

**These minutes have not been formally approved and are subject to changes
By the public body at the meeting on
March 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 February 23, 2023, in the BEC Room at the Main Library. Board members who attended were Isha Vyas, Carol Eberhardt, Taylor DeLeo, Anthony Terebetsky, Father Smith 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 6:30pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Anthony Terebetsky led the Pledge of Allegiance.

Approval of Minutes:

Approval of the Minutes of the Meeting of 01/26/2023 were moved by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

A roll call was taken for approval:

Isha Vyas - Aye

Rick Silbon -Aye

Father Smith -Abstained

Anthony Terebetsky – Aye

Carol Eberhardt – Aye

Taylor DeLeo – Abstained

The motion carried

Correspondence: Library Director Monica Eppinger went over the correspondence that was in the packet.

Report of the Library Director:

Director's Report: February, 2023

General Operations

- The Patron Experience Survey will close this month. All library card holders with e-mail addresses received a link, and flyers with QR codes and a print survey will be available in all locations until then.
- The library catalog system is moving to e-mail as a primary contact method for cardholders. While the automated phone system is still in place we will be alerting patrons about sunsetting robocalls. We will add a text contact system for some services to allow patrons to receive messages by text. We will be limiting home phone contact

to the minimum who require the service and prepare to switch to staff calls in the future.

- Woodbridge Public Library staff members Wendi Rottweiler, Julie Cohen and Nicole Ruff wrote a successful Middlesex County Arts & History Program Grant to produce a display of art and history of Woodbridge residents of African heritage with a local artist. Ten to twelve display cases will showcase the work on the second floor of the Main Library during June.
- Jacklene Oakes wrote and received a 2023 NJ Stem grant for Makers Day programs in March.
- We will hold an in-person, half day of staff development workshops and trainings on Tuesday, April 25th, during National Library Week. We will also hold a luncheon on that day for the staff.
- Children's Department statistics were greatly improved in January due to class visits and a participation in the Sixth Annual Winter Family Reading Challenge, which has gathered 775 participants to date. The challenge ends February 28th.
- Computer Classes have been drop-in sessions during January and February. New classes will begin in March including a QuickBooks tutorial.
- Passport services have been recertified for 2023.
- Librarians are registered for regional library sign language skills with InfolinkNJ, the regional training arm of the NJ State Library.
- Four library staff members have completed trainings to serve as Notary Publics.

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

Buildings and Grounds Update

- The Township has contracted with a company to have the base of the Main Library elevator repaired.
- The temporary repair to the roof at Iselin Branch Library has held, and an estimate for the damaged computer desks has been received.

Community Engagement

- Sue Miller and Ilyssa Wesche will host Family Open Houses at the Fords Branch Library.
- Nicole Ruff and Ally Cirelli will present library services to assemblies at the 8th Grades of the Middle Schools to share the WPL resources on February 15th.

- Wendi Rottweiler, Julie Cohen and volunteer archivist Dan Diaz will mount an exhibit at the Barron Arts Center during March, *Woodbridge Treasures: Preserving the Past at Woodbridge Public Library*. Local history captured in documents, pictures and objects from the WPL collections. The exhibit will be displayed from March 3-24 at the Barron Arts Center.
- The Woodbridge Metro Chamber of Commerce worked with WPL to arrange for speakers and venues for monthly Business Owner's Resource Center Lunch & Learn programs. The Main Library will host the next two events and the April event will be held at Berkeley College.
- A representative of the Middlesex County Seeing Eye organization brought Teddy, a five-month-old golden retriever who is in training to become a seeing eye dog, to the February All-Staff meeting. The trainer spoke about the work he does with the organization, and best practices when interacting with a fully grown, working seeing eye dog who is with a visually impaired visitor.
- Youth Services staff will provide an information table at the District Family Literacy Night on February 22, at School 19.

Assistant Library Director Maryann Ralph mentioned all the programs at the Fords and Iselin branches. She also spoke about the many class visits and projects at the branches.

Report of the Friends of the Library: Library Director Monica Eppinger has nothing to report at this time, but she mentioned that the Friends of the Library will be having their book sale in April.

Report of the Board of Trustees President: Board President Isha Vyas has nothing to report at this time. She did ask about the Passport Services that the Woodbridge Library has started. Library Director Monica Eppinger said there is a demand for this service.

Board President Isha Vyas also reminded all to take the library survey and to tell their family and friends to take the survey. She asked that the deadline be extended for this survey.

Report of the Board Members:

Board Member Father Smith said that he was impressed with the drawings for the Inman Branch Library. Board Member Anthony Terebetsky asked about a construction meeting with the general contractor for the project at the Inman Branch. He also asked about sending out the board packet on a Tuesday morning. He asked about a deadline for items to be added to the packet. Board Member Anthony Terebetsky asked if the deadline for information to the board packet could be set for Monday evening with the Board Packet going out Tuesday morning. All present board members were in agreement.

Unfinished Business: None

New Business:

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

23-February-2023

RESOLUTION 02-2023.02

UNION NEGOTIATIONS – Teamsters Union Local #469

WHEREAS the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and Teamsters Union Local # 469 that meets the objectives set out by the Board.

BE IT THEREFORE RESOLVED by the Board of Trustees that the Memorandum of Agreement is approved and

BE IT FURTHER RESOLVED that the President of the Board of Trustees and the Library Director are authorized to sign a labor contract with Teamsters Union Local #469 to enact said Memorandum of Agreement.

From: Administration

Approved at the meeting of 23-February 2023

Frederick Silbon, Secretary

Board member Anthony Terebetsky has a question in reference to the MOA. Board attorney Christopher Zingaro answered his question and a vote was taken.

A roll call was taken for approval:

Isha Vyas - Aye

Rick Silbon -Aye

Carol Eberhardt – Aye

Anthony Terebetsky -Aye

Taylor DeLeo -Aye

Father Smith -Aye

The motion carried

The following Personnel Report was read by Monica Eppinger, moved for approval by Taylor DeLeo, seconded by Anthony Terebetsky. The motion carried.

PERSONNEL

February 23, 2023

APPOINTMENT

Appoint Eshan Singh, Monitor, Iselin Branch Library, Part time, 7 hours per week, \$14.13 per hour, replacing Amel Kholaf, effective 01/06/2023.

PROMOTION

Promote Soumia Marsali, Library Assistant, Main Library, to Senior Library Assistant , Main Library, \$22.67 per hour, Part time, pending CSC procedures, effective 01/25/2023.

Promote Cristina Luna, Library Assistant, Fords Branch Library, to Senior Library Assistant , Fords Branch Library, \$22.67 per hour, Part time, pending CSC procedures, effective 02/01/2023.

A roll call was taken for approval:

Isha Vyas - Aye

Rick Silbon -Aye

Carol Eberhardt – Aye

Anthony Terebetsky -Aye

Taylor DeLeo -Aye

Father Smith -Aye

The motion carried

Approval Of Bills

Bill Lists: The following Bill Lists were read and moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

Bill Lists - 02/23/2023

Bill List - 01	\$	56,926.21
Bill List - 02	\$	17,773.15
TOTAL	\$	74,699.36

A roll call was taken for approval:

Isha Vyas - Aye
Taylor DeLeo -Aye
Rick Silbon -Aye
Father Smith - Aye
Carol Eberhardt – Aye
Anthony Terebetsky -Aye
The motion carried

Board Member Rick Silbon has a question on an item on the Bill List. Library Director Monica Eppinger was able to answer his question.

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: None

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made Anthony Terebetsky: Father Smith seconded the motion. The meeting was adjourned at 7:09 p.m.

**These Closed Session minutes have not been formally approved from the meeting of
February 23, 2023 and are subject to change
by the members of the Board of Trustees at the meeting on
March 23, 2023**

NOT TO BE RELEASED TO PUBLIC UNTIL MATTER IS CONCLUDED

No Closed Session