

FREE PUBLIC LIBRARY OF WOODBRIDGE
AGENDA

Trustees Meeting, Thursday May 25, 2023
Main Library, Book Examination Room, Upper Level, 6:30 p.m.

1. Call to Order
2. Pledge of Allegiance
3. Approval of Minutes of Meeting of 04/27/2023
4. Correspondence
5. Report of Library Director
6. Report of Friends of the Libraries
7. Report of Board of Trustees President
8. Report of Board Members
9. Unfinished Business
10. New Business
 - a. Resolution 05-2023.11 – Designate Reserve Funds For Henry Inman Library Restoration
 - b. Resolution 05-2023.12 – Amend Annual Budget FY 2023
 - c. Resolution 05-2023.13 – Amend Henry Inman Funding Resolution 02-2023.05
 - d. Personnel
 - e. Approval of Bills
 - f. Such Other Matters as May Come Before the Board
12. Good & Welfare
13. Public Comments

CLOSED SESSION

14. Adjournment

**These minutes have not been formally approved and are subject to changes
By the public body at the meeting on
May 25, 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 April 27, 2023, in the BEC Room at the Main Library. Board members who attended were Carol Eberhardt, Ed Mullen, Qiana Davis, Isha Vyas, Taylor DeLeo, 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: 30pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Rick Silbon led the Pledge of Allegiance.

Approval of Minutes:

Approval of the Minutes of the Meeting of 03/23/2023 were moved by Carol Eberhardt, seconded by Qiana Davis. The motion carried.

A roll call was taken for approval:

Carol Eberhardt - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Damarys Cover – Aye

Isha Vyas - Abstained

The motion carried

Correspondence: None

Report of the Library Director:

Director's Report: April 27, 2023

General Operations

- All teachers in the Woodbridge Township Public School District received word that their school ID and pin number will give them access to library resources online and in our libraries. The work done on cards with school IDs has involved a service that allows library card users to log in once and use many online services without having to login to each one individually.
- All online resources are now available to the Branches including Westlaw. There are now no online resources that require that a patron come to the Main Library only. Branch libraries will be trained on this improvement to access.

- A half-day staff development workshop that will fulfill the annual anti-harassment training requirement will be held on Wednesday, April 26th, during National Library Week. A luncheon is scheduled that day for the staff. The Branch Libraries will be closed for the day to allow for full attendance and branch carpet cleanings. The Main Library will open from 2-9 pm.
- The Main Library book drop installation requires help from Town Hall Department of Public Works.
- WPL received a "Leveling Up" grant from LibraryLinkNJ, our regional training/delivery service. Funds will be used to enhance teen and adult programs in all locations, with thanks to Maryann Ralph, Nicole Ruff, Najea Grimes, Jackie Oakes, and Ilyssa Wesche of Fords Branch Library for their time and effort.

Library Statistics are available at: [State Aid Statistics FY 2022-2023 - Board Copy.xlsx](#)

Buildings and Grounds: Henry Inman

- The Buildings and Grounds Committee met with Brian Burke and Maryann Ralph onsite at Henry Inman for an update on the schedule.
- There has been a delay in construction at Henry Inman Branch Library caused by a missing detail for the flood resilient entrances. A new construction schedule will be available soon.
- Henry Inman staff members attended an idea session with furniture consultants who are working on a layout for the building based on the Library Board's space plan. A detailed plan is being prepared.
- The library staff selected wood and desk top colors for the service desks and the interior doors.

Buildings and Grounds: General

- The Main Library has a new contractor for air conditioning and is scheduled to complete the changeover to air conditioning.

Community Engagement

- Amara Elbayar attended Big Wheels Day on April 12. She gave out all of her information and spoke to hundreds of families.
- The WPL Programming Department represented WPL, ran a program and giveaways at the Township Celebration of Earth Day on April 22nd at the Acacia Youth Center.

- The Woodbridge Metro Chamber of Commerce monthly Business Owner's Resource Center (BORC) Lunch & Learn programs for May will be a breakfast event, *Storytelling for Marketing a Business*, at the Main Library on May 22, 10 am, with Rutgers University Graduate School of Business Professor Sandy Becker.
- The WPL sponsored Little Free Library at Woodbridge Center Mall has had a soft opening just before National Library Week in April. Use of a market cart is open ended, and the Mall would like to hold a formal opening with some publicity.

Assistant Library Director Maryann Ralph mentioned all the programs at the Fords and Iselin branches.

Board Member Carol Eberhardt asked about the repair of the roof at the Iselin Branch and the desk colors for the Inman Branch Library. Assistant Library Director Maryann Ralph Was able to answer all her questions.

Report of the Friends of the Library: Library Director Monica Eppinger mentioned that the Friends of the Library are having their book sale at this time. She mentioned the days and times of the Book Sale.

Report of the Board of Trustees President: Board President Isha Vyas has nothing to report at this time. She did want to thank Wenda Rottweiler for her years of service to the Woodbridge Public Library.

Report of the Board Members:

Board Member Rick Silbon asked about the opening of the Henry Inman Library. Assistant Director Maryann Ralph said that updates on the Branch progress will go out. Board Member Carol Eberhardt said a Personnel Committee meeting was held to review AFSCME proposals. She also wanted to acknowledge the Library Staff for National Library Week.

Unfinished Business: None

New Business:

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

Resolution 04-2023.07

RESOLUTION

Whereas, WENDA ROTTWEILER, is retiring from active service as Woodbridge Public Library Librarian 4, on May 1, 2023, after 27 years, 9 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 Wenda Rottweiler.

President, Board of Trustees

April 27, 2023

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

27-April-23

RESOLUTION 04 – 2023.08

**RESOLUTION AUTHORIZING WOODBRIDGE PUBLIC LIBRARY RECEPTION
FOR MIDDLESEX COUNTY INSTITUTE OF ART GRANT FUNDED EVENT:**

Black Americans in Woodbridge History: From Unseen to Seen History June 2- December 31, 2023

WHEREAS the Library staff member Committee has written a successful history grant application for Middlesex County Institute of Art Program 1 History Grant funding; and

WHEREAS the Library Committee has decided to host an opening event for the exhibit; and

WHEREAS, it has been determined by the Committee that Friday evening from 6:30 – 8:30 PM at the Main Library, Friday, June 2, 2023, will be the optimal place for the event to be held; and

BE IT RESOLVED that the Library will open during hours it is routinely closed for the express purpose of hosting an opening reception for *Black Americans in Woodbridge History: From Unseen to Seen History, June 2.*

BE IT FURTHER RESOLVED that beer and wine will be allowed for guests who are of age and wearing a wristband during the event.

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 27-April-23.

Approved at the meeting of 27-April-2023.

Frederick W. Silbon, Jr.

A roll call was taken for approval:

Carol Eberhardt - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Damarys Cover – Aye

Isha Vyas – Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

The motion carried

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

27-April-2023

RESOLUTION 04-2023.09

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
POLICY: LIBRARY OF THINGS, CAKE PANS**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Circulation Policy for the Library of Things, Cake Pans, attached, effective April 28, 2023.

From: Administration

Approved at the meeting of 27-April-23

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye
Rick Silbon -Aye
Qiana Davis – Aye
Damarys Cover – Aye
Isha Vyas – Aye
Taylor DeLeo - Aye
Ed Mullen - Aye
The motion carried

Board Member Ed Mullen had a question on this resolution and Assistant Director Maryann Ralph was able to answer his question.

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

27-April-2023

RESOLUTION 04-2023.10

**COPIER/PRINTER SERVICES AND EQUIPMENT – ALL LIBRARY OFFICES/DEPARTMENTS
2023 – 2028**

WHEREAS, in July of 2022, the Purchasing Agent of Woodbridge Township reviewed NJ State contract approved of the proposals for copy and print equipment and services required by the Woodbridge Public Library System; and

WHEREAS, the Purchasing Agent of the Township of Woodbridge is certified as a Qualified Purchasing Agent authorized to review proposals on behalf of the Library Board of Trustees; and

WHEREAS, the Kyocera proposal meets the required copier and maintenance need of the libraries; and

NOW, THEREFORE, BE IT RESOLVED that the Board of Trustees of the Woodbridge Public Library accept the quote from Kyocera Copier Company for five years for the equipment and software price of \$36,481.84 for 11 copiers, State of New Jersey contract #GSA2075.

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 27-April-2023.

From: Accounts

01-323-10 \$ 5,000.00
01-324-25 \$ 4,000.00
01-501-20 \$ 3,506.84
01-508-20 \$ 5,175.00
01-510-10 \$ 5,000.00
01-519-10 \$ 5,000.00
01-710-10 \$ 8,800.00

Total \$ 36,481.84

Approved at the meeting of 27 – April – 2023

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Damarys Cover – Aye

Isha Vyas – Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

The motion carried

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

PERSONNEL

April 27, 2023

APPOINTMENT

Appoint Jessica Castro, Monitor, Iselin Branch Library, Part time, 7 hours per week, \$14.13 per hour, replacing Deborah Castro, effective 04/10/2023.

Appoint Asma Choudhary, Monitor, Iselin Branch Library, Part time, 7 hours per week, \$14.13 per hour, replacing Shannon Teehan, effective 04/14/2023.

RETIREMENT

Wenda Rottweiler, Librarian 4, Main Library, effective 05/01/2023.

RESIGNATION

Deborah Castro, Monitor, Iselin Branch, effective 03/22/2023.

Eshan Singh, Monitor, Iselin Branch, effective 4/20/2023.

A roll call was taken for approval:

Carol Eberhardt - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Damarys Cover – Aye

Isha Vyas – Aye

Taylor DeLeo - Aye

Ed Mullen - 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 - 03/23/2023

Bill List - 01	\$ 108,314.14
TOTAL	\$ 108,314.14

A roll call was taken for approval:

Carol Eberhardt - Aye

Rick Silbon -Aye

Qiana Davis – Aye

Damarys Cover – Aye

Isha Vyas – Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

The motion carried

Such matters as may come before the Board:

Assistant Director Maryann Ralph spoke about the Staff Development DEI program that was held on Wednesday, April 26, 2023. It was a success according to the feedback from the staff.

Good and Welfare: None

Public Comments: Gail Morrone from the Sewaren Library introduced herself and spoke about the Sewaren Library. She said the Library is moving forward. She mentioned a number of programs that the library had scheduled and she is hoping to increase the hours that the library is open.

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Taylor DeLeo: Qiana Davis seconded the motion. The meeting was adjourned at 7:26 p.m.