

FREE PUBLIC LIBRARY OF WOODBRIDGE  
AGENDA

Trustees Meeting, Thursday June 22, 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 05/25/2023  
Approval of Minutes of Closed Session 05/25/2023
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 06-2023.14 – Approve 2023-2024 Library Board of Trustees Meetings
  - b. Resolution 06-2023.15 – Approve Fiscal Year 2021-2022 Audit
  - c. Resolution 06-2023.16 – Redesignate Reserve For Henry Inman Restoration
  - d. Resolution 06-2023.17 - Amendment of Annual Budget 2022-2023
  - e. Personnel
  - f. Approval of Bills
  - g. 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  
June 22, 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 May 25, 2023, in the BEC Room at the Main Library. Board members who attended were Carol Eberhardt, Ed Mullen, Qiana Davis, Isha Vyas, and Anthony Terebetsky. Board Attorney Christopher Zingaro, Library Director Monica Eppinger, Assistant Director Maryann Ralph were also in attendance.

**Call to Order:** Board Vice President Ed Mullen called the meeting to order at 6:33pm and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Qiana Davis led the Pledge of Allegiance.

**Approval of Minutes:**

Approval of the Minutes of the Meeting of 04/27/2023 were moved by Carol Eberhardt, seconded by Qiana Davis. The motion carried.

A roll call was taken for approval:

Carol Eberhardt - Aye

Qiana Davis – Aye

Ed Mullen - Aye

Isha Vyas – Aye

Anthony Terebetsky - Abstained

The motion carried

**Correspondence: None**

**Report of the Library Director:**

**Director's Report: May 25, 2023**

**General Operations**

- The theme for Summer Reading this year is "*All Together Now*" for all ages. There will be a Children's Program, Teen and Adult, with an online version for all. Registration will begin June 19th.
- The Main Library book drop has been installed temporarily on the patio. It will be moved closer to the parking lot once the space is prepared.
- Plans for the opening reception for the Middlesex County Arts Institute funded exhibit, *Black Americans in Woodbridge History* will be held on Friday, June 2, from 6:30-8:30

pm. The exhibit which features art by Woodbridge artist S. Scott will be available to the public on the second floor of the Main Library from June 3 through June 29<sup>th</sup>. Electronic software to mount an online exhibit has been provided by a donation from the Woodbridge Historical Preservation Commission and will make the exhibit accessible online through December.

- The Main Library second floor reorganization has allowed for many more locations for visitors to charge their personal devices.
- T-Mobile upgraded all of the Library hotspots. Township libraries will also be getting a supply of hotspots from TechSoup, a discount supplier of technology services for libraries.

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

#### **Buildings and Grounds: Henry Inman**

- Henry Inman staff members met with KAD furniture consultants who will produce a detailed layout of furniture and shelving for the building.

#### **Buildings and Grounds: General**

- A problem with the Main Library chiller was addressed by Township DPW, who worked with our HVAC maintenance company, Johnson Controls, to bring in a temporary chiller for the summer.
- The work on the Iselin roof will begin this week. It is projected to be a two week project with minimal to no effect on library operations.

#### **Community Engagement**

- The WPL Programming Department gave out all of their information and giveaways at the annual Senior Summit on Tuesday, May 10<sup>th</sup>.
- The Library Programming Department and staff volunteers hosted a table at the Woodbridge Chamber Street Fair on Saturday, May 20<sup>th</sup>.
- Children's Librarians Sue Miller and Amara Elbayer have been invited to local school Reading Celebrations this spring.

- Library staff members are scheduled for the Township Juneteenth celebration, Saturday, June 17<sup>th</sup>, on the Woodbridge High School concert field.
- The Library will be represented at Woodbridge Summerfest, Saturday, June 3<sup>rd</sup>, at Merrill Park.

Library Director Monica Eppinger went over her report. Assistant Director Maryann Ralph updated the board on all the activities at the Fords and Iselin Branches.

**Report of the Friends of the Library:** Library Director Monica Eppinger said that the Friends of the Library made approximately \$3000.00 at their book sale. She also mentioned that the Friends sponsor Summer Reading Programs and the Museum Pass Program.

**Report of the Board of Trustees President:** Board President Isha Vyas has nothing to report at this time.

**Report of the Board Members:**

Board member Ed Mullen asked about the HVAC system at the Main Library. Library Director Monica Eppinger gave an update on what is happening at the Main Library. He also said that he, Carol Eberhardt and Library Director Monica Eppinger presented the Budget to the Finance Department at Town Hall. It went well.

Board Member Carol Eberhardt said she is hoping to meet with her negotiation committee in June.

Board Member Qiana Davis reminded all board members about the Juneteenth event that is scheduled for Saturday, June 17<sup>th</sup> at the field behind Woodbridge High School.

Board Member Anthony Terebetsky gave an update on the issues at the Henry Inman Branch and asked about extending the parking lot at the branch.

**Unfinished Business:** Library Director said that all board members will be getting a copy of the audit to look over.

**New Business:**

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

25-MAY-2023

**RESOLUTION 05-2023.12**

**AMENDMENT OF ANNUAL BUDGET FY 2023**

**WHEREAS**, the Woodbridge Public Library Board of Trustees may amend the approved budget by making the following line item transfers within the last two months of the fiscal year, and

**NOW, THEREFORE, BE IT RESOLVED**, that the Woodbridge Public Library Board of Trustees authorizes the amendments to the approved Annual Budget for the fiscal year beginning July 1, 2022, and ending June 30, 2023:

**OPERATING APPROPRIATIONS**

<u>Account Description</u>	<u>FROM</u>	
<u>TO</u>		
01-301-99 Supplies	\$ 5,000	\$ 4,000
01-504-20 Postage	\$ 5,000	\$ 6,000
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01-800-10 Salaries & Wages	\$ 4,012,156	\$ 4,012,156
All Other Operating Appropriations	\$ 1,979,750	\$ 1,979,750
Total Operating Appropriations	\$ 5,991,906	\$ 5,991,906

From: Administration

Approved at the meeting of 25-May-2023

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Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Qiana Davis – Aye

Ed Mullen - Aye

Isha Vyas – Aye

Anthony Terebetsky - Aye

The motion carried

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

25-May-2023

**RESOLUTION 05-2023.13**

**A RESOLUTION SUPERCEDING RESOLUTION OF 02-2023.05 TO APPROVE HENRY INMAN LIBRARY INTERIOR RENOVATIONS FROM LIBRARY RESERVES AND FUND BALANCE**

**WHEREAS**, due to flooding from Tropical Storm Ida that occurred on September 1, 2021, the Woodbridge Public Library (the "Board") will need to have the Henry Inman Library interior renovated (the "Project"); and

**WHEREAS**, the Library Board determined that the Project requires the services of the Township of Woodbridge Qualified Purchasing Agent (the "Purchasing Agent"); and

**WHEREAS**, the Board and the Township of Woodbridge entered into a Shared Services Agreement for the provision of services from the Purchasing Agent; and

**WHEREAS**, the fair and open process undertaken by the Purchasing Agent complies with the requirements of the New Jersey Statutes and applicable municipal public contract reform ordinance; and

**WHEREAS**, the Purchasing Agent of the Township of Woodbridge received and reviewed eleven (11) bids for the Project; and

**WHEREAS**, at the regular Council Meeting of February 7, 2023, Woodbridge Township awarded the Project to G Meyer Group, 1009 New Brunswick Avenue, Manasquan, NJ 08736; and

**WHEREAS**, Federal Emergency Management Agency (FEMA) monies or flood insurance funds received by the Township will be reimbursed to the Library, as available; and

**WHEREAS**, pursuant to Resolution 02-2023.05 adopted on February 23, 2023, the Board approved the use of three accounts to pay for the Henry Inman Library Interior renovation project; and

**WHEREAS**, to fund the project, the Board has determined that it will not utilize Account 01-220-00, which was one of the previously approved accounts, but, rather, to only use the two designated accounts listed in this Resolution; and

**NOW, THEREFORE, BE IT RESOLVED** that library funds shall be used for the renovation of the Henry Inman Library Interior in the amount of \$1,058,400, to include the total cost of the Project plus \$44,500 in additional funds required.

**ADOPTED:**

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at their Meeting held on 25-May-2023.

From Accounts #

01-217-00 Reserve for Facilities

01-217-04 Reserve for Special Projects

Approved at the meeting of 25-May-2023

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Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Qiana Davis – Aye

Ed Mullen - Aye

Isha Vyas – Aye

Anthony Terebetsky - Aye

The motion carried

**PERSONNEL**

No Personnel Report

**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 - 05/25/2023**

Bill List - 01	\$ 176,521.12
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TOTAL	\$ 176,521.12
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A roll call was taken for approval:

Carol Eberhardt - Aye

Qiana Davis – Aye

Ed Mullen - Aye

Isha Vyas – Aye  
Anthony Terebetsky - Aye  
The motion carried

**Such matters as may come before the Board: None**

**Good and Welfare: None**

**Public Comments: None**

**CLOSED SESSION:**

Ed Mullen made the motion to go into closed session; Anthony Terebetsky seconded this motion at 7:00 p.m.

Anthony Terebetsky made the motion to end the closed session; Isha Vyas seconded the motion at 7:16 p.m.

Isha Vyas made the motion to reconvene the Board meeting, Carol Eberhardt seconded the motion at 7:16 p.m.

**Adjournment:** A motion to adjourn the board meeting was made by Carol Eberhardt: Isha Vyas seconded the motion. The meeting was adjourned at 7:18 p.m.