

**Approved Minutes
September 24, 2020**

Meeting and Attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held by conference call and the building was open to the public for the meeting on July 23, 2020.

Board members who attended by conference call were Ed Mullen, Carol Eberhardt, Rick Silbon, Isha Vyas, Anthony Terebetsky, 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: Anthony Trebetsky led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 06/25/2020 were moved for approval with correction by Rick Silbon , seconded by Ray Zirpolo. The motion carried with correction.

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried with correction

Correspondence: None

Report of the Library Director:

Director’s Report – July, 2020

Library Reopening Activities

- Woodbridge Public Library buildings were opened to the public on July 6th.
- Although curbside pick-up was reduced once the buildings reopened, the service will be available and is more manageable.
- Picnic tables have been purchased for all locations to enhance staff and public outdoor space this summer. Tables purchased can be folded and stored.

- Virtual program attendance has grown steadily. The New Jersey Folklore Program had 52 registered, and more than 40 attended. Weekly Yoga programs sponsored by Henry Inman has had between 9 and 12 participants.
- Children’s Librarians have begun to record story times with TV-35.
- Grab and Go activities for the Children’s Summer Reading Program have had as many as 40 pick-ups.

Strategic Plan Progress

- Panic alarms were installed in the libraries at the circulation and reference desks and an orientation was held for staff.
- The staff computer network upgrade to replace lines by the Township as part of a system-wide upgrade that will improve Internet speed and security has begun with the Main Library. The Township network will replace the Verizon service.
- Additional Wireless Access Points are planned for the library buildings by September as part of the upgrade in service through the Township.

Personnel

- Monitors have been called back to work to address shelving task now that desk schedules require coverage.

Maintenance

- Additional acrylic was installed at Reference and Digital Help Desk.
- Furniture at the Main Library was moved to ease the management of 25% capacity.
- A problem with the Chiller and Water Treatment required that the Main Library be closed to the public on Friday, July 17th.

Board member Taylor DeLeo had questions in reference to the reopening of the library. Library Director Monica Eppinger answered her concerns.

Report of the Friends of the Library: Nothing to Report

Report of the Board of Trustees President: Board President Isha Vyas thanked Administration and Staff for all their work on the re-opening of the Library. Board President Isha Vyas asked for the Personnel Committee and Building Committee to give their reports.

Labor Management Committee - Carol Eberhardt reported that the meeting was held on June 30, 2020. Issues that were brought up were the re-opening concerns, overrides of fines, barriers between staff and patrons, and cleaning supplies.

Building and Grounds Committee - Anthony Terebetsky reported that he had a walk through with Library Director Monica Eppinger and Assistant Director Kathryn Brown. The walk through was in all

areas of the library. He also walked through after the buildings were open and noted that concerns and tasks were addressed as best they could.

Budget Committee - Board Member Carol Eberhardt spoke about the Budget hearing for the library at Town Hall on 06/09/2020. The committee was complimented on their work on the budget and was asked to keep the budget flat. Board President Isha Vyas thanked Ed Mullen, Carol Eberhardt and Library Director Monica Eppinger for their work.

Board member Ed Mullen said nice work from the committees. He also asked if picnic benches for the branches have been ordered. Library Director Monica Eppinger said that they were ordered and have been delivered to the Main library. Maintenance staff will deliver them to the branches.

Report of the Board Members:

Board Member Anthony Terebetsky had questions regarding the library status on Saturdays in the month of August.

Board Member Ed Mullen questioned how the concert series was working out with parking with the library open.

Board Member Rick Silbon said this was the best Board of Trustees that he has served on. And he is proud to be a member of this board.

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.

23-July-2020

RESOLUTION 07.2020.13

**RESOLUTION AUTHORIZING THE EXTENSION OF THE
WAIVER OF FINES AND FEES BY THE LIBRARY BOARD IN RESPONSE TO COVID-19
PANDEMIC**

WHEREAS, the Governor of the State of New Jersey declared Coronavirus to be a public health emergency; and

WHEREAS, the Township of Woodbridge had to close the public libraries to the public; and

WHEREAS, by Resolution # 03.2020.06, on March 19, 2020 the Library Board of Trustees authorized a waiver of fines and fees in response to the pandemic until ten days after the libraries were re-opened; and

WHEREAS, the waiver of fines and fees has now expired and the Library Board of Trustees would like to extend the waiver of fines and fees until September 11, 2020; and

NOW, THEREFORE, BE IT RESOLVED, that patron material fines and fees shall be waived and the deadline shall be extended until September 11, 2020.

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 23-July-2020.

From: Administration

Approved at the meeting of 23-July-2020

Frederick Silbon, Library Board Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

The following Resolution was read by Rick Silbon, moved for approval by Isha Vyas, seconded by Ray Zirpolo. The motion carried. Taylor DeLeo voted No.

23- July-2020

RESOLUTION 07.2020-14

RESOLUTION TO MEMORIALIZE THE PLAN TO REOPEN

AFTER LIBRARY CLOSURE FOR THE COVID-19 PANDEMIC

WHEREAS, COVID-19 (Coronavirus), a worldwide pandemic, has emerged as a threat to the Woodbridge Township community; and

WHEREAS, the Governor of the State of New Jersey declared Coronavirus to be a public health emergency; and

WHEREAS, due to the public health emergency, the Township of Woodbridge closed the public libraries to the public pursuant to the Executive Order of the Governor; and

WHEREAS, library staff have been providing services by phone and updates to the web pages and digital assistance have been scheduled on a week-to-week basis during the closure; and

WHEREAS, the Governor of the State of New Jersey issued an Executive Order that allowed public libraries to reopen on July 2, 2020; and

WHEREAS, a plan recommended by the NJ State Library/LibraryLinkNJ Taskforce On Post COVID-19 Alignment, Trends and Strategies in New Jersey Libraries (TOPCATS) has been adapted for the Woodbridge Township and Woodbridge Public Library; and

WHEREAS, it was necessary for the Library Board of Trustees to adopt the Re-opening Plan by a straw-poll the week of July 1, 2020 prior to the library re-opening; and

WHEREAS, this resolution is to memorialize the approval of the Library Re-opening Plan in substantially the form annexed hereto and made a part hereof.

NOW, THEREFORE, BE IT RESOLVED, the Library Board of Trustees hereby adopts the Woodbridge Public Library Plan for Reopening after a Public Health Emergency to return to library services for the Township of Woodbridge.

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 23-July-2020.

From: Administration

Approved at the meeting of 23-July-2020

Frederick Silbon, Library Board Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - No

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Board Member Taylor DeLeo had a question on this Resolution. Board Attorney Carol Berlen answered her question.

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

23- July-2020

RESOLUTION 07-2020.15

RESOLUTION APPROVING FISCAL YEAR 2020-2021 BUDGET

AS ATTACHED

RESOLVED that the Board of Trustees adopt the Fiscal Year 2020-2021 budget, on approval by the Woodbridge Township Mayor and Council, as attached.

From Administration

Approved at the meeting of 23-July-20

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Personnel: No Personnel

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 - 05/28/2020

Bill List - 01	\$ 92,298.56
Bill List - 02	\$ 51,026.76
TOTAL	\$ 143,325.32

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Board Member Carol Eberhardt had a question on an item on the Bill List. Library Director Monica Eppinger was able to answer her question.

Such matters as may come before the Board: None

Good and Welfare: Library Director thanked the Board members for the extra personal time for committee meetings. Board President Isha Vyas thanked the committee members for their time, interest and extra work.

Public Comments: Nancy O'Grady, Flemington, New Jersey, Coordinator of Children's Services, Woodbridge Library, Shop Steward for Teamsters Local #469. She said it has been a challenging time to re-open the library. The staff appreciated the time the board members have been in the library to check on the requirements needed to re-open. Nancy noted that the public has been respectful of new visit guidelines overall and were grateful for library efforts to reopen.

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Ray Zirpolo. The meeting was adjourned at 7:45p.m.

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried