

**Approved Minutes
March 21, 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 February 21, 2019. Board members present were Peg Mayerowitz, Ed Mullen, Carol Eberhardt, Ray Zirpolo, Rick Silbon and Anthony Terebetsky by phone, and attorney Carol Berlen. Also in attendance was Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:37 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ed Mullen led the Pledge of Allegiance.

Reading of Minutes:

The minutes of December 13, 2018, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.

The Closed Session minutes of December 13, 2018, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.

The minutes of January 17, 2019, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.

The Closed Session minutes of January 17, 2019, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.

Correspondence: None

Report of the Library Director:

Director's Report: February 2019

Strategic Plan Progress

- Two computer stations will be added to the computer lab to meet the demand for space in the classes. Librarian Alex Gabler distributed a survey again this year to the students who have attended technology classes and to the general public to determine the next schedule of classes.
- A Staff Training Plan for 2019 has been developed that will include the mandatory sexual harassment training and additional trainings based on input from the staff and supervisors.
- Andrew Bernath has announced that he has accepted the offer to become CFO of a small town in North Jersey. His last day will be March 1.
- Woodbridge Public Library launched a second [Next Chapter Book Club](#) in partnership with Hope Autism Solutions' Our House program, which operates in the Woodbridge Township's Cypress Center (Avenel). Library Associate Najea Grimes is currently facilitating the book group. The library is working with ten new, dedicated Next Chapter

Book Club volunteers from the community who staff the program weekly in addition to the Our House staff, also trained to support the program. Najea continues to facilitate the library's established Next Chapter Book Club in partnership with New Jersey Institute for Disabilities which meets weekly in Menlo Park Mall.

- April Kane reported that librarians are scheduled to staff High School Open Houses.
- Business Tuesdays have begun with a program featuring Alignable (social media for small business). Information Services and Outreach Manager Ellen Bonacarti has been developing the business series with Shuomo Ganguly, which are scheduled for the Fords Branch Library.
- Port Reading School visits to the Main Library are underway—elementary level. The visits have exposed the great need for space for class visits. There has been an increase in class visits across the library system.
- All four library locations are collecting toiletries for a Woodbridge based non-profit, Crescent Hearts Foundation. There has already been a generous response from our regular patrons.
- Jacklene Oakes, Teen Librarian, applied for and has been awarded a \$500 NJ STEM Mini-Grant through the Overdeck Family Foundation for 2019 to purchase [Keva Planks](#) for the Children's Department, popcorn along with popcorn bags and a program on pysanky eggs (Ukrainian eggs) for adult programming.

Monthly statistics are available:

[Woodbridge Public Library State Aid Statistics](#)

More information about the WPL Strategic Plan and progress:

<https://sites.google.com/view/wplopingdoors2017-22/home>

Maintenance Update

- The air conditioning tower installation is on track to be finished in time for the summer months.
- The fire hydrant on the corner of the library and George Frederick Plaza has been replaced by the Township Department of Public Works. The water was shut down on President's Day to allow them to replace it and equipment needed was able to operate while the library lots were clear of patrons and staff. At Wendi Rottweiler's suggestion we will be request some new trees to replace those that have been taken due to age and disease and to complete the work on the fire hydrant.

Personnel

- The Teams of the Month for February are:
 - Borrower Database Clean-up Crew:** 30,000 records that have been expired for more than five years and were not possible to remove in a batch were cleared manually one at a time by library assistants across the system. The Main Library cleared the largest number of cards in a remarkably short time.

Nancy Rusek

Jeffrey Davis
Anna Genovese
Teresa Miller
Vicki Rusznak

Adult & Teen Programming Staff: The variety of programs as well as the patron segments targeted has seen a dramatic increase for teens and adults. One of the good examples in the building of supporting each other, planning energy and response to requests for planning assistance and coverage (Next Chapter Book Club, TEDx and working with other departments and branches has received recognition this month.

April Kane
Najea Grimes
Nicole Perez
Jacklene Oakes

- The mission of the library includes connecting residents of Woodbridge Township's to its past. Resources that can be made available regarding Local History need to be preserved and easily accessible. WPL is in the process of hiring a part-time cataloger to assist with the immediate need for cataloging, and to move the library toward cataloging and digitizing local history materials.
- Beginning February 27, 2019, monitors will be receiving 1 hour sick time for every 30 hours worked. The count for hours began on October 29th, 2018, when the law was established.
- Susan Fichtelberg was nominated to serve on the national committee (ALA) Childrens' Science Fiction Awards for 2019. She read over 300 books and attended the ALA Midwinter Conference in January to work with the committee on final selections.

Report of the Friends of the Library: None

Report of the Board of Trustees President: None

Report of the Board Members: Board member Carol Eberhardt mentioned that a patron called the Mayor's office to say what a great job Branch Head Sue Miller was doing.

Unfinished Business: None

New Business:

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

17-January-2019

RESOLUTION 01-2019.06

LIBRARY BOARD POLICY MANUAL

RESOLVED that the Woodbridge Public Library Board accepts the Library Board Policy Manual attached.

From: Administration

Approved at the meeting of 21-February-19

Frederick W. Silbon, Jr., Secretary

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

21-February-2019

RESOLUTION 02-2019.08

RESOLUTION TO FUND RESERVES FOR LIBRARY OPERATIONS

01-215-00	Encumbrances Payable	\$ 50,000.00
01-216-00	Reserve for Automation	\$ 50,000.00
01-217-00	Reserve for Facilities	\$ 50,000.00
01-217-04	Reserve for Special Projects	\$ 50,000.00
01-219-00	Reserve for Strategic Plan	\$100,000.00
01-220-00	Fund Balance – General Fund	\$ 89,036.64

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-February-2019.

From: Administration

Approved at the meeting of 21-February-2019

Frederic 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.

21-February-19

RESOLUTION 02-2019.09

RESOLUTION APPROVING FISCAL YEAR 2018-2019 BUDGET

AS ATTACHED

RESOLVED that the Board of Trustees adopt the Fiscal Year 2018-2019 budget as attached.

From: Administration

Approved at the meeting of 21-Feb-19

Frederick W. Silbon, Jr., Secretary

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

Personnel

PERSONNEL

February 21, 2019

Recind retirement, Resolution 01-2019.01, of Elaine Haino, Senior Library Assistant, Fords Branch.

Board member Carol Eberhardt asked why the staff member recinded her retirement at this time. Library Director Monica Eppinger answered her question.

Approval Of Bills

Bill Lists: The following February 21, 2019 Bill Lists were read and moved for approval by Ed Mullen, seconded by Ray Zirpolo. The motion carried.

Bill Lists - 02/21/2019

Bill List - 01	\$ 103,404.92
Bill List - 02	\$ 10,916.60
TOTAL	\$ 114,321.52

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 6:48 p.m.

The motion to end the closed session was made by Ed Mullen; Ray Zirpolo seconded the motion at 6:54pm.

The motion to reconvene the board meeting was made by Ed Mullen; Ray Zirpolo, seconded the motion at 6:55 p.m.

Public comments: None

Adjournment: A motion to adjourn the board meeting was made by Carol Eberhardt, seconded by Ed Mullen. The meeting was adjourned at 6:56p.m.