

**Approved Minutes
December 13, 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 October 18, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Carol Eberhardt, Rick Silbon, Ray Zirpolo, Anthony Terebetsky, 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: Carol Eberhardt led the Pledge of Allegiance.

Reading of Minutes: The minutes of September 20, 2018, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.
The Closed Session minutes of September 20, 2018 were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.

Correspondence: None

Report of the Library Director:

Director's Report: October 18, 2018

Strategic Plan Progress

- Programs for all ages and an increased range of interests have been increased:
 - Iselin Branch Library is providing a Family Math Program once a month in the evenings. The Main Library and Fords are offering a math literacy program called Crazy 8s Math Club.
 - The Teen Department has added PlayStation gaming after school once a month.
 - SCORE will be providing a program, Five Strategies for Driving Your Business with Social Media at the Main Library on November 8th.
 - We received a license to be a TEDx site, and will hold a program in each library under the title TEDxWoodbridgePublicLibrary in November, February, May, and during the summer.
 - The Main Library has increased the number of programs for "Tweens." The Main Library and Branches often include children, ages 11-13, in children's programming, but efforts have been improved to serve this age group with some monthly programs.
 - *1000 Books Before Kindergarten* is a nationally recognized program that Nancy O'Grady, Head of Children's Services, plans to roll out in November.

- The Next Chapter Book Club (NCBC) organization has been contacted to request training for volunteers to allow the library add an additional NCBC book club for Our House, a day program for autistic adults, many of whom are Township residents. Najea Grimes of WPL is currently running a successful NCBC at Menlo Park Mall with volunteers and the ID.
- The 350th Committee met with the Barron Arts Center to coordinate an Art Show in December with prizes and a reception after hours at the Main Library.
- MS PowerPoint classes for patrons have begun.
- Fiber is now installed at all locations and the E-rate funding (60%) will be available to connect the libraries to Township supplied fiber. This will include new access points and new Cat6 cabling. The E-rate deadline for installation has been extended to October of 2019.
- Branch Library Staff responsible for statistics were trained to add them directly to the Google Sheet where tracking is done for State Aid statistics.
- In September the Main Library weeded 1,695 items for a yearly total so far of 20,129.
- Fords Branch created an attractive and now popular Teen Space in the foyer with two modern, computer power accessible pieces of furniture that were available from the Iselin remodeling. The addition of power strips with USB's, and mobile device hubs will make power more accessible to patrons who need to charge their devices while using them.
- Library labor contracts allowed all libraries to be open on Columbus Day and Veterans Day. More than 1,000 visits were possible because of the Columbus Day opening this year.
- The Technical Services Department has had a change in leadership that presents an opportunity to review and re-engineer practices, assess the cost of remaining a standalone system vs. consortium member and prepare a cost benefits analysis of outsourcing processing and cataloging.
- We have been asked by Town Hall to manage funding provided to Sewaren Public Library which is a non-profit library within Woodbridge Township that requests and accepts Township funds to operate.
- The Home News Tribune 2018 Readers Choice poll results rated Woodbridge Public Library as the Best of the Best in Middlesex County. We have been offered the option of purchasing an ad in the Winners Edition of the Home News Tribune.

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

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

Maintenance Update

- Paving and re-lining of the parking lot is complete, but staff parking will need to be addressed to improve patron access.
- The Main Library cooling tower by the Township in a project that will begin October 22nd. A crane will be needed to remove the old tower to begin the project, and three or four weeks into the project to install the new tower. Staff parking may be affected on those dates. The old tower was leaking water for a few weeks, and has been turned off.

Personnel

- Team Recognition for September-October are:

Iselin Branch Library Staff

Wendi Rottweiler, Branch Manager
Amera Elbayar, Iselin Branch Children's Services
Jennifer Kolb, Supervising Library Assistant
Kiran Dhabaldeb, Senior Library Assistant
Rachel Kravitz, Senior Library Assistant
Carol Tom, Senior Library Assistant
Emam Hassan, Library Assistant Part-Time

Outreach

- Najea Grimes will be at the Mayor's Health Fair on October 20th at the Health Department Building
- Ellen Bonacarti will be at the Woodbridge Chamber's EXPO Day at Woodbridge Center Mall on October 20th.
- WPL will host a table at Port Reading Day to promote library cards, programs and services.
- Alex Gabler and Najea Grimes will have a career information table at the Woodbridge Community Center Job Fair on November 1.
- The Library Foundation provided a gift basket for the Woodbridge Chamber Awards Dinner October 17th.
- Dhora Patel of the Iselin Branch Library and Sean Blouch who provides the monthly Games Program at the Main Library will be recognized at Woodbridge Community Day on October 28th. The Library will host an information table at the event.

Library Director Monica Eppinger showed the certificate the Woodbridge Library was awarded. The award was the Reader's Choice Winner 2018 for the Best of the Best Library in Middlesex County.

Report of the Friends of the Library: None

Report of the Board of Trustees President: None

Report of the Board Members: Board member Ed Mullen is in agreement with placing an ad in the Home News Tribune thanking everyone for voting the Woodbridge Library as the Best of the Best Library in Middlesex County.

There was a discussion among the board members on the amount of money to designate for Resolution 10-2018.29 Literacy NJ programs. Questions were asked and Library Director Monica Eppinger explained the different levels and choices of services.

Board members Carol Eberhardt and Ray Zirpolo had questions relating to the bill list. Board member Ed Mullen said he would check with Andrew and have an answer. Library Director Monica Eppinger was able to answer Ray Zirpolo's question.

Board member Rick Silbon had a question on the Hot Spots that are distributed by the library. He also had questions on the issue of the Sewaren Library. Library Director answered his question and there was a discussion on this issue.

Unfinished Business: None

New Business:

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

18-October-2018

RESOLUTION 10-2018.29

APPROVAL OF CONTINUED PARTNERSHIP WITH LITERACY NEW JERSEY

FOR THE PROVISION OF ENGLISH CONVERSATION GROUPS, BEGINNER ESL CLASSES AND ONE-ON-ONE ENGLISH LITERACY INSTRUCTION IN ALL LIBRARY LOCATIONS FOR THE FISCAL YEAR 2018 – 2019

WHEREAS, the Library Board of Trustees has participated on a longstanding agreement through Literacy Volunteers of Middlesex County and Libraries of Middlesex County to provide English Language Services in Woodbridge Township; and

WHEREAS, Literacy Volunteers of Middlesex County has combined with Literacy New Jersey of Middlesex County to maintain literacy services as the local library partner in the training and provision of literacy programs; and

WHEREAS, Services that will be provided include train the trainer programs for literacy volunteers, conversation groups, beginner English classes and one-on-one English language training in all library locations;

NOW, THEREFORE, BE IT RESOLVED by the Woodbridge Public Library Board of Trustees that the contracted services agreement to continue English literacy services to Woodbridge Township in the amount of \$ 10,000.00 is approved, retroactive to July 1, 2018.

From:

Contracted Services

01-528-11

Approved at the meeting of 18-October-18

Frederick W. Silbon, Jr., Secretary

The Resolution 10-2018.30 to Approve Administration Department Raises was read by Rick Silbon, a motion was made to table the Resolution by Ed Mullen, seconded by Carol Eberhardt, the motion carried.

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

Personnel

October 18, 2018

APPOINTMENT

Appoint Hadia Minahill, Monitor, Iselin Branch Library, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Danielle Olistin, effective 10/01/2018.

Appoint Madeline Belmonte, Monitor, Fords Branch Library, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Samantha Leonard, effective 10/16/2018.

Appoint Gia Sanchez, Monitor, Main Children's Room, Part-time, 10 hours per week, salary \$9.50 per hour, replacing Joseph Golden, effective TBD

RESIGNATION

Michael Ferris, Senior Library Assistant, Henry Inman Branch, effective 09/30/2018

END OF EMPLOYMENT

Toria Fudge, Monitor, Main, effective 8/30/2018.

Samantha Leonard, Monitor, Fords Branch, effective 10/04/2018.

Joseph Golden, Monitor, Children's Room, effective 10/05/2018.

Approval Of Bills

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

Bill Lists - 10/18/2018

Bill List - 01	\$ 11,863.92
Bill List - 02	\$ 145,398.27
Bill List - 03	\$ 72.45

TOTAL

\$ 157,334.64

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; Jay Mascolo seconded this motion at 6:47 p.m.

The motion to end the closed session was made by Ed Mullen; Ray Zirpolo seconded the motion at 7:00pm

The motion to reconvene the board meeting was made by Ed Mullen; Ray Zirplo seconded the motion at 7:01 p.m.

Public comments: Marsha Quackenbush, Henry Inman Branch head, asked about the renovation plans that will take place for the Henry Inman Branch.

April Kane, Librarian 3 at the Main Library was concerned about the LiteracyNJ meetings that might be discontinued because of lack of funds. She stated that these programs are very popular.

Adjournment: A motion to adjourn the board meeting was made by Peg Mayerowitz, seconded by Ray Zirpolo. The meeting was adjourned at 7:17 p.m.