

**Approved Minutes
November 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 October 17, 2019. Board members present were Ed Mullen, Carol Eberhardt, Ray Zirpolo, Anthony Terebetsky, Rick Silbon, Peg Mayerowitz 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 6:31 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 09/19/2019, were moved for approval by Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

The Closed Session minutes of 09/19/2019 were moved for approval by Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

Correspondence: None

Report of the Library Director:

Director's Report: October, 2019

Strategic Plan Progress

- A ScanPro 3000 All-in-One digital scan station was installed on Thursday, October 2. This upgrade will allow patrons to digitize and enhance microfilm and microfiche images, save to disk, and print wirelessly. A general training was held with ten staff members that day, and the trainer recommended that the staff pair off and use the machine to practice their skills. Training will be available for all staff.
- A new contract with Sirsi-Dynix for the WPL online library catalog includes an upgrade to the statistics software, WebReporter, to BLUEcloud Analytics (BcA). Trainings will be held in October and November. The next upgrade will be the installation of a new app, BLUEcloud Mobile.
- Four adult library volunteers who donate time every Wednesday at Menlo Park Mall for the [Next Chapter Book Club](#) with Library Associate Najea Grimes were nominated for the Mayor's Volunteer Appreciation Event which is scheduled for Sunday, October 20 at the Avenel Performing Arts Center.

- Teacher library card privileges have been standardized in the branches and for students in K-12 with Nancy O’Grady’s work with SirsiDynix to improve the checkout process in all locations.
- The Main Library has offered a space in Administration for the Barron Arts Center and Town Hall to complete a VHS digitization project.
- A Request for Proposals, Qualifications for library auditor (FY 2018-2019) and for labor attorney for January 2020-2022 has been released. Proposals are due November 12th.

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 engineering firm T&M was onsite at the Main Library in September to complete plans for a renovation of the HVAC control system.
- The air conditioning in all library buildings was turned off on Wednesday, October 9.
- The Maintenance Staff assisted Wendi Rottweiler in a clean-up of the Iselin Branch Library attic and assembled shelving to improve storage space as well as to prepare for fire inspection.

Personnel

- An Iselin Branch library patron contacted the Main Office to thank Library Assistant Michael Finn for assisting her in opening her files. She commented that there was no other resource for her to get some one-on-one help.
- A patron came to the Administration Office to thank the Library for the opportunity to get some help with a computer application from Angelo Rousos who was on the Reference Desk at the time.
- The Librarian’s Guide to Homelessness author Ryan Dowd has produced a webinar that will be the subject of staff training at WPL in addition to Stephen Albrecht’s Coaching Skills for Library Supervisors. These trainings will be run until the staff have all had an opportunity to participate.

Outreach & Community Engagement

- According to our individual clickers library staff members spoke to about 1400 people at the St. James Street Fair on September 21 and gave out 400 bags filled with Woodbridge Library materials including Advanced Readers Copies (ARCs), WPL fans, and WPL flying disks. We also added 10 library cards.

- Kathryn Brown led a program to partner with the Woodbridge Branch of Columbia Bank to celebrate Children’s Reading Day on Saturday, September 28th. Publicity was delivered to community schools for the event.
- The library hosted a table at the Township's Hispanic Heritage Month event on Saturday, October 5th in Parker Press Park. Library Assistant Danielle Olistin gave out new library cards and renewed library cards.
- Assistant Superintendent John Bader invited the Teen Librarian Staff to make a presentation to high school teaching staff who will be at an in-service on Columbus Day. District librarian Jennifer Timinsky will present library resources for teachers, and we will present Library Express, Overdrive and Hoopla.
- Foot traffic on Columbus Day this year was lower than last year, but was still steady.

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 commented that there was no public attending the meeting.

Board member Carol Eberhardt had questions about webinar. She wanted to know if it could be accessed from home. Library Director Monica Eppinger answered all her questions. She also had questions about Shooter Training and Library Director Monica Eppinger told her shooter training videos was shown at all library locations for the staff.

Board member Anthony Terebetsky asked about the furniture that was ordered for the Fords Branch. Library Director Monica Eppinger told him the furniture was not received yet.

Board member Ray Zirpolo asked about the circulation at the Fords Branch and the Inman Branch. Library Director Monica Eppinger explained the increase/decrease in circulation.

Board Member Ed Mullen said he was very satisfied with the circulation reports that were included in the board packet. Assistant Director Kathryn Brown asked if anyone would like additional information added to the report.

Board member Anthony Terebetsky asked why the change in the agreements for the resolutions from a one year to a 3 year time frame. Library Director Monica Eppinger answered that all the agreements should be renewed at the same time.

Unfinished Business: None

New Business:

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

17-October 2019

RESOLUTION 10-2019.34

**RESOLUTION TO APPROVE THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF
WOODBRIDGE**

FOR FIBER OPTIC INTERNET AND VOICE SERVICE

BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that the attached Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is approved for three years.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at the regular meeting held on 17-October-19.

From Administration

Approved at the meeting of 17-October-19

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.

17-October 2019

RESOLUTION 10-2019.35

**RESOLUTION TO APPROVE A REVISION TO THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP
OF WOODBRIDGE**

FOR CUSTODIAL AND MAINTENANCE SERVICES

BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that the revised Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is approved for three years.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at the regular meeting held on 17-October 19.

From Administration

Approved at the meeting of 17-October-19

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Rick Silbon, seconded by Ray Zirpolo. The motion did not carry. Ed Mullen disqualified himself.

17-October 2019

RESOLUTION 10-2019.36

**RESOLUTION TO APPROVE THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF
WOODBRIDGE**

FOR ACCOUNTING SERVICES

BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that the attached Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is approved for three years.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at the regular meeting held on 17-October-19.

From Administration

Approved at the meeting of 17-October-19

Frederick W. Silbon, Jr., Secretary

The motion to table Resolution 10-2019.36 was made by Rick Silbon, seconded by Anthony Terebetsky. The motion carried. Ed Mullen disqualified himself.

Board member Ed Mullen would like a meeting with Woodbridge Township Business Administrator Senator Bennett to discuss the Accounting Shared Services Agreement. Board member Ray Zirpolo said that this meeting should take place before the November 21, 2019 Board of Trustees meeting.

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

PERSONNEL

October 17, 2019

APPOINTMENT

Appoint Marsali Soumia, Monitor, Iselin Branch, Part time, 10 hours per week, salary \$10.00 per hour, replacing Jannatul Nayuma, effective 09/23/2019.

Appoint Angelica Redziniak, Monitor, Main Library, Children's Room, Part time, 10 hours per week, salary \$10.00 per hour, replacing Sabrina Zhang, effective 09/30/2019.

Appoint Amel Kholaf, Monitor, Iselin Branch, Part time, 10 hours per week, salary \$10.00 per hour, replacing Haritha Ramesh, effective 10/04/2019.

Appoint Deborah Castro, Monitor, Iselin Branch, Part time, 10 hours per week, salary \$10.00 per hour, replacing Hadia Minahill, effective 10/07/2019.

PROMOTION

Promote Ilyssa Wesche, Librarian 1, Fords Branch to Librarian 2, Fords Branch, Provisional, pending CSC procedures, salary \$66,515 annual, effective 10/21/2019.

Promote Jake Russell, Part Time Library Assistant, Main Library to Part Time Senior Library Assistant, Main Library, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 10/21/2019.

Promote Sarah Kulick, Part Time Library Assistant, Main Library to Part Time Senior Library Assistant, Main Library, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 10/21/2019.

Promote Ivan Maiorov, Part Time Library Assistant, Main Library to Part Time Senior Library Assistant, Main Library, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 10/21/2019.

RESIGNATION

Dervins Celestin, Monitor, Henry Inman Branch, effective 10/17/2019.

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 - 10/17/2019

Bill List - 01	\$ 100,746.54
Bill List - 02	\$ 10,571.56
Bill List – 03	\$ 43,617.57
TOTAL	\$ 154,935.67

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

Such matters as may come before the Board: Board member Carol Eberhardt had questions on the Library Newsletter and monthly calendar that is posted on the library website. Library Director Monica Eppinger answered all her questions.

Good and Welfare: None

Public Comments: None

CLOSED SESSION:

The motion to go into closed session was made by Ed Mullen; Anthony Terebetsky seconded the motion at 7:23 p.m.

The motion to end the closed session was made by Ed Mullen; Anthony Terebetsky seconded the motion at 7:20pm.

The motion to reconvene the board meeting was made by Ed Mullen; Ray Zirpolo seconded the motion at 7:24 p.m.

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Anthony Terebetsky. The meeting was adjourned at 7:24p.m.