

## **Approved Minutes January 17, 2019**

**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 December 13, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Carol Eberhardt, Ray Zirpolo, Anthony Terebetsky, Isha Vyas and attorney Carol Berlen. Also in attendance was Library Director Monica Eppinger. Board member Ed Mullen excused himself from the board meeting at 7:01p.m.

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

**Reading of Minutes:** The minutes of October 18 2018, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Isha Vyas abstained. The Closed Session minutes of October 18, 2018 were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Isha Vyas abstained.

**Correspondence:** Director Monica Eppinger read two letters that were sent to the Woodbridge Public Library. One letter was from the Home News Tribune congratulating the Library for being “The Best of the Best of Middlesex County”. The second letter was from an out of state resident requesting a library card so that she could use a database that the Woodbridge Library subscribes to.

**Report of the Library Director:**

### Director’s Report: November 15, 2018

#### **Strategic Plan Progress**

- Iselin Middle School administrators worked with their School ID provider to include a library card number on their student ID’s that will give students access to library materials on-line. Nancy O’Grady and her staff met to discuss an opportunity to provide a student library card profile to allow for use of Hoopla and Overdrive, on-line books that require library cards, as well as access to print materials with no fines and a limit of two books to Iselin Middle School as part of the pilot project. Parental permission for lending print would be similar to use of materials checked out by a teacher.
- The Woodbridge Township Historical Preservation Commission mounted an exhibit, Woodbridge & World War I, 1918 – 2018, which was on display for Veterans Day, and will remain for a period of time at the Main Library.
- Overall foot traffic was up 8% this year during Fall Break for a total of 6,455 over last year’s 5,994. Supervisors reported that use was up, and that more programs were offered during Fall Break Week.
- In October the Main Library weeded 2,296 items for a yearly total so far of 22,425.

- Two ideas that were presented at the first meeting of the Trend Spotting Committee were a Repair Café--a maker space with an emphasis on activities that teach and support repair, and the need for more convenient USB hubs or power stations in all the libraries.
- Two meetings of the Tech Services Department Committee have been part of the process for the department's cost benefit analysis, one with Libraries of Middlesex County Automated Consortium (LMxAC) and one is scheduled with Baker & Taylor.
- Nancy O'Grady has registered WPL for 2019 NJ Makers Day which will take place in March.
- The Township Engineering Department has begun construction of a foot bridge over Pumpkin Patch Brook in Colonia, which will connect the neighborhood playground and parks with the Henry Inman Branch. A Colonia Eagle Scout has been working with the Township on the project.
- The Library's 350<sup>th</sup> Township Anniversary Committee is working with the Baron Arts Center and the Township 350<sup>th</sup> Anniversary Committee to announce a Call for Artists, [woodBRIDGE to ART: a 350<sup>th</sup> anniversary celebration](#). The Children's Department is working with School District Art Departments on a Call for Young Artists. Plans for the celebration for all artists include an after-hours awards reception at the Main Library on the evening of Friday, December 14<sup>th</sup>, from 6:30-8:30 pm.
- TEDxWoodbridgePublicLibrary, a series of four discussion programs licensed by [TED](#), will begin on Thursday, November 29, 7:00 pm at Fords Branch Library.

*Monthly statistics are available:*

[Woodbridge Public Library State Aid Statistics](#)

*More information about the WPL Strategic Plan and progress:*

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

### **Maintenance Update**

- The Township Department of Public Works held a meeting with TLC, the engineering firm that installed the last of three boilers for the Main Library and HVAC equipment at Henry Inman, at the Main Library to go over the punch list for the project. It has become evident that work required to connect the temperature control system may be out of the scope of the project and in need of additional funding, but we have asked that TLC check the two systems that are in place in the boiler room.
- The Department of Public Works reports that progress on the Main Library cooling tower funded by the Township is now scheduled to be completed in January.

### **Personnel**

- Supervisors watched "We Must Respect Each Other in Local Government," a MEL/JIF video of a round table with an attorney, business administrator and department heads on the topic of anti-harassment. A video training for the staff has been ordered for the annual training requirement.
- Team Recognition for October-November are the new Digital Help Desk Staff and all who cover the service point:

Ellen Bonacarti, Information Services Manager  
 Julie Cohen, Principal Library Assistant  
 Tony Genna, Sr. Library Assistant  
 Taylor Volpe, Sr. Library Assistant

Michael Finn, Library Assistant  
Justin Fink, Library Assistant  
JM Schenck, Library Assistant  
Daniella Olistin, Library Assistant

### **Outreach**

- April Kane and Najea Grimes will host a library information table at Woodbridge High School during the High School Choir Craft Fair on Sunday, November 18, 10 am – 4 pm.

## **Director's Report Addendum: November, 2018**

### **Strategic Plan Progress**

- There will be new task for library assistants provided by Sirsi –Dynix, the company that hosts the library catalog to facilitate a large scale clean-up.

*Monthly statistics are available:*

[Woodbridge Public Library State Aid Statistics](#)

*More information about the WPL Strategic Plan and progress:*

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

### **Maintenance Update**

- A water main on property around the Main Library broke on Sunday, December 2, that required the water to be turned off in the building until the repair was complete. The building was closed to the public for the day. Woodbridge Township DPW staff, Building Superintendent Brian Burke and Maintenance Staff Member Whit Kath stayed in the library to work on the problem and prevented the potential damage to boiler room equipment. The library was opened to the public for normal hours by Monday, December 3.
- A search for a service that will provide carpet cleaning was contracted out for woodBRIDGE to ART for the 350<sup>th</sup> celebration, and the second floor carpets were cleaned without closing the building. The cost of annual cleaning of carpets in the system will become part of the annual budget.
- The number of class visits has increased in the system to include Middle School and High School visitors. The World War I exhibit has been a significant factor.

### **Personnel**

- A reorganization of the Children's Department will benefit from the advancement of a principal library assistant to supervising library assistant. A promotional announcement will be going out this week.

Library Director Monica Eppinger also mentioned the emergency closing of the library on Sunday, December 2, 2018. The library had to close because of a water main break and a photo was shown of the pipe.

**Report of the Friends of the Library:** None

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

**Report of the Board Members:**

Board member Ray Zirpolo thanked the library for all the coats that were collected for the Rotary Club coat drive.

Board member Ray Zirpolo had a question on the bid process for resolution 12-2018.33. Library Director Monica Eppinger said we give all the specs to Town Hall for them to solicit the bids.

Board member Ray Zirpolo also had a question on resolution 12-2018.36 regarding the additional funds requested for Literacy New Jersey. Library Director Monica Eppinger said that the demand for this service has grown since last year. He also had a question on EBSCO, that was listed on the Bill List. Director Monica Eppinger answered his questions. Board member Ray Zirpolo also asked what newspapers the library receives daily.

Board member Ray Zirpolo asked about an update on the renovations for the Henry Inman Branch library. Library Director Monica Eppinger said we received a space plan and the staff at the Inman branch had very valuable suggestions.

Board member Anthony Terebetsky asked about the progress of the lighting at the main library. He also asked about the lighting under the eaves at the main library.

Board member Carol Eberhardt had a question in reference to the food for fines. She asked what would happen if we exceeded the amount that is listed in the resolution. Director Monica Eppinger said she did not think we would exceed the amount. Board member Carol Eberhardt also asked why the water treatment resolution was only for Main and the Henry Inman Branch. Director Monica Eppinger answered her question.

Board member Ed Mullen asked that the time in the resolution 12-2018.32 be changed from 8:30 to 9:00 to match the postcard.

**Unfinished Business:** None

**New Business:**

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

13-December-2018

#### **RESOLUTION 12-2018.30**

##### **APPROVAL OF SALARY INCREASES FOR LIBRARY ADMINISTRATIVE STAFF**

**RESOLVED** that the Library Board of Trustees will provide an annual increase of the salaries of Administrative Staff for the years 2017-2019 to reflect Cost of Living Adjustments (COLA), as of July 1<sup>st</sup> each year.

	2017	2018	2019
Monica Eppinger, Library Director	%1.5	%2	%2
Kathryn Brown, Assistant Library Director		%2	%2
Carol Huber, Administrative Secretary	%3	%2	%2

Salaries and Wages

Account #: 01-800-10

Approved at the meeting of 13-December-18

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Frederick W. Silbon, Jr., Secretary

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

13-December-18

**RESOLUTION – 12.2018.31**

**APPROVING PROMOTION OF “FOOD FOR FINES” WEEK January 6-12, 2019**

**WHEREAS**, the Free Public Library of Woodbridge (the “Library”) wishes to promote a week that would both collect nonperishable food for local pantries to replenish supplies during the winter as well as offer an incentive to the public to return materials that are overdue without penalty thereby renewing their library privilege with relief from overdue and processing fees and fines in exchange for a nonperishable food item at a rate of 1:1, meaning one food item for one fine; and

**WHEREAS**, lost materials returned during FOOD FOR FINES WEEK will require only the value of the material to be paid, with processing fees and overdue fines compensated for with nonperishable food items for local food pantries; and

**WHEREAS**, in order to accomplish the objective the Library has determined that the fines for the week will not exceed the weekly average of \$1,450; and

**NOW THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE** declare the week of January 6-12, 2019 FOOD FOR FINES WEEK at Woodbridge Public Library.

**BE IT FURTHER RESOLVED**, that this Resolution shall allow publicity of FOOD FOR FINES WEEK in Woodbridge Township to begin immediately.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on December 13, 2018.

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Frederick W. Silbon, Jr., Secretary

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

13-December-18

**RESOLUTION 12 - 2018.32**

**RESOLUTION AUTHORIZING *woodBRIDGE to ART: A 350<sup>th</sup> ANNIVERSARY CELEBRATION* TO BE HELD AFTER HOURS AT THE WOODBRIDGE TOWNSHIP MAIN LIBRARY**

**WHEREAS** the Library has formed an in-house 350<sup>th</sup> Township Anniversary Committee, hereafter referred to as Committee, to participate in the 350<sup>th</sup> Anniversary of Woodbridge Township,

**WHEREAS** the Committee has partnered with the Woodbridge Township Anniversary Committee, the Barron Arts Center and the Woodbridge Township School District Arts Department to host an event at the Library in December of 2018,

**AND WHEREAS** the Committee has made a Call for Artists of all ages to participate in a Township wide Art Show to serve as an opening event,

**AND WHEREAS** it has been determined by the Committee that Friday evening from 6:30-9:00 PM at the Main Library, Friday December 14, 2018, will be the optimal place and time for the event to be held,

**AND WHEREAS** local vendors such as J. J. Bitting have donated beer and wine to celebrate the event,

**BE IT RESOLVED** that the Library will open during hours it is routinely closed for the express purpose of hosting *woodBRIDGE to ART: A 350<sup>th</sup> Anniversary Celebration*.

**BE IT FURTHER RESOLVED** that beer and wine will be allowed for guests who are of age and wearing wristbands during the event.

**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 13-Dec-18.

Approved at the meeting of 13-Dec-18

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Frederick W. Silbon, Jr., Secretary

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

13-December-18

**RESOLUTION 12 – 2018.33**

**RESOLUTION AUTHORIZING SOLICITATION OF BIDS FOR SYSTEMWIDE LIBRARY  
ON-LINE CATALOG AND ASSOCIATED SERVICES**

**WHEREAS** the Main Library contract for Online Public Access Catalog (OPAC) services requires renewal in July of 2019,

**AND WHEREAS** a committee has been formed to assess the current catalog and prepare criteria for the future of public access services at Woodbridge Public Library,

**BE IT FURTHER RESOLVED** that the Library Director is hereby authorized and directed to solicit bids for On-Line Catalog and Associated Services.

**BE IT FURTHER RESOLVED** that this resolution will be advertised as required by law.

**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 13-Dec-18.

From: Library Automation:

Operating Funds:

Approved at the meeting of 13-Dec-18

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Frederick W. Silbon, Jr., Secretary

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

13-December-2018

**RESOLUTION – 12.2018.34**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY**

**MAIN LIBRARY AND HENRY INMAN BRANCH LIBRARY WATER TREATMENT**

**WHEREAS**, quotations were solicited for water treatment service for the Woodbridge Main Library and Henry Inman Branch Library for the year 2019 from the following:

Cascade Water Services, Inc. 114 West Harvey Street Philadelphia, PA 19144	No Response
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Chem-Aqua 34 Stoots Lane Monmouth Junction, NJ 08852	No Response
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Garratt-Callahan, Inc. 306 Talmadge Road Edison, NJ 08818	No Response
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Scientific Water Conditioning Attn: Clement Manyeka 515 Pennsylvania Avenue Linden, NJ 07036	\$4,020.00
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**NOW, THEREFORE, BE IT RESOLVED** that the quotation of Scientific Water Conditioning, in the amount of \$4,020 be accepted.

To be paid from account #01-528-10.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on December 13, 2018.

From: Administration



Approved at the meeting of 13-Dec-18

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Frederick W. Silbon, Jr., Secretary

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

13-December-2018

**RESOLUTION 12-2018.35**

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY  
MAIN LIBRARY CHILLER MAINTENANCE CONTRACT**

**WHEREAS**, quotations were solicited for maintenance service for the York chiller at the Main Library for the year 2019 from the following:

Air Tec Service, Inc. 685 St. George Avenue Woodbridge, NJ 07095	No Response
C-K Air Conditioning, Inc. P. O. Box 2817 Clifton, NJ 07015-2814	\$4,600.00
Johnson Controls/York International 264 Fernwood Avenue Edison, NJ 08837	\$5,909.00

**NOW, THEREFORE, BE IT RESOLVED** that the quotation of C-K Air-Conditioning, Inc., in the amount of \$4,600 be accepted.

To be paid from account #01-528-10.

**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 13-Dec-18.

From: Administration

Approved at the meeting of 13-Dec-18

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Frederick W. Silbon, Jr., Secretary

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

13-December-2018

**RESOLUTION 12-2018.36**  
**APPROVAL OF ADDITIONAL FUNDS REQUIRED FOR**  
**LITERACY NEW JERSEY, 100 MENLO PARK DRIVE, SUITE 314, EDISON, NJ 08837**  
**FOR THE PROVISION OF A BEGINNING ENGLISH CLASS AT FORDS BRANCH LIBRARY**

**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, beginning 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 with Literacy New Jersey to include a beginning English class at Fords Branch Library for the amount of \$5,000 is approved.

From:

Contracted Services

01-528-11

Approved at the meeting of 13-December-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 Isha Vyas, seconded by Carol Eberhardt. The motion carried. Anthony Terebetsky abstained on the name Alyson Rasimowicz.

## Personnel

### PERSONNEL

November 15, 2018

#### APPOINTMENT

Appoint Jacklene Oakes, Librarian 1 / Teen Librarian, Main Library, Full time, 35 hours per week, salary \$ 58,635 annual, replacing Deidra Garcia, pending CSC procedures, physical and drug screening, effective 11/12/2018.

Appoint Carolyn Kath, Library Assistant, Henry Inman Branch, Part-time, 19 hours per week, salary \$18.46 per hour, replacing Michael Ferris, effective 11/12/2018.

Appoint Alyson Rasimowicz, Library Assistant, Main Library, Children's Room, Part-time, 19 hours per week, salary \$18.46 per hour, effective 11/12/2018.

#### END OF EMPLOYMENT

Christopher Torres, Monitor, Main, effective 10/30/2018.

#### Approval Of Bills

**Bill Lists:** The following November 2018 Bill Lists were read and moved for approval by Ed Mullen, seconded by Isha Vyas. The motion carried.

#### Bill Lists - 11/15/2018

Bill List - 01	\$ 29,541.44
Bill List - 02	\$ 156,113.66
Bill List - 03	\$ 4,989.09
<b>TOTAL</b>	<b>\$ 190,644.19</b>

**Bill Lists:** The following December 2018 Bill Lists were read and moved for approval by Ed Mullen, seconded by Carol Eberhardt. The motion carried.

**Bill Lists - 12/13/2018**

Bill List - 01	\$ 10,808.42
Bill List - 02	\$ 68,688.83
TOTAL	\$ 79,497.25

**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; Ray Zirpolo seconded this motion at 7:01 p.m.

The motion to end the closed session was made by Carol Eberhardt; Anthony Terebetsky seconded the motion at 7:08p.m.

The motion to reconvene the board meeting was made by Carol Eberhardt; Anthony Terebetsky seconded the motion at 7:10 p.m.

**Public comments:**

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