carol Eberhardt, Ed Mullen, Amanda Truppa and Isha Vyas abstained.

The Closed Session minutes of March 15, 2018 were moved for approval by Ray Zirpolo, seconded by Rick Silbon. The motion carried. Carol Eberhardt, Ed Mullen, Amanda Truppa and Isha Vyas abstained.

Correspondence: Library Director Monica Eppinger referred to the \$1000 grant that was awarded to the Woodbridge Library from Revisiting the Founding Era.

Report of the Library Director:

Director's Report: April 19, 2018

Strategic Plan Initiatives

- Summer hours have been set at a meeting with supervisors and will include Saturday full-day hours in the branches.
- The Friends have suggested a regular feature in the weekly eNewsletter to promote and make everyone aware of Friends of the Library contributions, with this month's news being the annual Book Sale from April 26-29.
- April Kane arranged for the libraries to host events in the Main Library, and the Fords and Iselin Branches to participate in Money Smart Week, April 21 – 26. The topics are Protecting Financial Future of You and Your Loved Ones, Funding Your Retirement Lifestyle and A Well Rounded Approach to College Fundraising.
- There will be a meeting April 21st with patrons who have requested a new Book Club and to discuss a TED Talk series at the library this summer.

- Plans for the Iselin Branch library restroom have been received and will be submitted to the Town Hall Building Department.
- The date for the Iselin Branch Library 50th Anniversary celebration has been set for Tuesday, June 19th, at Noon.
- Three quotes were secured for the online catalog and are part of this month's report.
- The online library catalog now allows for online payment through the catalog. There are no plans to remove the link for the classic catalog, which is on the website below the new catalog link.
- Activity of the Library Foundation facilitated by Sabriena Tarboush and Wendi Rottweiler to promote Iselin Branch improvements has begun to develop the Foundation, including work on an annual appeal letter.
- A survey went out with the eNews for National Library Week to ask readers for staff recognition, as well as suggestions.
- More strategic plan updates are available on the strategic plan Google site:

<https://sites.google.com/view/wpopeningdoors2017-22/home>

Maintenance Update

- Work on the Main Library ramp began this week, and is scheduled to take several weeks. There will be work done on one half of the ramp at a time to allow the second floor entrance to remain open.
- Brian Burke and Township Maintenance Staff acted quickly on Monday to avoid damage to the floors from a flood at the Henry Inman Branch. The floors were covered with water, but did not reach the level where books are on the shelves. The cleanup is expected to be completed by Friday morning of this week.

Community Engagement

- April Kane will be organizing library attendance of the Annual Street Fair in May.
- Fords Branch Library is hosting an exhibit of art from the Middlesex County Arts High School and Middle School.
- There is an exhibit of art, clay fish, by the students of Oak Ridge Heights School 21 in the display case at Henry Inman.
- Twenty-five people attended the ReferenceUSA breakfast for businesses which was run by Ellen Bonacarti and promoted through library channels and the Chamber of Commerce.
- Ellen Bonacarti is a member of an invitational statewide committee, NJGrowsBiz, that will offer a summit in May to promote library connection with small business and entrepreneurship.

Report of the Friends of the Library: Kathryn Brown reported that the Friends of the Woodbridge Libraries annual Book Sale will be held Thursday April 26, 2018 thru Sunday April 29, 2018. She also mentioned the hours of the Book Sale.

Report of the Board of Trustees President: None

Report of the Board Members:

Board member Rick Silbon asked about the flooding issue at the Henry Inman Branch. He asked if anything could be done to alleviate the flooding problem.

Board member Rick Silbon asked if there was an increase in the circulation of DVD's now that there is no cost to patrons. Director Monica Eppinger said that the increase in circulation is significant.

Board President Peg Mayerowitz congratulated Kathryn Brown on her appointment to Assistant Library Director.

Unfinished Business: None

New Business:

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

Resolution 04 - 2018.18

RESOLUTION

Whereas, Judith Potyrala, is retiring from active service as Woodbridge Public Library Senior Library Assistant, on May 1, 2018, after 19 years and 2 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 Judith Potyrala.

President, Board of Trustees

April 19, 2018

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

Resolution 04 - 2018.19

RESOLUTION

Whereas, Mary Lou Matassino, is retiring from active service as Woodbridge Public Library Supervising Library Assistant, on May 1, 2018, after 17 years and 6 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 Mary Lou Matassino.

President, Board of Trustees

April 19, 2018

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

19-April-2018

RESOLUTION 04-2018.20
RESOLUTION AUTHORIZING THE AMENDMENT OF
RESOLUTION 03.2018.14 TO
CONCORD PRODUCTS COMPANY,INC., 317 SALINA ROAD, SEWELL, NJ 08080
ON NEW JERSEY STATE APPROVED CONTRACT #A81614

WHEREAS, Concord Products Company Inc. has moved its place of business from 250 Benigno Boulevard, Bellmawr, NJ 08031, to 317 Salina Road, Sewell, NJ, 08080; and

WHEREAS, the Woodbridge Library Board of Trustee would like to approve an amendment to the contract to reflect the new address of the Concord Products Company Inc. in accordance with this Resolution.

NOW, THEREFORE, BE IT RESOLVED, that the Woodbridge Public Library authorizes the amendment of the business address of Concord product Company, Inc.

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 19-April-18.

To be paid from account #217-04

From: Administration

Approved at the meeting of 19-April-18

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 Rick Silbon, seconded by Ray Zirpolo. The motion carried.

APPOINTMENT

Appoint Aliah Sims, Library Assistant, Main Library Children's Room, Part time, 19 hours per week, salary \$17.36 per hour, effective 04/09/2018.

PROMOTION

Confirm promotion of Kathryn Brown, from Librarian 3 to Assistant Library Director, Full time, 35 hours per week, \$ 122,196.00 annual salary, effective 04/16/2018.

RETIREMENT

Mary Lou Matassino, Supervising Library Assistant, Fords Library, effective 05/01/2018.

Judith Potyrala, Senior Library Assistant, Technical Services, effective 05/01/2018.

END OF TEMPORARY EMPLOYMENT

Kaylee Cuyuche, Monitor, Main Library , effective 3/29/18.

Aliah Sims, Monitor, Main Library, effective 04/08/18.

Liana Scarpa, Librarian 1, effective 04/04/218.

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 - 04/19/2018

Bill List - 01	\$ 4,591.63
Bill List - 02	\$ 76,731.10
TOTAL	\$ 81,322.73

Such matters as may come before the Board: None

Good and welfare: None

CLOSED SESSION:

Ed Mullen made the motion to go into closed session; Ray Zirpolo seconded this motion at 7:15 p.m.

Ed Mullen made the motion to end the closed session; Isha Vyas seconded the motion at 7:29 p.m.

Carol Eberhardt made the motion to reconvene the Board meeting, Rick Silbon seconded the motion at 7:30 p.m.

Public comments: Ellen Bonacarti, member of the staff at Woodbridge Library, asked if Derek Supp and Eddie Santo will still be working for the library, rather than Town Hall when the new Internet options are implemented.

Anne Taylor, Somerset, New Jersey asked if the township will remotely monitor the computers at the library.

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