

**Approved Minutes  
February 20, 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 January 16, 2020. Board members present were Ed Mullen, Carol Eberhardt, Anthony Terebetsky, Rick Silbon, Jay Mascolo, Sabriena Tarboush, Isha Vyas, Taylor DeLeo and Board Attorney Ruben Perez. Also in attendance was Library Director Monica Eppinger.

**Call to Order:** Board Secretary Rick Silbon called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Rick Silbon led the Pledge of Allegiance.

**Swearing In of Trustee:** The Board received a Town Hall Resolution reappointing Isha Vyas and Sabriena Tarboush and appointing Taylor DeLeo to five-year terms as members of the Woodbridge Public Library Board of Trustees. Board Attorney Ruben Perez duly swore them in as Board Trustees of the Woodbridge Public Library.

**Election of Officers and Swearing in of Officers:**

On the recommendation of the nominating committee,

Jay Mascolo nominated Isha Vyas as President of the Board of Trustees, this was seconded by Carol Eberhardt. All were in favor.

Jay Mascolo nominated Edward Mullen as Vice President of the Board of Trustees, this was seconded by Anthony Terebetsky. All were in favor.

Jay Mascolo nominated Rick Silbon as Secretary of the Board of Trustees, this was seconded by Anthony Terebetsky. All were in favor.

Jay Mascolo nominated Carol Eberhardt as Treasurer of the Board of Trustees, this was seconded by Sabriena Tarboush. All were in favor.

There were no other nominations from the floor. Board Attorney Ruben Perez duly swore in all officers.

Board President Isha Vyas thanked the board for electing her President. She asked new Board Member Taylor DeLeo to tell the board a little about herself. Board President Isha Vyas also asked each board member to give a little information about themselves. All welcomed Taylor DeLeo as a new board member.

**Reading of Minutes:**

The Minutes of 11/21/2019, were moved for approval by Carol Eberhardt, seconded by Ed Mullen. The motion carried. Taylor DeLeo abstained.

**Correspondence:** Library Director Monica Eppinger commented about the letter that was included in the board packet.

## Report of the Library Director:

### **Director's Report: January, 2020**

#### **Strategic Plan Progress**

- A presentation of the state of the library at mid-strategic plan, [\*Opening Doors: Re-imagining the Woodbridge Public Library \(2017-2022\)\*](#), was given to the Mayor's Chief of Staff Caroline Ehrlich, the new Business Administrator, Vito Cimilluca, and Deputy Business Administrator Casey Wagner on January 7th. Assistant Director Kathryn Brown also attended. The presentation will be made to the Board at the January, 2020, meeting.
- On January 6<sup>th</sup>, the Winter 2020 Cycle Application for the New Jersey Construction Fund Grant Applications was published. Applications are due April 6<sup>th</sup>, with a period of time to ask questions until February 10<sup>th</sup>.
- The Children's Department will launch the third annual, system-wide Winter Family Reading Challenge during the month of February to the Township.
- The Technology Plan for 2017-2019 will be reviewed with new Township IT Director, Bryan Austin, who will assist with development of the next two-year plan.
- Gimlet, which is a service that tracks reference and service desk questions and answers, will be added at a discounted price to the branch and children's reference desks beginning in February to document the number and topics of request. Ellen Bonacarti, Manager of Information Services at the Main Library will share the structure of the Main Library's Gimlet records to begin and to train librarians who staff the desks.
- April Kane and Najea Grimes facilitated a Gold Award project for Senior Girl Scout Rihi Jain, who held the program, *Anxiety and Mental Health*. TV-35 filmed the program by request of the Mayor and John Hagerty.

*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**

- Fords Branch Library has had a series of water back-up problems in the women's public restroom and the utility room. Brian Burke has brought the Township's plumber, Dunnigan, in for a third time to work on the problem.
- The Main Library was closed on Sunday, December 15<sup>th</sup>, due to a water main break at Rt. 35 and George Frederick Plaza. The library reopened on Monday the 16<sup>th</sup>.
- Improvements were made to the Iselin Branch lights and included a change of some of the lights to LED, which are more efficient and brighter. The electrician also completed a rewiring of the circulation desk.

### **Personnel**

- There was one injury during the fourth quarter. The employee was on workers compensation for a period of time but is now back to work.
- A committee is being formed to plan a Staff Development Day and Lunch the week before National Library Week in April.
- The Township is providing a training and update on the Open Public Records Act this month. Two administration staff members will attend.
- Horizon Blue Cross Blue Shield will now be the administrator of Woodbridge Township benefits for all staff members. The transition from Cigna is being managed by the Township which provided one-on-one Q&A.

### **Outreach & Community Engagement**

- A meeting was held with Woodbridge Metro Chamber of Commerce to collaborate on a BizHub at the Library, which will include programming, equipment and networking opportunities for home and small business owners and entrepreneurs. BizTuesday programs have been held at the Fords Branch Library and have led to interest in offering a variety of opportunities.
- The Library is represented on the Woodbridge Township Complete Count Committee for the 2020 Census. Two library staff members who will train WPL staff are registered to attend a Census for Library Staff workshop on Thursday, January 16<sup>th</sup>, at Monroe Public Library.
- Educator cards are the subject of a new effort that would be launched in August for the 2020-21 school year to more effectively distribute and market their use to Woodbridge teachers.
- Children's Services Librarians will present Story Time Family Events at 2 pm at Boscov's, Woodbridge Center Mall, on the first Saturday of the month from February through June.

Library Director Monica Eppinger explained the handouts that were given to each board member.

Library Director Monica Eppinger gave a presentation to the board and visitors, of the state of the library at mid-strategic plan, Opening Doors: Re-imagining the Woodbridge Public Library (2017-2022). This was an update on our goals and mission.

**Report of the Friends of the Library:** The Friends are conducting a sale of slightly used DVD's and audio books.

**Report of the Board of Trustees President:** President Isha Vyas would like to form different committees made up of board members. She will reach out to board members and have the different committees in place by the next board meeting in February.

**Report of the Board Members:** Board member Ed Mullen asked about the membership of the trustees to the New Jersey Library Trustee Association. He spoke about the different workshops and sessions that were very helpful and interesting.

Board member Ed Mullen spoke about the Amended Shared Services with the Township for Accounting Services. He explained the agreement and job description.

Board members Ed Mullen and Rick Silbon had questions on 2 items on the bill list. Director Monica Eppinger answered their questions.

Board member Anthony Terebetsky asked about the furniture that was ordered for the Fords Branch Library. Director Monica Eppinger said all the furniture is in and in place.

Board member Sabriena Tarboush spoke about the Woodbridge Library Foundation. She said a letter went out to all township addresses. She said we have had a good response from township residents. As a follow-up all monies and checks are being deposited. She also mentioned that there are vacancies on the Foundation, if anyone is interested to join.

Board President Isha Vyas asked the board members what they would like to do for Past President Peg Mayerowitz. Several suggestions were made and Isha will talk to Peg Mayerowitz to decide what will be done.

Board President Isha Vyas spoke about changing the Board meeting day and time. She asked board members for their preference. She also spoke about reviewing the By-Laws of the Library Board of Trustees.

Board President Isha Vyas would like to bring in speakers relating to libraries.

**Unfinished Business: None**

**New Business:**

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Anthony Terebetsky. The motion carried. Taylor DeLeo abstained.

16-January-2020

#### **RESOLUTION 01-2020.01**

#### **LIBRARY BOARD ATTORNEY**

**RESOLVED** that the Woodbridge Public Library Board appoints Rainone, Coughlin, Minchello, LLC, as Library Board Attorney.

Legal services not to exceed: \$3,600  
Account: #01-519-10

From: Administration

Approved at the meeting of 16-January-20

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Frederick W. Silbon, Jr., Secretary

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

16-January - 2020

**RESOLUTION 01-2020.02**

**RESOLUTION TO APPROVE THE AMENDED 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 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 16-January -20.

From Administration

Approved at the meeting of 16-January-20

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Frederick W. Silbon, Jr., Secretary

The following Personnel items were read by Library Director Monica Eppinger, moved for approval by Anthony Terebetsky, seconded by Rick Silbon. The motion carried. Taylor DeLeo abstained.

**PERSONNEL**

January 16, 2020

**APPOINTMENT**

Appoint, Issa Goodwin, Monitor, Main Library, Part time, 10 hours per week, salary \$11.00 per hour, replacing Ryan Sullivan, effective 01/06/2020.

**RESIGNATION**

Ryan Sullivan, Monitor, Main Library, effective 11/24/2019.

Francisco Rosario, Monitor, Main Library, effective 11/26/2019.

**Approval Of Bills**

**Bill Lists:** The following Bill Lists were read and moved for approval by Carol Eberhardt, seconded by Rick Silbon. The motion carried. Taylor DeLeo abstained.

**Bill Lists - 01/16/2020**

Bill List - 01	\$ 252,552.60
Bill List - 02	\$ 16,808.63
Bill List - 03	\$ 15,605.19
TOTAL	\$ 284,966.42

**Such matters as may come before the Board:** None

**Good and Welfare:** None

**Public Comments:** None

**CLOSED SESSION:** None

**Ajournment:** A motion to adjourn the board meeting was made by Ed Mullen, seconded by Taylor DeLeo. The meeting was adjourned at 7:35p.m.