

**Approved Minutes
February 23, 2023**

Meeting and Attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held at 6:30pm on January 26, 2023, in the BEC Room at the Main Library. Board members who attended were Isha Vyas, Ed Mullen, Qiana Davis, Carol Eberhardt, Anthony Terebetsky, Damarys Cover and Rick Silbon. Board Attorney Christopher Zingaro, Library Director Monica Eppinger, Assistant Director Maryann Ralph were also in attendance.

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: Damarys Cover led the Pledge of Allegiance.

The Board received a Town Hall Resolution reappointing Edward Mullen to the Woodbridge Public Library Board of Trustees. Attorney Christopher Zingaro duly swore in Edward Mullen as a Trustee of the Woodbridge Public Library.

Nomination, Election and Swearing in of Officers:

Rick Silbon nominated Isha Vyas as President of the Board of Trustees, this was seconded by Ed Mullen. All were in favor.

Carol Eberhardt nominated Ed Mullen as Vice President of the Board of Trustees, this was seconded by Anthony Terebetsky. All were in favor.

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

Ed Mullen nominated Carol Eberhardt as Treasurer of the Board of Trustees, this was seconded by Anthony Terebetsky. All were in favor.

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

Approval of Minutes:

Approval of the Minutes of the Meeting of 12/01/2022 were moved by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

A roll call was taken for approval:

Isha Vyas - Aye

Ed Mullen - Aye

Damarys Cover - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Anthony Terebetsky – Aye

Carol Eberhardt - Aye

The motion carried

Correspondence: None

Report of the Library Director:

Director's Report: January, 2023

General Operations

- Children's Services have issued the Fourth Annual Family Winter Reading Challenge, and there is also a Book Bingo Board for teens and adults.
- The Township Police Division of Township Affairs has been helpful in managing some patron concerns at the Main Library and a large volume of middle school students at the Fords Branch Library.
- Overall statistics for the calendar year 2022 are up 23% even a library branch closed for the twelve months.

For WPL statistics visit: [State Aid Statistics FY 2022-2023 Shared.xlsx](#)

Buildings and Grounds Update

- The Main Library heating has been addressed by the Township to regulate the temperature of the Children's Room and keep the current fans and circulation system operating.
- A plumbing emergency will close the Main Library either Friday or Saturday of this week to repair a cracked pipe.
- The Mayor and Township have accepted a bid for the next phase of the Henry Inman Branch renovation. The following work has been awarded:
 - Frame the building for ADA compliant entrances and restrooms
 - Install windows and doors with insulated glazing
 - Replace plumbing fixtures and piping
 - Upgrade the electric, lighting and power
 - Replace wallboard, paint and spackle all walls
 - Upgrade mechanical systems
 - Replace all windows
 - Install a seamless, acoustic ceiling

Cost for the renovation will be eligible for reimbursement from FEMA and insurance. A timeline will be available soon.

Outreach & Community Engagement

- Ilyssa Wesche volunteered the Fords Branch as Santa's Stop on the Fords Business Community's Holiday Stroll on Saturday, December 3, 2022. Sue Miller provided a story time and craft for all the families that came to meet Santa.
- Sue Miller and Ilyssa Wesche of the Fords Branch Library invited the Fords Teen Center staff to set up a table for Middle School students to invite them to visit the Teen Center.
- The WPL Staff Departments awarded a gingerbread house kit to a participant in the Library Department Gingerbread House contest drawing winner, who picked up the prize and was pictured on social media. Almost 400 votes were tallied from the contest which was online for ten days.
- The Library has assisted with speakers for the Chamber of Commerce Business Owners Resource Center (BORC) events for 2023. September's event will be Library Resources for Business Owners.
- The Woodbridge Hindu Swayamsavek Sangh (HSS) will partner with the Programming Staff to provide certified instructors for Open Yoga programs on Saturday mornings at the Main Library from 9-10:30 am.

Library Director Monica Eppinger went over her report and also mentioned that the Building and Grounds committee will meet with the township in reference to the Inman Branch progress. She also said that an update of the progress at the Inman Branch will be coming out to the patrons.

Library Director Monica Eppinger said that the library received additional money from state aid. Assistant Director Maryann Ralph gave a presentation on the 4th Quarter Implementation and an update on the activities and programs at the Fords and Iselin Branches. Class visits and programs have increased at both branches.

Report of the Friends of the Library: Nothing to report

Report of the Board of Trustees President: Board President Isha Vyas thanked all board members for all their suggestions.

Board President Isha Vyas said that all Library Board of Trustees committees will remain the same for 2023. She would like all trustees to come to the February board meeting with ideas and suggestions for 2023.

Report of the Board Members:

Board Member Rick Silbon mentioned that he was worried about the Iselin Branch staying dry after all the heavy rain that we had the past days. There were no leaks.

Board Member Qiana Davis said it was awesome that so much was accomplished on the Implementation Plan.

Board Member Anthony Terebetsky had questions on the plans for the Inman Branch.

Board Member Ed Mullen said there was a Labor Management Meeting.

Board Member Carol Eberhardt asked about Teamster MOA. She also praised the Program staff for all the many programs that were listed on the Library website. She also asked about circulation.

Unfinished Business: None

New Business:

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

26-January-2023

RESOLUTION 01-2023.01

LIBRARY CARDS FOR WOODBRIDGE TOWNSHIP SCHOOL DISTRICT EDUCATORS

WHEREAS, the Library Board of Trustees wishes that the libraries fulfill the mission to serve as partners in education of Woodbridge Township students; and

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that library materials access equal to that of the library staff will be issued to Township educators who are verified by the Woodbridge Township School District.

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 26-January-2023.

Approved at the meeting of 26-January-2023

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Isha Vyas - Aye

Ed Mullen - Aye

Damarys Cover - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Carol Eberhardt – Aye

Anthony Terebetsky -Aye

The motion carried

The following Personnel Report was read by Monica Eppinger, moved for approval by Rick Silbon, seconded by Carol Eberhardt. The motion carried.

PERSONNEL

February 23, 2023

APPOINTMENT

Appoint Emily Schindler, Library Assistant, Part time, main Library, 19 hours per week, \$19.98 per hour, pending CSC procedures, physical and drug screening, effective 01/09/2023.

A roll call was taken for approval:

Isha Vyas - Aye

Ed Mullen - Aye

Damarys Cover- Aye

Rick Silbon -Aye

Qiana Davis – Aye

Carol Eberhardt – Aye

Anthony Terebetsky -Aye

The motion carried

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 - 01/26/2023

Bill List - 01	\$	161,676.07
Bill List – 02	\$	3,028.04
TOTAL	\$	164,704.11

A roll call was taken for approval:

Isha Vyas - Aye

Ed Mullen - Aye

Damarys Cover- Aye

Rick Silbon -Aye

Qiana Davis – Aye

Carol Eberhardt – Aye

Anthony Terebetsky -Aye

The motion carried

Such matters as may come before the Board: Library Director Monica Eppinger said there was a comedy show that was a fund raiser for Joe Baker’s cereal drive for homeless families. She also mentioned that Ally Cirelli, Librarian 1, was accepted into NJLA Leadership Program.

Assistant Director Maryann Ralph will be sending ADA training to all board members.

Good and Welfare: None

Public Comments: None

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen; Anthony Terebetsky seconded the motion. The meeting was adjourned at 7:14 p.m.