

**Approved Minutes
March 19, 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 February 20, 2020. Board members present were Ed Mullen, Carol Eberhardt, Rick Silbon, Jay Mascolo, , Isha Vyas, Taylor DeLeo, Ray Zirpolo and Board Attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board President Isha Vyas called the meeting to order at 6:30 pm and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Taylor DeLeo led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 01/16/2020, were moved for approval by Ray Zirpolo, seconded by Carol Eberhardt. The motion carried.

Correspondence: Library Director Monica Eppinger referred to a thank you letter that the Library received. She passed the letter for all Board Members to read.

Report of the Library Director:

Director’s Report: February, 2020

Strategic Plan Progress

- New Jersey State Library Census 2020 training was attended by Ellen Bonacarti to prepare the library and staff to support the nationwide effort. Materials and ideas were shared to disburse to Woodbridge libraries. Woodbridge Libraries are represented on the Woodbridge Township Municipal Complete Count Committee.
- The Children’s Department Winter Family Fun Festival will complement the third annual, system-wide Winter Family Reading Challenge on Saturday, February 15, from Noon to 3 PM at the Main Library.
- Woodbridge Public Library was selected to be a Grow with Google partner library, and will be awarded \$1,000 and will run technology education programs. Ellen Bonacarti and Alex Gabler contributed to the application, and attended the informational sessions to prepare the libraries for the programs.
- Computers have been ordered by the Township Information Systems Department with bond funding for Township Technology upgrades to assist with completion of the move

to Windows 10 for the staff and which are the only remaining computers in the system that are not yet Windows 10.

- The kick-off program, *Founding Fathers* with Dr. Jonathan Mercantini of Kean University, for the Gilder-Lehrman Institute/ALA *Re-visiting the Founding Era* grant opportunity was attended by more than 40 guests. The Woodbridge Historical Association, a partner in the application, assisted April Kane and Najea Grimes with promotion of the event. Two programs for teens, one which will be held in Woodbridge High School and one hosted at the Main Library by Teen Librarian Nicole Perez are scheduled for February and March. A dramatic reading program of women writers of the Founding Era will be held during Women's History Month, on March 23rd.
- The Chamber of Commerce has pledged support in the project to create a BizHub at the Main Library. The topic of the next BizTuesday program is *Alignable: The Linked-In of Small Businesses* at the Fords Branch Library on February 18th with Shoumo Ganguly of the Woodbridge Downtown Merchants Association. Plans include filming the BizTuesday programs to grow content for the Chamber of Commerce/WPL BizHub.

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

- A new sink and plumbing fixtures were installed at the Fords Branch Library.
- An estimate to replace outdoor lights at the entrance to the second floor of the Main Library has been approved.
- Fords Branch Library closed early on February 7th due to a power outage caused by a transformer problem. The branch opened at 10:00 am on February 8th as regularly scheduled.
- Solid wood chairs that were replaced on the second floor at the Main Library with computer chairs will be re-padded, re-upholstered and the wood reconditioned.

Personnel

- Susan Fichtelberg has been selected for the ALA committee to select the Best Science Fiction for the Middle Grades. Susan attended the ALA Midwinter Conference in Philadelphia, and will be presenting a program at the ALA Conference in June.
- Kathryn Brown continues to work on the Training Plan, which will include the Staff Development Day on April 21st, National Library Workers Day.

Outreach & Community Engagement

- Children’s Services Librarians will continue to present Story Time Family Events at 2 pm at Boscov’s, Woodbridge Center Mall, on the first Saturday of the month from March through June.
- Woodbridge libraries are pick-up points for the Rotary Club of Woodbridge-Perth Amboy Scholarship applications. The Rotary Club disburses \$35,000 in college scholarships to Woodbridge Township students every year.
- Programming staff members April Kane, Najea Grimes and Nicole Perez organized the effort to run the New Jersey State Library and New Jersey Library Association (NJLA) sponsored Snapshot Day 2020 on Wednesday, February 12, to gather information on comment cards and post images to social media. The effort captures and promotes library opportunities and impact.

Library Director Monica Eppinger passed out the Statistic Report and Foot Traffic Report. Questions were asked by Board Members Jay Mascolo, Rick Silbon, Isha Vyas on different areas of the report. Assistant Director Kathryn Brown answered their questions. Board member Ed Mullen thanked her for the report.

Report of the Friends of the Library: Assistant Director Kathryn Brown spoke of a project by the Friends of the Woodbridge Public Libraries to try selling paperback books for \$.25 each and DVD’s for \$.50 each. They are trying this project because of the large amount of donations they receive. She also spoke of the Friends yearly Book Sale which is held the last week of April.

Report of the Board of Trustees President: President Isha Vyas spoke about the committees that were formed and who was on each committee.

Labor/Personnel: Carol Eberhardt, Rick Silbon, Taylor Deleo

Building/Grounds: Anthony Terebetsky, Ray Zirpolo

Development: Jay Mascolo, Ray Zirpolo, Sabriena Tarboush

Finance: Carol Eberhardt, Ed Mullen

Strategic Plan: Ed Mullen, Rick Silbon, Taylor DeLeo

Technology: Carol Eberhardt, Jay Mascolo, Anthony Terebetsky

Board President Isha Vyas also asked if members can drop in on different committee meetings. Board attorney replied yes , as long as there is no quorum. Board President Isha Vyas also advised that the Board President and Library Director be kept in the loop of these meeting.

Board President Isha Vyas spoke about amending the By-Laws of the Woodbridge Public Library to change the date of the meetings. The amended change would be changing the meeting day from the Third Thursday of the month to the Fourth Thursday of the month. All board members were in agreement. A Resolution will be prepared for the March 19, 2020 meeting to make this change.

Report of the Board Members: Board member Carol Eberhardt commented on the selection of Librarian Susan Fichtelberg to the ALA committee to select the Best Science Fiction for the Middle Grades.

Board member Carol Eberhardt also talked about the Mid- Winter Conference that she attended. She spoke with different vendors and she brought information about vendors who accept book donations. Assistant Director Kathryn Brown told her that the library uses Better World Books.

Board member Carol Eberhardt also had a question on the Expenditure list. Library Director answered her question.

Board Member Ed Mullen asked about the Strategic Plan and the presentation that Library Director Monica Eppinger made at the last board meeting. He asked about different items in the Plan. He also asked about parking spaces at the Main Library and the Inman Branch and what the status was of the Library Audit.

Board Member Ed Mullen asked for a Breakdown of the Construction Bond Act. He also asked if the amount of the 2019 reserves could be conveyed to the committee and brought up at the next Finance Committee meeting .

Board Member Taylor DeLeo asked about different projects that need to be addressed. She also asked for information about Baker and Taylor. Library Director Monica Eppinger answered her question.

Board member Rick Silbon asked about the passport service. Library Director Monica Eppinger said that we are gathering information.

Board Attorney Carol Berlen presented guidelines for compliance with the Open Public Meeting Act with regard to sending emails.

Library Director Monica Eppinger said she will call the New Jersey State Library regarding assigning emails for board members.

Unfinished Business: None

New Business:

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

20-February-2020

RESOLUTION 02.2020.03

Resolution of Authorization of Woodbridge Township as Applicant for the New Jersey Library Construction Bond Act Solicitation

WHEREAS, Woodbridge Township and the Woodbridge Public Library Board of Trustees hereby certify that permission has been granted to apply for the project entitled the New Jersey Library Construction Bond Act, in the amount of: \$ 2,353,737.50; and

WHEREAS, the filing of this application was authorized at the official meeting of the Woodbridge Township Council, held on February 18, 2020; and

NOW, THEREFORE, BE IT RESOLVED, that the Woodbridge Public Library Board of Trustees, authorizes the execution by the Mayor or his designee and the submission of the aforementioned New Jersey Library Construction Bond Act Grant.

For Woodbridge Township:

Signature

John E. McCormac, Mayor

Date

Certification Signature

John Mitch, Municipal Clerk

Date

For the Woodbridge Public Library Board of Trustees:

Signature

Isha Vyas, Library Board President

Certification Signature

Frederick Silbon, Board Secretary

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

February 20, 2020

APPOINTMENT

Appoint Mildred Mullings, Monitor, Main Library, Part time, 10 hours per week, salary \$11.00 per hour, replacing Katelyn Ervin, effective 03/02/2020.

PROMOTION

Promote Lisa Flynn, Part Time Library Assistant, Main Library to Part Time Senior Library Assistant, Main Library, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 02/23/2020.

Promote Aliah Sims, Part Time Library Assistant, Main Library to Part Time Senior Library Assistant, Main Library, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 02/23/2020.

Promote Charles Cole, Part Time Library Assistant, Fords Branch Library to Part Time Senior Library Assistant, Fords Branch Library, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 02/23/2020.

RESIGNATION

Katelyn Ervin, Monitor, Main Library, effective 01/16/2020.

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 - 02/20/2020

Bill List - 01	\$ 4,460.00
Bill List - 02	\$ 85,127.37
Bill List – 03	\$ 18,217.83
TOTAL	\$ 107,805.20

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: Neeta Periera, Library staff, spoke about the many requests for smaller meeting rooms. She also asked that accounting position be brought back as a full time Teamster position.

CLOSED SESSION:

The motion to go into closed session was made by Ray Zirpolo; Taylor DeLeo seconded the motion at 7:35 p.m.

The motion to end the closed session was made by Carol Eberhardt, Taylor DeLeo seconded the motion at 8:00pm.

The motion to reconvene the board meeting was made by Ed Mullen; Jay Mascolo seconded the motion at 8:01 p.m.

Ajournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Taylor DeLeo. The meeting was adjourned at 8:02p.m.