

Approved Minutes
January 16, 2020

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 November 21, 2019. Board members present were Ed Mullen, Carol Eberhardt, Ray Zirpolo, Anthony Terebetsky, Rick Silbon, Peg Mayerowitz, Jay Mascolo, Sabriena Tarboush, Isha Vyas 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: Anthony Terebetsky led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 10/17/2019, were moved for approval by Rick Silbon, seconded by Carol Eberhardt. The motion carried. Isha Vyas and Jay Mascolo abstained.

The Closed Session minutes of 10/17/2019 were moved for approval by Rick Silbon, seconded by Carol Eberhardt. The motion carried. Isha Vyas and Jay Mascolo abstained.

Correspondence: None

Report of the Library Director:

Director’s Report: November, 2019

Strategic Plan Progress

- On November 4th, rules for the New Jersey Construction Fund Grant Applications were published. Also published were comments and questions with answers from the State Library to 100 questions from 60 commenters. The details can be accessed by clicking here: <http://www.lexisnexis.com/hottopics/njoal> . Enter “51 NJR1610(a)” in the search box to view the information published in the New Jersey Register.
- Woodbridge libraries were open on Columbus Day and Veterans Day for a second year. Although foot traffic was lower this year, an approximate 2,000 visits were made possible. Librarians planned and held programs in all locations.
- Although negotiations to maintain the library subscription to Lynda.com through March to help with the transition to a new technology education platform ended abruptly, reference staff are reviewing new opportunities including a software that will make library produced trainings part of our offerings. The American Library Association’s Office of Intellectual Freedom blog documents a clear explanation that can be read by

clicking on the link: [Lynda's Privacy Problem](#). Notice to the public was posted to the web, social media and the weekly eNews.

- EBSCO is WPL's vendor for more than 25 databases covering education, business, biography, literature, history, health, science, and more. Included is Masterfile Premier which contains full text from nearly 1,700 periodicals covering all subject areas will be added to the WPL online catalog with the help EBSCO Discovery Service, a discovery layer tool that will save hours of time linking and managing databases individually. EBSCO reduced the price of some of the renewals to include EDS, which the State Library and county libraries in New Jersey have also added to make online materials part of what used to be the print-only online catalog search. Statistics from this year will be compared in the next year to track improvement to the use of the electronic resources.
- The biannual survey of Government Documents collections libraries has been approved and submitted. Woodbridge Public Library has been a congressionally designated depository for federal documents since 1965. As a member of the GPO's [Federal Depository Library Program](#), WPL receives, free of charge, selected items produced in print, and electronic (CD-ROM or DVD) format. Many items are available online in through a WPL catalog search, 24-7.
- The Fords Branch Library staff led by Sue Miller and Ilyssa Wesche completed the project to add a teen and children's space for patrons.

Monthly statistics are available:

[Woodbridge Public Library State Aid Statistics](#)

More information about the WPL Strategic Plan and progress:

<https://sites.google.com/view/wplopeningdoors2017-22/home>

Maintenance Update

- The engineering firm T&M has made an appointment to meet with the Library on Wednesday, December 4th, to discuss progress on building projects.
- A water leak that was making its way across Rt. 35 from the shopping center and into the Main Library lot was repaired by Middlesex Water on Thursday, November 14th into Friday, November 15th.

Personnel

- Two webinars will be attended by staff on the topics of Coaching Skills for Library Managers produced by Library 2.0, and Homelessness in the Libraries with Ryan Dowd, author of *The Librarian's Guide to Homelessness*.
- A meeting was held with AFSCME leaders to continue to work on staffing concerns.

- Nicole Perez hosted the Libraries of Middlesex County Consortium Teen Section meeting at the Main Library.
- April Kane participated in the eLibraryNJ meeting with Libraries of Middlesex County Automated Consortium, which contracts with Overdrive annually for a reduced rate on a bulk purchase of eBook and audiobook licenses.
- Najea Grimes attended the Adult Services Forum at Bell Labs Holmdel Branch of Monmouth County Library.
- Brinda Patel attended the Performers Showcase and Youth Services Forum.
- Nicole Perez attended Makers Day Ed Camp at East Brunswick Public Library.

Outreach & Community Engagement

- Colonia Fire Dept- During September, Fire Prevention Week, staff at the Henry Inman Library visited with some young explorers and took pictures of them while they were reading some favorites (Curious George visits Fire house, Fahrenheit 451, Fly Guy Presents Firefighters, etc.)
- Dyslexia Workshop- For Dyslexia Awareness Month local educator professional Ms. Kathleen Kranick provided a presentation, which earned educators in the community Continuing Education Credits.
- Henry Inman Branch staffed an info table at the School #27 Color Run at the end of September.
- Colonia Business Community- has begun meeting at the Henry Inman Library this month.
- Henry Inman Branch Library will be promoting the local Turkey Trot by having children make a Turkey/Pilgrim at our monthly smART stART program.
- Henry Inman Branch Manager Amara Elbayer joined the Colonia Mom's Group on Facebook. Most recently the Inman staff has joined the effort to Spread Kindness in Colonia #ColoniaRocks, and incorporated the theme in the October smART stART program.
- Census 2020- has been setting up table to inform job opportunities at the Main Library and Branches.
- Iselin Branch Library hosted an Open House for Iselin teachers on November 14th and provided a Power Point with library resources.
- Nancy O'Grady attended a Career Day at Avenel School 4 and 5 on Friday, November 15th.
- Ilyssa Wesche is attending the Fords Business Community meetings regularly, and will host an information table and issue library cards at the Fords Holiday Stroll on December 7th.

Library Director Monica Eppinger added to her report that there was a sewage backup at the Fords Branch today, late afternoon. Maintenance was notified. The Branch closed early.

Also, there was the smell of smoke at the Iselin Branch. Assistant Director Kathryn Brown went to the branch to access the situation. The smell disapated. The Branch remained open.

Report of the Friends of the Library: None

Report of the Board of Trustees President: Board President Peg Mayerowitz spoke about the meeting that she had with the Library Director, Assistant Director and a few board members to speak with the Business Administrator Senator John Bennett about the Shared Services Agreement for Accounting Services. Board member Ed Mullen also spoke about the meeting.

Report of the Board Members:

Board member Carol Eberhardt asked about the appointment of the Library Auditor. Library Director Monica Eppinger said there was only one response for the Library Auditor.

Board member Isha Vyas asked about the resolution – Food For Fines. Library Director Monica Eppinger and Assistant Director Kathryn Brown explained the procedure.

Board member Rick Silbon asked about the Barron Art Center VHS tape and set up. He wanted to know if the Barron Art Center was still using the library. No one has returned to the Main Library.

Assistant Director Kathryn Brown referred to the Statistical Report that was included in the board packet. She wanted to know if anyone had any questions about the report and if anyone needed additional information incorporated into the report. Board member Isha Vyas asked why the Fords Branch numbers were down so much. Board member Ed Mullen thanked the Assistant Director for the report.

Unfinished Business: None

New Business:

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

21-November-19

RESOLUTION 11-2019.36

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

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 on a month-to-month basis until January 30th.

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 21-November-2019.

From Administration

Approved at the meeting of 21-November-19

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.

21-November - 19

RESOLUTION 11-2019.37

RESOLUTION APPROVING AUDITOR FISCAL YEAR 2018-2019

RESOLVED that the Library Board of Trustees appoint Hodulik & Morrison, PA Auditors for the Fiscal Year 2018-2019.

Services not to exceed: \$10,950

Account #: 01-519-30

From: Administration

Approved at the meeting of 21-November -19

Frederick W. Silbon, Jr., Secretary

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

21-November -19

RESOLUTION 11-2019.38

LIBRARY BOARD LABOR ATTORNEY

RESOLVED that the Woodbridge Public Library Board appoints Rainone, Coughlin, Minchello, LLC, as Labor Attorney for the Library Board of Trustees.

Services not to exceed: \$30,000

Account #: 01-519-10

From: Administration

Approved at the meeting of 21-November-19

Frederick W. Silbon, Jr., Secretary

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

21-November -2019

RESOLUTION 11-2019.39

APPROVING PROMOTION OF "FOOD FOR FINES" WEEK

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 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 will not exceed the weekly average of \$2,000; and

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE declare the week of November 24-30, 2019 FOOD FOR FINES WEEK at Woodbridge Public Library.

BE IT FURTHER RESOLVED, that this Resolution shall allow publicity of FOODS 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 November 21, 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

November 21, 2019

APPOINTMENT

Appoint Savayra Rao, Monitor, Henry Inman Branch, Part time, 10 hours per week, salary \$10.00 per hour, replacing Dervens Celestin, effective 11/14/19.

ADDITIONAL HOURS

Kathleen Rabadeau, Librarian 1, Technical Services, Part-time, from 19 hours per week to 25 hours per week from 11/04/2019 thru 06/30/2020.

Approval Of Bills

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

Bill Lists - 11/21/2019

Bill List - 01	\$ 81,921.88
Bill List - 02	\$ 11,316.56
Bill List – 03	\$ 73,027.23
TOTAL	\$ 166,265.67

Board member Carol Eberhardt had a question on a vendor that was on the bill list. Assistant Library Director answered her question.

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: None

CLOSED SESSION: None

Library Board President Peg Mayerowitz announced that she will not be reappointed to the Library Board of Trustees in January 2020.

Ajournment: A motion to adjourn the board meeting was made by Peg Mayerowitz, seconded by Jay Mascolo. The meeting was adjourned at 6:55p.m.