

**Approved Minutes
September 19, 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 July 18, 2019. Board members present were Ed Mullen, Carol Eberhardt, Isha Vyas, Peg Mayerowitz, Ray Zirpolo, Rick Silbon, Sabriena Tarboush and Board 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.

Reading of Minutes:

The minutes of 06/20/2019, were moved for approval by Ed Mullen, seconded by Ray Zirpolo. The motion carried.

There was no Closed Session at the June meeting.

Correspondence: None

Report of the Library Director:

Director’s Report: July, 2019

Strategic Plan Progress

- The NJ State Register published the application process for NJ Construction Bond Act funding for the purpose of public comment on July 1, 2019. The regulations will be open for comment through August 30, 2019. The most recent news on the process can be reviewed at https://www.njstatelib.org/services_for_libraries/new-jersey-library-construction-bond-act/
- Nancy O’Grady assisted in the facilitation of visits from architect Ralph Justo from the firm of Acari & Iovino, who has been contracted by the Township for the Main Library Children’s Room renovation.
- The Township and Library IT Staff completed the upgrade of the public Internet access to the Township fiber network. This speed and security of the network make it a more robust service.
- The Friends of the Library added the Aviation Hall of Fame of NJ to the Museum pass program. One pass admits four. The program has been well received.
- Materials with the collection code for Teens has risen dramatically.

- Summer Reading Programs for children, teens and adults with STEM and DIY components included two sessions at the Main Library for children and one in each branch, as well as Teen and Adult programs in all locations and all were at capacity.
- April Kane and Najea Grimes have been running a rich series of adult programs on the Summer Reading theme that have offered a variety of experiences. The adult program kicked off with a standing room only Meet Bobby Rydell program, a space historian and physics professor, a photography basics class, astrology expert, craft nights, and an expert on Hawaii. The reading component with reviews from our patrons is also a rich community based resource for readers. Angelo Rousos updated and posted all three programs on the home page in the center, which makes the program accessible.
- The library was represented at the end of the year event for Literacy Volunteers.
- Ellen Bonacarti recommended a Small Business Development electronic resource, and is promoting it through the Business Tuesday programs.
- April Kane is coordinating a partnership with Jewish Vocational Service to provide Citizenship Exam Preparation classes at the Fords Branch on Saturdays in the fall. Registration will be at the first class and is scheduled for September 14, 10:00 am.
- A purchase of computers for the staff will be made department by department.

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

- Caulking of the Main Library building and windows was part of a larger capital project run by the Department of Public Works and is nearly complete.
- The water fountains in the Fords and Henry Inman Branches are scheduled for replacement this month.
- The leaks at Henry Inman have been determined to be roof and rain related. The Township has been advised of the need to address the problem.
- Engineers from T&M, LLC, were on-site in July to work on the plans for HVAC improvements.

Personnel

- Supervisors Meetings have been changed this summer to acknowledge the increase in programs and activities by meeting with smaller supervisors groups in each location. By the end of the summer a meeting will be held with all departments.
- Kathryn Brown has worked on a training plan for the third and fourth quarters that will include completion of active shooter trainings, fire drills, a staff development day on Columbus Day and will incorporate Windows 10 and Sirsi Dynix upgrade trainings. All-Staff meetings will become quarterly this year to allow for meeting time to include more “take-aways” and trainings.

Outreach & Community Engagement

- A Pop Up Library has been planned for Judy Drive in Keasbey. This is the first of what might become an annual community engagement event to reach the area with summer reading, book giveaways for children from the Friends.
- A Reading Corner was facilitated in The Club with a rotating collection of books that are circulating to the corner on a weekly theme and two tablet library catalogs for the on-line use of World Book for Kids and Grolier On-line as well as access to the on-line Summer Reading program participation.
- The Henry Inman Branch staff placed aliens in Inman Avenue businesses to promote the Summer Reading theme, with a Twitter based social media campaign to engage residents and summer reading participants.

Library Director Monica Eppinger mentioned the Summer Reading Program Annual End of Summer Family Fun Fair. Invitations were handed out to all board members.

Library Director Monica Eppinger also gave all the totals for all the Summer Reading programs and totals for the Facebook likes.

Report of the Friends of the Library: Assistant Library Director Kathryn Brown said that the Museum Pass Program is going very well. The Friends did add passes for the Aviation Hall of Fame, and that they discontinued Liberty Hall passes.

Report of the Board of Trustees President: None

Report of the Board Members:

Board member Ed Mullen reported that the repaving of the parking lot at the Henry Inman branch will not be done this year. He also asked about the return of funds to the Colonia Seniors. Library Director Monica Eppinger explained and she also will speak to all about the procedures for receiving monies from people.

Board members Sabriena Tarboush , Isha Vyas and Carol Eberhardt had questions relating to the SirsiDynix contract. Library Director Monica Eppinger answered all their questions.

Board member Isha Vyas asked a question about the Notary Policy. Assistant Director Kathryn Brown answered the question.

Unfinished Business: None

New Business:

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

18-July-19

RESOLUTION 7-2019.23

APPROVAL OF TEMPORARY BUDGET

RESOLVED, that the Library Board of Trustees approve a Temporary Budget for FY20 in the amount of \$1,486,012.00 (26.25% of the 2020 annual budget of \$5,661,000).

Approved at the meeting of 18 July-19

From Administration

Frederick W. Silbon, Jr., Secretary

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

18-July-19

RESOLUTION 7 – 2019.24

RESOLUTION APPROVING SIRSIDYNIX INTEGRATED LIBRARY SYSTEM (ILS) THREE-YEAR CONTRACT AND UPGRADE

WHEREAS, SirsiDynix Integrated Library System (ILS) and its principal components have been installed and in use for 14 years; and

WHEREAS, SirsiDynix, Inc., 3300 N. Ashton Blvd., Suite 500, Lehi, Utah, has submitted a proposal to support and enhance the Library's system of software to include a new app, Blue Cloud Mobile, an upgraded analytics software, Blue Cloud Analytics, and training and support services, Platinum Services,

WHEREAS, the services to be performed and the equipment to be obtained constitute an extraordinary, unspecified service within the definitions of the Local Public Contracts Law of the State of New Jersey and as such are within the exceptions provided in said Local Public Contract Law of the State of New Jersey in that the services are of such qualitative nature as will not reasonably permit the receipt of competitive bids because of the proprietary nature of the software, the unique integrated nature of the services, and the fact that the services upgrade a long-standing system;

BE IT THEREFORE RESOLVED by the Board of Trustees that the Board of Trustees of the Woodbridge Public Library authorizes and directs the Library Director to enter into an agreement with SirsiDynix of Lehi, UT, 84043, for an enhancement and upgrade to the Library's ILS that is included in a three-year maintenance agreement for the following amounts:

2019-2020	\$54,950
2020-2021	\$55,155
2021-2022	\$56,755

BE IT FURTHER RESOLVED that this contract is awarded without competitive bidding as an extraordinary, unspecified service under the provisions of the Local Public Contracts Laws of the State of New Jersey, N.J.S.A. 40A:11-5, et seq, and

BE IT FURTHER RESOLVED the Secretary of the Board is authorized to publish a brief notice of the authorization pursuant to N.J.S.A. 40A:11-5(1)(a)(ii).

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 18-July-19.

From: Administration

Approved at the meeting of 18-July-19

Frederick W. Silbon, Jr., Secretary

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

18-July-19

RESOLUTION 07-2019.25
RESOLUTION APPROVING RETURN OF FUNDS TO COLONIA SENIORS
HENRY INMAN BOOK CLUB PROJECT

WHEREAS, a Book Club project with the Colonia Seniors Club was planned, and

WHEREAS, the project was not executed in the 2018-2019 fiscal year, and

WHEREAS, the President of the Colonia Seniors Club has requested a refund of the funds donated to run the project,

THEREFORE BE IT RESOLVED that the Woodbridge Public Library Board of Trustees hereby refunds the amount of \$1,000.00.

From: Account 01-216-02

Approved at the meeting of 18-July-2019.

Frederick W. Silbon, Jr., Secretary

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

18-July-19

RESOLUTION 07-2019.26

RESOLUTION TO APPROVE PURCHASE OF COMPUTERS FOR PUBLIC SERVICE AND STAFF

RESOLVED that the Library Board of Trustees accepts the proposal from CDW-G, N. Milwaukee Avenue, Vernon Hills, IL, 60061, to provide the library with 63 new computers and seven laptops for the amount of \$48,979.14 under New Jersey State Contract, reference New Jersey HP Inc. NVP Computer Equipment (MNNVP-133 M0483 89974) for the purpose of upgrading terminals.

From: Account #01-216-00
Reserve for Automation

Approved at the meeting of 18-July-2019.

Frederick W. Silbon, Jr., Secretary

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

18-July-2019

RESOLUTION 07-2019.27
RESOLUTION APPROVING WOODBRIDGE PUBLIC POLICY
REVISED NOTARY SERVICE POLICY

RESOLVED, that the Woodbridge Public Library Board of Trustees accept the Patron Policies as amended and attached, effective July 19, 2019, to reflect that notary service is not available for Deeds, Living Wills, Living Trusts, Codicils, Depositions, Mortgages or other Real Estate Closing documents, **documents issued by a foreign country, or immigration documents (including U.S. immigration documents).**

From: Administration

Approved at the meeting of 18-July-2019

Frederick W. Silbon, Jr., Secretary

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

PERSONNEL

July 18, 2019

APPOINTMENT

Appoint Francisco Rosario, Monitor, Main Library, Part time, 10 hours per week, salary \$10.00 per hour, replacing Gianna DeMarco, effective 07/29/2019.

ADDITIONAL HOURS

Kathleen Rabadeau, Librarian 1, Technical Services, Part-time, from 19 hours per week to 25 hours per week from July 22, 2019 through September 30, 2019, salary \$32.86 per hour.

RETIREMENT

Karen Haase-Gray, Librarian 2, Main Library, effective 07/01/2019.

Approval Of Bills

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

Bill Lists - 07/18/2019

Bill List - 01	\$ 111,783.59
Bill List - 02	\$ 34,161.14
Bill List – 03	\$ 18,,864.20
TOTAL	\$ 164,808.93

Board member Rick Silbon had a question pertaining to the Bill List. Library Director Monica Eppinger answered his question.

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: Ellen Bonacarti, staff member at the Woodbridge Library had a question in reference to the new computers that are going to be purchased for the library staff. Library Director Monica Eppinger answered her question.

CLOSED SESSION:

The motion to go into closed session was made by Ed Mullen; Sabriena Tarboush seconded the motion at 7:06 p.m.

The motion to end the closed session was made by Ed Mullen; Isha Vyas seconded the motion at 6:55pm.

The motion to reconvene the board meeting was made by Ed Mullen; Carol Eberhardt seconded the motion at 7:05 p.m.

Adjournment: A motion to adjourn the board meeting was made by Carol Eberhardt, seconded by Sabriena Tarboush. The meeting was adjourned at 7:06p.m.