

**Approved Minutes
October 22, 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 at the Main Library on September 24, 2020. Board members who attended were Ed Mullen, Carol Eberhardt, Rick Silbon, Isha Vyas, Anthony Terebetsky, Taylor DeLeo, and Board Attorney Carol Berlen. In attendance by phone call was Jay Mascolo. Also in attendance were Library Director Monica Eppinger.

Call to Order: Board President Isha Vyas called the meeting to order at 6:32 pm and read the “Adequate Notice of Meeting” statement.

Pledge of Allegiance: Ed Mullen led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 07/23/2020 were moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

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

Jay Mascolo - Aye

The motion carried.

Correspondence: None

Report of the Library Director:

Director’s Report – September, 2020

Library Reopening Activities

- The switch to winter hours will be delayed this year due to COVID-19 guidelines for visits. Library and maintenance staff reassignments and management of the greeting stations are two areas of development that will facilitate this next step in reopening.
- Newly released information from the [REopening Archives, Libraries and Museums \(REALM\)](#) Project sponsored by the Institute of Museums and Libraries (IMLS) released new concerns this month about stacked books that have changed WPL procedure to a 4-day quarantine and UV wand treatment of materials. Procedures will be reassessed on an ongoing basis.

- Meeting Rooms are not open for public meetings yet due to the management of books by quarantine and furniture storage to comply with the Governor's 25% capacity mandate.
- Curbside services are still offered by request.
- Virtual programs by Zoom have been planned for adults this fall. Topics include
- English as a Second Language (ESL) classes with partner LiteracyNJ will be virtual. Registration is being handled by LiteracyNJ.
- LibraryLinkNJ, the statewide organization that manages interlibrary delivery of materials, has sent out a survey to prepare to begin deliveries.
- Children's Librarians continue to be featured in story times with TV-35 that are available on social media and YouTube.
- Grab and Go activities for the Children's, "Tween," Teen and Adult Summer Reading Program were popular this summer and will continue this fall.
- Touchless hand sanitizer stations were added throughout the system for the staff and the public as they became more readily available.

Strategic Plan Progress

- Additional Wireless Access Points were purchased and delivered for the library buildings as part of the upgrade in service through the Township. Installation has not been scheduled.
- A meeting of the Strategic Plan Committee will be scheduled.
- We have been invited by Town Hall to submit proposals for CARES Act Township reimbursement for any improvements that would make the libraries more resilient in the current pandemic and for the future health and safety. One of the recommendations from the Township was to install touchless check-out. A staff committee will be formed to prepare a proposal for the Strategic Plan Committee.

Personnel

- Forms were made available to everyone who needed COVID-19 related parental and medical leaves.
- Library staff members were asked to nominate employees who went above and beyond during the reopening. All departments had responses, and were conveyed to Town Hall for mention at the COVID Hero Ceremony on Sunday, September 20th, at 4:00 PM, on the Lawn at WHS.
- Supervisory staff attended a Municipal Excess Liability Joint Insurance Fund (MEL-JIF) program, *Protection and Safe Treatment of Minors*. A recommendation will be made by

supervisors to the Board for updates to policy, record keeping and onboarding procedures as well as training of all personnel.

- There was one employee and one patron accident reported in the third quarter this year. Both were reported to the Health and Safety committee.

Maintenance

- Additional acrylic desk shields were custom made by the Township Carpentry Department for the Main Library Digital Help Desk and panels were moved to the Reference Desk. Four 4'x8' movable safety glass panels were also purchased on the recommendation of Brian Burke to cover remaining areas of concern in the system.
- The Maintenance Department will be obtaining estimates for touchless faucets and commodes for staff and patron restrooms and areas with kitchens and assessing HVAC for improvements that are eligible for CARES Act reimbursement.
- A problem with the Main Library HVAC tower was addressed in August. Maintenance to the tower will be added to the annual maintenance contract for the Main Library chiller.
- Brian Burke acquired an estimate from a roofer to address the Henry Inman roof leak. Repair will be scheduled for late September or early October. The air conditioning leak was addressed on September 11th.

Library Director Monica Eppinger added to her report that we will now quarantine returned books for 7 days and the roof at the Inman Branch Library will be repaired.

She also talked about the Virtual Trustee Academy which trustees may register to attend. The date is Saturday, October 17, 2020.

Report of the Friends of the Library: Nothing to Report

Report of the Board of Trustees President: Board President Isha Vyas asked about the award money from COVID-19 that the library will be entitled to. Director Monica Eppinger said one of the items she would like to look into would be touchless checkout. Board President Isha Vyas also went over all the committees and what board members were on each committee.

Building and Grounds Committee -

Report of the Board Members: Board member Anthony Terebetsky asked about an increase in hours for the libraries and opening the libraries on Saturdays. He also had questions on the Strategic Plan. Library Director Monica Eppinger answered his questions. Board member Anthony Trebetsky wanted to thank Kathryn Brown and Ellen Bonacarti on their many years of service to the Woodbridge Public Library. Board Member Ed Mullen asked who did the cleaning of the libraries. Library Director Monica Eppinger replied that it is the Township's maintenance staff and that they have prepared to manage cleaning differently. He also spoke about Hometown Heros. The Executive Board met with Monica Eppinger after the recognition of Kathryn Brown on August 28, 2020.

Board member Rick Silbon asked about the Panic Buttons that were installed at the library. Library Director Monica Eppinger answered his questions.

New Business:

The following Resolution was read by Isha Vyas, moved for approval by Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

Resolution 09- 2020.16

RESOLUTION

Whereas, Ellen Bonacarti, is retiring from active service as Woodbridge Public Library Librarian 3, on October 1, 2020, after 32 years and 11 months of service,

Whereas, it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for her loyal service during these years,

Therefore be it resolved, that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service she has so faithfully and conscientiously rendered, and

Be it further resolved, that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Ellen Bonacarti.

President, Board of Trustees

September 24, 2020

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

09-2020.17

**RESOLUTION OF THE WOODBRIDGE LIBRARY BOARD OF TRUSTEES
ACKNOWLEDGING AND THANKING THE LIBRARY STAFF AND COMMUNITY FOR THEIR
TREMENDOUS EFFORT AND ASSISTANCE IN PREPARING THE LIBRARY AND ITS BRANCHES FOR RE-
OPENING TO THE PUBLIC**

Resolution to thank the library staff and community:

WHEREAS, During the public health emergency, the library maintained services to the public throughout the time that the buildings were closed for the safety of the community and to mitigate the spread of COVID-19; and

WHEREAS, the Library Board resolves that the following people and organizations be acknowledged for their contributions over and above as all were instrumental in the library system reopening on July 6th, 2020; and

WHEREAS, Woodbridge Township Mayor John E. McCormac, who regularly promoted use of library services during building closure in daily Code Red and produced story times that entertained community members affected by COVID-19 and singularly enhanced library website content; and

WHEREAS, Business Administrator Vito Cimilucca, Department Head of Public Works, George Brew, Buildings Superintendent Brian Burke, and John Rubarsky of Woodbridge Community Center Maintenance, who were a source of critical material support such as the installation of acrylic to ensure the health of library staff, provision of masks, gloves, as well as human resources support, cleaning supply recommendations, substantial samples and supplies of cleaning materials that were difficult to source at the time: and

WHEREAS, Woodbridge Township Maintenance staff members Chris McGlynn, Whit Kath, Dennis Kasiewicz, Mike Petz, Joe Sreckfuss and Peter Ivonyak, under the direction of Building Superintendent Brian Burke, stepped up cleaning efforts throughout the building closure and continue to provide additional cleaning procedures to maintain health and safety in the library buildings; and

WHEREAS, Township Staff Member Lisa Nolan and Library Administration staff members Neeta Pereira and Carol Huber worked in the office to pay bills and prepare for Board of Trustee Meetings, and

WHEREAS, Librarians Ellen Bonacarti and Angelo Rousos developed and launched a live chat reference service that was manned from the first day of the shut down and answered responded to patron requests during the shut-down; and

WHEREAS, the Circulation Department staff set up a system to issue library cards to patrons while the libraries were closed to the public. Five hundred library cards were renewed or issued to connect library patrons with online library resources; and

WHEREAS, local business owner Mihir Thakkar, of Big Shots, Woodbridge, donated co-pay fees associated with library employee testing for COVID-19 and for the antibody testing in April; and

WHEREAS, Iselin Branch Manager Wendi Rottweiler and Assistant Library Director Kathryn Brown made 200 washable, reusable masks to distribute to the library staff; and

WHEREAS, local resident Theresa Loder made more than 100 masks and donated them to library staff members; and

WHEREAS, the Friends of the Library donated a Zoom online meeting subscription for the use of the library to meet and offer programs; and

WHEREAS, members of the library staff met online in Zoom meetings to begin the reopening process and contributed to the success of library re-openings; and

WHEREAS, supervisors among the library staff met weekly to plan for reopening and followed through with contributions to the reopening of libraries in Woodbridge Township on July 6th; and

WHEREAS, the Programming and Community Engagement Department, Principal Librarian April Kane, Librarian Nicole Perez Library Associate Najea Grimes and Librarian Jacqueline Oakes launched Zoom events to offer engaging online programming; and

WHEREAS, the Children's, Teen and Adult Services staff produced popular Grab & Go and online Summer Reading opportunities for the community on the statewide theme of *Imagine Your Story*; and

WHEREAS, TV-35 coached and filmed Children's Librarians Suzanne Miller, Susan Fichtelberg, Brinda Patel, Amara Elbayer and Patty Brennan to produce a high quality, story time production for YouTube, website and social media publication through the reopening phases; and

WHEREAS, Librarian Ilyssa Wesche spearheaded a regular series of social media posts and engaged library staff members who were home to assist; and

WHEREAS, Assistant Library Director Kathryn Brown administered a customer service training to all staff members during the building closure; and

WHEREAS, Technical Service Department Head Lauren Clemens batch processed and managed hundreds of material records offsite during the building closure to facilitate immediate processing upon reopening; and

WHEREAS, landscaping improvements were made to the Henry Inman Branch Library led by Supervising Library Assistant Lisa Matthijs and Librarian Jackie Oakes, as well refurbishment of the public bench by Senior Library Assistant Alexandria Cirelli to enhance the Branch reopening; and

WHEREAS, IT Department staff, Derek Supp and Eddie Santos, maintained and updated computer services throughout the building closure and planned for upgrades to begin on reopening; and

WHEREAS, dedicated library employees staffed a new service point in each location to help the public adjust to new guidelines for visiting the libraries;

NOW, THEREFORE, BE IT RESOLVED BY the Library Board of Woodbridge Public Library that the above mentioned efforts be acknowledged and spread upon the minutes of this meeting and posted prominently at the library branches and on the website to thank and acknowledge that these persons and departments were essential to the reopening efforts following the COVID-19 pandemic shut-down.

Frederick Silbon, Library Board Secretary

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

24-September-20

RESOLUTION 09-2020-18
VERIZON INTERNET EXPENSE: COST OF INTERNET DURING AN EXTENDED TIME NEEDED TO COMPLETE
AN UPGRADE
ACCOUNT – 01-219-00 RESERVE FOR STRATEGIC PLAN

WHEREAS, Verizon is currently providing Internet service for libraries at a cost of \$3,065.00/month;

RESOLVED, that Verizon invoices will be paid from Account 01-219-00 until the service can be discontinued.

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 24-September-20.

From Administration

Approved at the meeting of 24-September-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

Jay Mascolo- Aye

The motion carried

Library Director Monica Eppinger explained why we had to remain with Verizon. She said this is month to month.

The following Resolution was read by Rick Silbon, moved for approval by Taylor DeLeo, seconded by Rick Silbon. The motion did not carry.

24-September-2020

RESOLUTION 09-2020.19
Approve Cancellation of Expired Checks

WHEREAS, there exists on the books of various funds per the attached list outstanding checks, and;

WHEREAS, these checks total \$8,266.10 and may be cancelled with the approval of the Woodbridge Public Library Board of Trustees, and

WHEREAS, cancellation of stale checks is a standard practice required by Generally Accepted Accounting Principles (GAAP) to avoid the understatement of the cash balance, and

NOW, THEREFORE, BE IT RESOLVED BY THE WOODBRIDGE PUBLIC LIBRARY BOARD OF TRUSTEES that old outstanding checks from various funds in the amount of \$8,266.10 are hereby cancelled of record.

ADOPTED:

I hereby certify that the above resolution is a true and exact copy of the Resolution adopted by the Woodbridge Public Library Board of Trustees at their Regular Meeting held on September 24, 2020.

Frederick Silbon, Secretary

A roll call was taken for approval:

Carol Eberhardt - No

Taylor DeLeo - No

Ed Mullen - No

Rick Silbon - No

Anthony Terebetsky - No

Isha Vyas - No

Jay Mascolo - No

The motion did not carry

Board member Ed Mullen had questions on this resolution and would like to see the list. Director Monica Eppinger said that she would get the list.

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

PERSONNEL

September 24, 2020

PROMOTION

Promote Victoria Rusznak, from Senior Library Assistant to Principal Library Assistant, Permanent, Full time, 35 hours per week, \$43,838.00 annual salary, replacing Anna Genovese, effective 08/10/2020.

Promote Ally Cirelli, Senior Library Assistant, Henry Inman Branch to Library Associate, Teen Services and Community Engagement, Main Library, Full time, 35 hours per week, \$50,534 annual salary, effective 10/05/2020.

REASSIGNMENT

Reassign Wendi Rottweiler, Librarian 3, Iselin Branch, to Librarian 3, Main Library, replacing Ellen Bonacarti, salary \$ 92,222 annual, effective 10/05/2020.

Reassign April Kane, Librarian 3, Main Library, to Librarian 3, Iselin Branch, replacing Wendi Rottweiler, salary \$89,301 annual, effective 10/19/2020.

RETIREMENT

Ellen Bonacarti, Librarian 3, Main Library, effective 10/01/2020.

RESIGNATION

Kathryn Brown, Assistant Library Director, effective 08/28/2020.

Mildred Mullings, Monitor, Main Library, effective 08/14/2020.

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

Jay Mascolo- Aye

The motion carried

Board President Isha Vyas congratulated the staff on their promotions and retirement. Board member Ed Mullen had a question on the reassignment dates at the Iselin Branch Library and on the posting of the Assistant Library Director position. Library Director Monica Eppinger answered his questions.

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	\$ 27,836.82
Bill List - 02	\$ 261,633.87
Bill List – 03	\$ 21,436.78
TOTAL	\$ 310,907.47

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
 - Jay Mascolo - Aye
- The motion carried

Board member Ed Mullen had questions on the budget.

Such matters as may come before the Board: Board member Anthony Terebetsky had questions in reference to the staff and having possibly temporary staff during the COVID-19 pandemic. He also thought of having an Employee Appreciation Day. This way the Board can tell the staff they appreciate everything they are doing. Library Director Monica Eppinger thought a possible time for this would be in April 2021, during Library Appreciation week.

Board member Carol Eberhardt referred to a meeting with Carol Ehrlich and Vito Cimilluca in reference to tagging monies spent for COVID-19. Library Director Monica Eppinger said that we are tagging money spent for COVID-19.

Good and Welfare: None

Public Comments: None

CLOSED SESSION:

The motion to go into closed session was made by Carol Eberhardt; Ed Mullen seconded the motion at 7:33 p.m.

The motion to end the closed session was made by Rick Silbon, Anthony Terebetsky seconded the motion at 8:05pm.

The motion to reconvene the board meeting was made by Carol Eberhardt; Ed Mullen seconded the motion at 8:06 p.m.

Adjournment: A motion to adjourn the board meeting was made by Rick Silbon; Taylor DeLeo seconded the motion. The meeting was adjourned at 8:06p.m.