

**Approved Minutes
October 18, 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 September 20, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Carol Eberhardt, Rick Silbon, Ray Zirpolo, Anthony Terebetsky, Sarbriena Tarboush, Jay Mascolo 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 6:30 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Sabriena Tarboush led the Pledge of Allegiance.

Swearing In of Trustee: The Board received a Town Hall Resolution appointing Jay Mascolo as the Mayor's Alternate to the Woodbridge Public Library Board of Trustees. Attorney Carol Berlen, duly swore in Jay Mascolo as a Trustee of the Woodbridge Public Library.

Reading of Minutes: The minutes of July 19, 2018, were moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.
The Closed Session minutes of July 19, 2018 were moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

Correspondence: None

Report of the Library Director:

Director's Report: September 20, 2018

Strategic Plan Progress

- Greenable Woodbridge and Rutgers University Agricultural Experiment School are in the process of installing a rain garden on the front lawn of Iselin Branch Library.
- The Summer Reading Skating Party at the WCC was attended by 280 children and their families, and the system Summer Reading Fair welcomed 400.
- The Museum Passes doubled in circulation over the summer, from an average of 30 per month to 66 in July and 70 in August.
- More than 225 teens were enrolled in the summer reading program. Two full sessions of coding classes were held.
- Though Woodbridge Public Library will not be receiving a Department of Labor Grant for Literacy and Career Pathways, all locations will have Conversation Groups, and one-on-one classes will continue through partnership with LiteracyNJ.
- The number of evening and Saturday afternoon programs have increased for children and families in all library locations.

- Main Library Coordinator Linda Cooper and her team have weeded 2,545 items in August, for a running total of 18,434 in 2018.
- Quarterly meetings are scheduled for Trend-Spotting, October, February, May and July. One in each branch. October 26, Main Library BEC, February 22 at Fords, May 24 at Henry Inman, and July 26 at Iselin, all at 2:15 pm.
- Chromebooks have been provided to the Children's Department, Digital Help Desk, and branches to allow for re-setting of Wi-Fi Hotspots, and the future entry of Google Sheet monthly statistics.
- The Township Fiber Optic Upgrade Project connecting the Branch Libraries was completed in August.
- Henry Inman Library computers were upgraded, self-service printing was implemented. All locations received large screen online catalog access and database access terminals.
- The Technical Services Department will have a change in leadership that will now be followed by a review of practices, standalone vs. consortium in practice as well as outsourcing processing and cataloging.
- Fire Safety was covered at the All Staff Meetings. Fire Drills will be held in October.

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

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

Maintenance Update

- The Shared Services Agreement for Maintenance Services with the Township is under review.
- The Main Library ramp has been re-coated.
- The pavement project went smoothly, with thanks to all who parked in the high school lot for the duration. A change in parking in front of the building has yielded some complaints.
- The Township bid to replace the cooling tower for the Main Library HVAC system is scheduled for the fall. A crane will be required to remove, and then re-set the new tower, and may affect parking.
- The Library and Health Center sign on Amboy Avenue will be relocated because it is on Green Acres land.

Personnel

- Team Recognition will replace Employee of the Month. For the months of July and August, teams recognized were:

Technical Services Department

Lynne Merz, Librarian 4
 Lauren Clemens, Librarian 2
 Jeanne Cifelli, Principal Library Assistant
 Barbara Johnson, Senior Library Assistant
 Alice Roque, Senior Library Assistant
 Anne Chesterley, Library Assistant

IT Department

Derek Supp, Senior Data Programmer
Eddie Santos, Senior Computer Technician

- Recognized in September is Leadership of Summer Reading efforts in **Children's, Teen and Adult Departments**, which were well coordinated and attended:

Nancy O'Grady, Children's Services Coordinator
Nicole Perez, Teen Services
April Kane, Adult Services

Outreach

- Najea Grimes is coordinating the third year of WPL's participating in [Next Chapter Book Club](#), a weekly book club for people with intellectual and developmental disabilities (IDD) "to read, learn and make friends in a relaxed, community setting."
- Nancy O'Grady attended the first Kindergarten orientation at Kennedy Park School. To date, most Back to School/Open Houses will have WPL representation. Nancy also attended Open Houses for Ross Street School. Librarian Brinda Patel attended the Open House at Woodbine School in Woodbridge Township.
- School District Media Supervisor Sarah DeRollo and new district media specialist Jen Timinski met with Nancy O'Grady and Monica Eppinger, and will be working on an informational quarterly eNewsletter for teachers.
- Ellen Bonacarti, Najea Grimes and Julie Cohen attended the Berkeley College orientation, and provided 30 students with library cards and all who attended with information about resources.
- April Kane, Ilyssa Wesche, Anna Genovese and library monitors set up an information station at the St. James Street Fair, with maker activities, information and vendor provided book giveaways. Estimates are that 750 people stopped to talk, 150 bags were given away with information, and 27 cards were issued.
- Iselin Branch Manager Wendi Rottweiler met with Iselin Fire Department's Stewart Schmalenberger to lay out a fire evacuation plan for the branch.
- Wendi Rottweiler gave Liz Longerhagen, Coordinator of the new Five Branches Senior Center in Iselin, a tour of the Iselin Branch. Wendi visited the Center and discussed with Ms. Longerhagen some cooperative ventures which could begin after the New Year.
- Wendi Rottweiler met with Marissa Torrone, Director of Our House, a day care for autistic adults, and discussed ongoing volunteer opportunities and other needs for Our House participants.
- Teen Librarian Nicole Perez attended Open House at Woodbridge High School, and Library Associate Najea Grimes attended JFK High School Open House.

Report of the Friends of the Library: Assistant Director Kathryn Brown updated the board on the purchases made by the Friends of the Libraries. The Friends purchased the books for the Book Group and the Summer Reading Program 2019. The Friends also sponsored the author for Hispanic Heritage Month.

Report of the Board of Trustees President: Board President Peg Mayerowitz passed around two letters to board members. One letter was from the New Jersey Library Trustee Institute announcing that the

11TH New Jersey State Library Trustee Institute will be held on October 27, 2018 at the National Conference Center Holiday Inn, 299 Monmouth Street, East Windsor, NJ 08520. The second letter was in reference to the New Jersey Library Construction Bond Act.

Report of the Board Members: Board member Carol Eberhardt had a question in reference to the Policies that were emailed to board members to review. Her question was on the overdue fees. Director Monica Eppinger answered her questions. She also had questions on the adult and teen volunteers, which was also answered. Board members Anthony Terebetsky and Ray Zirpolo had questions and concerns on the new parking No Parking area.

Unfinished Business: None

New Business:

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

Resolution 09 - 2018.25

RESOLUTION

Whereas, Lynne Merz, is retiring from active service as Woodbridge Public Library Librarian 4, on September 1, 2018, after 24 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 Lynne Merz.

President, Board of Trustees

September 20, 2018

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

20-September-2018

RESOLUTION 09-2018.26

**APPROVAL OF SHARED SERVICES AGREEMENT BETWEEN
THE FREE PUBLIC LIBRARY OF WOODBRIDGE TOWNSHIP AND
THE TOWNSHIP OF WOODBRIDGE FOR THE PROVISION OF
TELEPHONE AND INTERNET SERVICES THROUGH FIBER CABLE**

RESOLVED that the Shared Services Agreement between the Free Public Library of Woodbridge Township and the Township of Woodbridge for the Provision of Telephone and Internet Services through Fiber Cable is hereby approved.

Approved at the meeting of 20-September-18

Frederick W. Silbon, Jr., Secretary

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

20-September-2018

RESOLUTION 09-2018.27

**INSTALLATION OF ALL INTERNAL CONNECTIONS REQUIRED FOR PROVISION OF FIBER OPTIC CABLE
INTERNET FROM THE TOWNSHIP OF WOODBRIDGE TO THE LIBRARIES OF WOODBRIDGE TOWNSHIP
BY COMPUTER DESIGN & INTEGRATION (CDI)**

RESOLVED that the Library Board of Trustees accepts the proposal awarded to CDI through the Erate bid process as the provider of the installation and maintenance of fiber optic, internal connections in all locations for a total cost of \$47,243.80.

Reserve Fund for Strategic Plan Initiatives

Account #: 01-219-00

Approved at the meeting of 20-September-18

Frederick W. Silbon, Jr., Secretary

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

20-September-2018

RESOLUTION 09 - 2018.28

UNION NEGOTIATIONS – TEAMSTERS LOCAL 469

WHEREAS the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and Teamsters Local 469 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 Teamsters Local 469 to enact said Memorandum of Agreement.

From: Administration

Approved at the meeting of 20-September-2018

Frederick W. Silbon, Jr., Secretary

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

Personnel

PERSONNEL

September 20, 2018

APPOINTMENT

Appoint Anil Ramkissoon, Monitor, Fords Branch Library, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Timothy Mondesir, effective 08/06/2018.

Appoint Haritha Ramesh, Monitor, Iselin Branch Library, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Danielle Olistin, effective 08/13/2018.

Appoint Gianna DeMarco, Monitor, Main Library, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Amber Spearnock, effective 08/13/2018.

Appoint Christopher Torres, Monitor, Main Library, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Toria Fudge, effective 08/20/2018.

Appoint Nicholas VanDorn, Librarian 1, Main Library, Sunday Librarian, 4 hours per week, salary \$32.22 per hour, effective September 9, 2018 thru May 19, 2019.

Appoint Jaden Miller, Monitor, Main Library, Children's Department, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Samatha Leonard, effective 09/10/2018.

Appoint Cathy Prince, Librarian 1, Woodbridge Library System, Part time, 19 hours per week, salary \$32.22 per hour, pending CSC procedure and Physical and Drug Screening, effective TBD.

ADVANCEMENT

Appoint Timothy Mondesir, Monitor, Part-time, Fords Branch, to Library Assistant, Main Library, Children's Room, Part time, 19 hours per week, salary \$18.46 per hour, effective 07/31/2018.

Appoint Danielle Olistin, Monitor, Part-time, Iselin Branch, to Library Assistant, Main Library, Periodicals Department, Part time, 19 hours per week, salary \$18.46 per hour, effective 08/20/2018.

TRANSFER

Samantha Leonard, Monitor, Main Children’s Department, to Monitor, Fords Branch, replacing Anil Ramkissoon, effective 08/27/2018.

RETIREMENT

Lynne Merz, Librarian 4, Technical Services Department, Main Library, effective 09/01/2018.

RESIGNATION

Deidra Garcia, Librarian 2, Main Library, effective 8/10/2018.

END OF EMPLOYMENT

Amber Spearnock, Monitor, Main, effective 08/17/2018.

Danielle Olistin, Monitor, Iselin Branch, effective 08/18/2018.

Timothy Mondesir, Monitor, Fords, effective 07/30/2018.

Anil Ramkissoon, Monitor, Fords, effective 8/09/2018.

Board member Carol Eberhardt had a question on the resignation of Deidra Garcia, and the appointment of Cathy Prince. Library Director Monica Eppinger answered all of her questions.

Approval Of Bills

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

Bill Lists - 09/20/2018

Bill List - 01	\$ 167,535.99
Bill List - 02	\$ 124,431.79
TOTAL	\$ 291,955.78

Such matters as may come before the Board: None

Good and welfare: None

CLOSED SESSION:

The motion to go into closed session was made by Ed Mullen; Anthony Terebetsky seconded this motion at 6:51 p.m.

The motion to end the closed session was made by Ed Mullen; Ray Zirpolo seconded the motion at 7:05pm

The motion to reconvene the board meeting was made by Ed Mullen; Carol Eberhardt seconded the motion at 7:06 p.m.

Public comments: Karen Haase-Gray , staff member, commented on the newly painted parking spaces and thought they were smaller than in the past. Nancy O’Grady, Children’s Coordinator, agreed that the parking spaces were narrower than in the past. She was also concerned about parking and children running and darting out between cars. Nancy also wanted to thank the Friends for their support of the children’s programs at the Woodbridge Public Library.

Adjournment: A motion to adjourn the board meeting was made by Anthony Terebetsky, seconded by Sabriena Tarboush. The meeting was adjourned at 7:17 p.m.