

## **Approved Minutes July 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 June 21, 2018. Board members present were Ed Mullen, Carol Eberhardt, Rick Silbon, Ray Zirpolo, Anthony Terebetsky and attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

**Call to Order:** Board Secretary Rick Silbon called the meeting to order at 6:34 pm and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Rick Silbon led the Pledge of Allegiance.

**Reading of Minutes:** The minutes of May 17, 2018, were moved for approval Ray Zirpolo, seconded by Ed Mullen. The motion carried. Anthony Terebetsky abstained. The Closed Session minutes of May 17, 2018 were moved for approval by Ray Zirpolo, seconded by Carol Eberhardt. The motion carried. Anthony Terebetsky abstained.

**Correspondence:** Library Director Monica Eppinger referred of two thank you notes that were included in the board packet. One thank you note was for the donation from the Colonia Elks #2282 for the children's summer reading program. The second thank you was to the Woodbridge Garden Club for their work at the Garden for the Blind at the Iselin Branch Library.

**Report of the Library Director:**

## Director's Report: June 21, 2018

### **Strategic Plan Progress**

- Mayor McCormac cut the ribbon for the Iselin Branch Library's 50<sup>th</sup> Anniversary Celebration and Grand Re-Opening with improved furnishings, dedicated Teen Space, improvements to power outlet availability, new service points and public terminals. Branch Manager Wendi Rottweiler and the Iselin Branch staff planned a day of activities for all ages that drew 2,125 visits during hours of operation on June 19<sup>th</sup>, which is 600 visitors more than an average week's attendance.
- Seven new ESL classes were held in Woodbridge libraries during the fiscal year and 92 students were served. The classes were managed by April Kane and Najea Grimes with the New Jersey Department of Labor's Literacy and Community Libraries grant, in partnership with LiteracyNJ. The demand for ESL programs continues to be steady. A promotional postcard is planned with the remainder of the grant funds to promote library materials, give credit to the Department of Labor and promote awareness of the partnership with LiteracyNJ.
- Summer Reading for all ages includes a reader review program and prizes based on the theme "Libraries Rock!" with weekly programs for children, teens and adults.

- A pilot program to bring in books from schools that visited and borrowed materials was launched to see if delivery could be managed through the Township.
- A committee of library staff from all branches has been formed to plan for library participation in Woodbridge Township's 350th Anniversary. One idea is that the library lead and promote a horse sculpture/art project in town much like New York's Cow Parade, and other major city art event as a contribution to the 350th Anniversary.
- The Digital Help Desk will open this summer to provide on-the-floor-assistance to patrons who are printing, and who need basic assistance with computers. Part-time staff have been hired to work with the periodicals and microfilm requests. Part-time staff will also be cross-trained to serve on all Main Library service points.
- Greenable Woodbridge, led by Mayor's Chief of Staff Caroline Ehrlich, is working with Rutgers University's New Jersey Agricultural Experiment Station to install rain gardens in all of the library branches. Two rain gardens have been completed at the Henry Inman Branch Library, two gardens at Fords, and Iselin's rain garden is scheduled for the last week in June.
- One of the two Kyocera contracts that the library maintains for copier equipment expires in September. Toshiba is a Greater Woodbridge Area Chamber of Commerce member, and has been contacted for state contract pricing to secure the office replacement and four copiers to include color copiers, USB scanning to the branches that have requested replacement copiers. Toshiba will buy out the Kyocera contract, and replace the machines in July.

More information about the WPL Strategic Plan Progress can be found at:

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

### **Maintenance News**

- Improvements to the Main Library ramp structure and new railings are complete. The last step is to add the coating on the walkway, which will close the ramp for a week to allow it to set. Access will be open throughout this last step on the first floor. Quotes for painting the ramp after the project is complete are being gathered.
- Dennis Henry, Brian Burke and the Maintenance Department staff were very supportive throughout the Iselin renovation, including the removal of several dumpsters, contact with the Township electrician and carpet cleaning company, contact with the kitchenette fabrication and installation companies, and plumbing for the kitchenettes. The Parks Department cleared the grounds and replaced the bicycle rack courtesy of the Health Department.

### **Community Engagement**

- April Kane will represent the libraries at Summerfest, scheduled for June 20<sup>th</sup> at Woodbridge High School.
- LiteracyNJ students were given a tour of the library with emphasis on ESL resources, and library cards.

- A third iPad Lunch ‘n Learn class was held with Iselin Middle School students and Mr. Vitale, who is the Apple program leader in the school. Attendance rose steadily to fifteen students and sixteen seniors at the final program for this school year, June 8<sup>th</sup>.
- Marsha Quackenbush attended a Reading Celebration at Lynn Crest School 22 on Friday June 1 (36 children and 6 adults). She promoted children's summer reading programs and activities. Henry Inman children's calendars were distributed for June and July.
- Kathryn Brown and members of the YarnPlay group coordinated [Worldwide Knit in Public Day](#), which took place on the Main Library patio, Saturday, June 9<sup>th</sup>.
- Ellen Bonacarti attended an Open House for the Co-Working Space on Main Street in Woodbridge as part of Community Engagement and Information Services Department outreach.
- I represented WPL at a LibraryLinkNJ Membership Meeting on June 13<sup>th</sup>, and cast a vote to approve the budget with a \$500 cap on what could be additionally spent on a \$200,000 shortfall for inter-library delivery expense for the 2019 statewide contract (The amount would be evenly divided among the 400 member libraries at the maximum of \$500).
- Linda Cooper reported that Main Library staff attended four Next Chapter Book Club events, one homebound event and a visit to St. Joseph Senior Center.

Library Director Monica Eppinger thanked all board members for attending the 50<sup>th</sup> Anniversary of the Iselin Branch Library.

Library Director Monica Eppinger had to add to her report because of the current situation of the air cooling system at the Main Library. Board member Ray Zirpolo had questions on this issue. Director Monica Eppinger explained the AFSCME contract in reference to the temperature at the Main Library.

Library Director Monica Eppinger told board members that the ramp is getting a coating and a painting. This will keep the ramp closed for approximately another week.

Board member Ray Zirpolo had questions on the Mobile Hot Spot. Director Monica Eppinger explained how it works and what it does. Board member Carol Eberhardt also added comments to the discussion.

Library Director Monica Eppinger referred to the handouts that were given to board members. These handouts were for the updating of the Policy Manual. Board members can review the policies and if there are any questions, they can contact Assistant Library Director Kathryn Brown.

Library Director Monica Eppinger said that she would be sending information to board members on fines and the automatic renewal system.

**Report of the Friends of the Library:** Assistant Director Kathryn Brown reported that the Friends of the Woodbridge Libraries renewed all Museum Passes and added different venues. She said the Friends gave additional monies to the Children’s Room for the summer reading program and they paid for the booklet for the Iselin Branch Library’s 50<sup>th</sup> Anniversary.

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

**Report of the Board Members:**

Board member Carol Eberhardt congratulated the staff at the Iselin Branch library for their efforts in the 50<sup>th</sup> anniversary celebration.

Board member Carol Eberhardt had questions on the insurance for Director and officers.

**Unfinished Business: None**

**New Business:**

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

21-June-2018

**RESOLUTION 06 - 2018.22**

**RESOLUTION APPROVING SCHEDULE OF BOARD MEETINGS 2017 - 2018**

**BE IT RESOLVED** by the Board of Trustees of the Free Public Library of Woodbridge that regular Board meetings for fiscal year 2018 - 2019 shall be held on the 3<sup>rd</sup> Thursday of each month (except for the months of August and December, when there shall be no meeting) at 6:30 p.m., prevailing time, at the Woodbridge Main Library, George Frederick Plaza, Woodbridge, NJ 07095 (in the Book Examination Room on the buildings upper level) to wit:

July 19, 2018

September 20, 2018

October 18, 2018

November 15, 2018

January 17, 2019

February 21, 2019

March 21, 2019

April 18, 2019

May 16, 2019

June 20, 2019

**BE IT FURTHER RESOLVED** a schedule of such meetings shall be mailed to, and published once in the *Home News Tribune* and in *The Star-Ledger*; be filed with the Municipal Clerk of the Township of Woodbridge; and be posted, and remain so posted throughout the year, on the main floor bulletin board of the Woodbridge Main Library.

**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 21-June-18.

From: Administration

Approved at the meeting of 21-June-2018

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Frederick W. Silbon, Jr., Secretary

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

21-June-2018

**RESOLUTION 06 – 2018.23**

**COPIER/PRINTER SERVICES – ADMINISTRATION, AND ALL LOCATIONS**

RESOLVED that the Library Board of Trustees accepts a proposal to upgrade copier and print services for Administration and four locations from Toshiba Business Solutions, 900 Rte.9 N., Ste. 67, Woodbridge, NJ 07095, for a period of 63 months at the monthly rate of \$585/month. State of New Jersey contract #M0053.

Approved at the meeting of 21-June-18

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Frederick W. Silbon, Jr., Secretary

The following Personnel items were read by Library Director Monica Eppinger, moved for approval by Rick Silbon, seconded by Anthony Terebetsky. The motion carried.

## **Personnel**

Appoint Sean Neves, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Kaylee Cuyuche, effective 06/11/2018.

Appoint Bryan Eidson, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Celine Nelson-Jordan, effective 06/18/2018.

Appoint Joseph Golden, Monitor, Main Library, Children's Room, Part time, 10 hours per week, salary \$9.50 per hour, replacing Aliah Sims, effective 06/25/2018.

Appoint Dervens Celestin, Monitor, Henry Inman Branch, Part time, 10 hours per week, salary \$9.50 per hour, replacing Jason Muller, effective 06/18/2018.

Appoint Toria Fudge, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Edinam Bradley, pending working papers, effective TBD.

Appoint Samantha Leonard, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Jonathan Desir, pending working papers, effective TBD.

Appoint Richard Meyer, Library Assistant, Main Library, Periodical Department, Part time, 19 hours per week, salary \$17.90 per hour, pending physical and drug screening, effective 06/25/2018.

Appoint Charles Cole, Library Assistant, Fords Branch, Part time, 19 hours per week, salary \$17.90 per hour, pending physical and drug screening, replacing Timothy Kinsey, effective 06/25/2018.

Appoint Justin Fink, Library Assistant, Main Library, Periodical Department, Part time, 19 hours per week, salary \$18.45 per hour, pending physical and drug screening, effective 07/10/2018.

Appoint Anne Chesterley, Library Assistant, Technical Services Department, Full time, 35 hours per week, salary \$33,602 annual, replacing Judy Potyrala, pending physical and drug screening, effective 07/02/2018.

## **ADVANCEMENT**

Appoint Jessica Schenck, Monitor, Part time, Children's Room, to Library Assistant, Main Library, Periodical Department, Part time, 19 hours per week, salary \$18.45 per hour, effective 07/09/2018

## **PROMOTION**

Promote Suzanne Miller, from Librarian 2, Fords Branch to Librarian 3, Fords Branch, Full time, 35 hours per week, \$ 104,813.00 annual salary, replacing Kathryn Brown, effective 05/07/2018.

Promote Lisa Matthjis, from Principal Library Assistant, Main Library to Supervising Library Assistant, Henry Inman Branch, Full time, 35 hours per week, \$48,572.00 annual salary, replacing Maria Baker, effective 06/04/2018.

Promote Anna Genovese, from Senior Library Assistant Main Children’s Room to Principal Library Assistant, Main Library, Full time, 35 hours per week, \$42,978.00 annual salary, replacing Lisa Matthjis, effective 07/02/2018.

**REASSIGNMENT**

Reassign Maria Baker, Supervising Library Assistant, Henry Inman Branch to Supervising Library Assistant, Fords Branch, Full time, 35 hours per week, \$48,572.00 annual salary, replacing Marylou Matassino, effective 05/07/2018.

**END OF EMPLOYMENT**

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

Amir Perry, Monitor, Main Library, Part time, effective 06/13/2018.

Jonathan Desir, Monitor, Main Library, Part time, effective 06/14/2018.

Jason Muller, Monitor, Henry Inman Branch, Part time, effective 06/16/18.

Nicholas VanDorn, Librarian 1, Sunday, effective 05/20/2018.

Edinam Bradley, Monitor, Main Library, effective 6/14/2018.

**Approval Of Bills**

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

**Bill Lists - 06/21/2018**

Bill List - 01	\$ 11,992.28
Bill List - 02	\$ 144,324.79
Bill List -03	\$ 33.26
<b>TOTAL</b>	<b>\$ 156,350.33</b>

Board member Carol Eberhardt asked a question on the Bill List.

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

**Good and welfare:** None

**CLOSED SESSION:** None

**Public comments:** Staff member Ellen Bonacarti had questions on the Toshiba resolution. Library Director answered her questions.

**Adjournment:** A motion to adjourn the Board Meeting was made by Ed Mullen, seconded by Carol Eberhardt. The meeting was adjourned at 7:09 p.m.