

Approved Minutes June 21, 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 May 17, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Carol Eberhardt, Sabriena Tarboush, and Ray Zirpolo, and attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:32 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ray Zirpolo led the Pledge of Allegiance.

Reading of Minutes: The minutes of April 19, 2018, were moved for approval Carol Eberhardt, seconded by Ed Mullen. The motion carried.
The Closed Session minutes of March 15, 2018 were moved for approval by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

Correspondence: Library Director Monica Eppinger spoke of two thank you notes that she sent that were included in the board packet.

Report of the Library Director:

Director's Report: May 17, 2018

Strategic Plan Initiatives

- New computers were installed for the Fords Branch Library patrons, two tablets for searching for catalog items and a self-release print station. The computers are on the wireless network.
- Mobile hotspots are ready to circulate, and will go out for three weeks from all locations starting with the Main Library.
- The online pay feature available on the app, BookMyne, and new catalog Enterprise has been more active now that it is at the top of the website. One outcome to monitor is the number of accounts sent to the recovery service, Unique, was half of the monthly average.
- Linda Cooper has systematically weeded 2,731 items in April alone for a yearly total of 10,075 items from the Main Library collection with assistance from her team.

- Nancy O'Grady and the Children's Department is creating a Summer Reading Activities Game Board that will include a game board with family literacy activities. Programs are in place for Summer Reading program. The theme this year is Libraries Rock!
- Mayor McCormac invited the Library to post to the Township Facebook Account to promote events. Township and Library Facebook accounts have been cross promoting events to increase social media reach and visibility.
- Instagram has been added to Library Social Media by Nicole Perez of Teen Services.
- New Book Discussion Groups and a TED Talk program application are being planned with hope of a summer launch. The installation of rain gardens have the potential to be the centerpiece of a series on environment concerns.
- Trustee Sabriena Tarboush, President of the WPL Foundation, developed a plan with Wendi Rottweiler to include the Foundation in the Iselin Library 50th Anniversary Renovation through a naming campaign for new items. The website for the naming opportunities is <https://www.woodbridgeplfoundation.org>. Wendi used ReferenceUSA to gather a list of Iselin businesses and the Foundation sent a mail campaign to promote both the naming campaign and an event booklet with ads. The Friends of the Library will contribute to the production of the booklet.

More information about Strategic Plan Progress can be found at:

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

Maintenance News

- Main Library ramp update:
 - Once the railings are installed on the east side of the ramp, they will close the west side, make the structural repairs and install railings on that side.
 - When it is time to put the coating on the ramp, they will open the lower level completely, and close both sides of the ramp.
 - After the coating is cured, which may take a week, the ramp will be open again for the public.
- Iselin Renovation News
 - Iselin Branch Library will close the week of June 12-19th for the renovation to be completed safely and efficiently. The Grand Opening on June 19th will be 12:15 pm, with a full slate of programs for adults, teens and children.

- Tables at the Iselin Branch have been refinished, one at a time, by Chris McGlynn of Township Maintenance.
- There will be a dumpster on site to clear out the attic to provide additional staging space for the renovation.
- Electrical outlets have been tested, and will be checked for new furniture installation.

Community Engagement

- April Kane ran multiple, well attended programs to support Woodbridge Township Senior Month, and was scheduled to visit the Woodbridge Community Center for the Active Older Adults Lifestyle Expo on Wednesday, May 16th.
- Ellen Bonacarti and Iselin Sr. Librarian Amara Elbayer gathered ideas to connect the business community with library resources and services at the NJ State Library Committee, NJGrowsBiz Summit on May 9th.
- I visited Sewaren Free Public Library to learn how they work with the Township, and see if there will be a way to partner with them to bring services we can provide.
- I have been invited to represent the libraries on the Woodbridge Township Schools Consolidated Program Council and Needs Assessment Committee, an annual steering committee of teachers, parents, administrators, students, and business and community leaders.

Library Director Monica Eppinger showed board members the Mobile Hot Spot, the wireless connection to the internet, and explained the procedure for circulating the Mobile Hot Spot. Board members Ray Zirpolo and Carol Eberhardt had questions which the Library Director answered.

Library Director Monica Eppinger presented the FY 2019 Budget Proposal to the Board Trustees. She explained the procedure for the approval of the budget. She also answered questions that board members had on the proposed budget.

Library Director Monica Eppinger thanked board member Sabriena Tarboush for her help in composing the 50th Anniversary letter that was sent to businesses in the Iselin area.

Report of the Friends of the Library: Assistant Director Kathryn Brown reported that the Friends of the Woodbridge Libraries annual Book Sale was a success. The Friends made over \$2200.00 at the book sale.

Assistant Director Kathryn Brown said the Friends of the Woodbridge Libraries will continue paying for the Museum Pass Program. She also stated that the Friends paid for the printing of the Iselin anniversary booklet and the EBSCO Consumer Report Digital Magazine.

Report of the Board of Trustees President: None

Report of the Board Members:

Board member Ray Zirpolo asked about the library book weeding project at the Main Library. Library Director Monica Eppinger explained why and explained the criteria.

Board member Ed Mullen asked about the 50th Anniversary Booklet for the Iselin Branch and if the Trustees could purchase an ad in the booklet.

Board member Ed Mullen asked about the change of holidays in the AFSCME 2923 Memorandum of Agreement with reference to non AFSCME 2923 staff.

Board member Carol Eberhardt suggested that we think about a Wish List for the New Jersey Library Construction Bond Act.

Unfinished Business: None

New Business:

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

17-May-2018

RESOLUTION 05 - 2018.21

UNION NEGOTIATIONS – AFSCME LOCAL NO. 2923

WHEREAS the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and American Federation of State, County and Municipal Employees (AFSCME) Local No. 2923 that meets the objectives set out by the Board.

BE IT THEREFORE RESOLVED by the Board of Trustees that the Memorandum of Agreement is approved and

BE IT FURTHER RESOLVED that the President of the Board of Trustees and the Library Director are authorized to sign a labor contract with AFSCME Local No. 2923 to enact said Memorandum of Agreement.

From: Administration

Approved at the meeting of 17-May-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 Ed Mullen, seconded by Ray Zirpolo. The motion carried.

PROMOTION

Promote Suzanne Miller, from Librarian 2, Fords Branch to Librarian 3, Fords Branch, Full time, 35 hours per week, \$ 102,757.00 annual salary, effective 05/07/2018.

REASSIGNMENT

Reassign Maria Baker, Supervising Library Assistant, Henry Inman Branch to Supervising Library Assistant, Fords Branch, Full time, 35 hours per week, effective 05/07/2018.

END OF TEMPORARY EMPLOYMENT

Timothy Kinsey, Library Assistant, Part time, Fords Branch, effective 05/19//18.

Approval Of Bills

Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Ray Zirpolo, and carried.

Bill Lists - 05/17/2018

Bill List - 01	\$ 11,635.30
Bill List - 02	\$ 109,312.59

TOTAL

\$ 120,947.89

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 the motion at 7:03 p.m.

Ed Mullen made the motion to end the closed session; Carol Eberhardt seconded the motion at 7:15 p.m.

Ed Mullen made the motion to reconvene the Board meeting, Sabriena Tarboush seconded the motion at 7:16 p.m.

Public comments: None

Adjournment: A motion to adjourn the Board Meeting was made by Ed Mullen, seconded by Carol Eberhardt. The meeting was adjourned at 7:17 p.m.