

**Approved Minutes
September 21, 2017**

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 of the Main Library on July 20, 2017. Board members present were: Carol Eberhardt, Rick Silbon, Peg Mayerowitz, Ed Mullen, Ray Zirpolo, Isha Vyas, Sabriena Tarboush and attorney Craig Coughlin. Also in attendance was Library Director Monica Eppinger and Assistant Director Patty Anderson. In attendance was Anthony Iovino from the company of Arcari + Iovino .

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Sabriena Tarboush led the Pledge of Allegiance.

Presentation: Library Director Monica Eppinger introduced Anthony Iovino from the firm of Arcari + Iovino to speak of the proposal from his company for Services for the Woodbridge Public Library for a Design Study. This study would include the Main Library and 3 branches. The company would take a critical look at the arrangement of spaces/furniture to find a more effective approach to the library services provided to its patrons and community. Board members asked a number of questions and Mr. Iovino answered all questions.

Reading of Minutes: The minutes of June 15, 2017, were moved for approval by Ed Mullen and seconded by Ray Zirpolo. The motion carried. Carol Eberhardt, Isha Vyas and Sabriena Tarboush abstained.

Correspondence: No Correspondence

Report of the Library Director:

Director's Report: July 20, 2017

Library Development Solutions

The plan is complete, and is on the agenda for a vote to accept the plan.

Maintenance Update

- Water has been pumped from the elevator shaft, and there is a plan to address the rust in the shaft.
- The bid to repair the Main Library ramp will be awarded at the next Council meeting.
- Of the two AC units at Henry Inman, one of them has had the pan replacement that allowed for leaking and the second is scheduled to be addressed by next week.

New Developments

- [Amazon, with support from the Mayor's Office, donated 75 Kindles](#) to the libraries on July 6th. Sixty of the Kindles are in a WPL "Whispercast" account, and await chargers and content. They will circulate from their original boxes while the library seeks containers. A policy is included in your packet. Content will be selected by department.
- The WPL grant application with LiteracyNJ to provide Adult Literacy services from all of our branches was accepted by the State Department of Labor. We heard this week that our grant will be fully funded, at \$63,000 for 2017-2018, and will begin in September.
- Prototypes of the computers for the branches and Children's Department have arrived and have been tested. It has been determined that we will need to order a new Deep Freeze service that can also update our computers regularly because we will be upgrading across the system to Windows 10.
- The upgrades to our Horizon on-line catalog services to Enterprise and eResource Central are in process this week—a timeline should be in place soon.
- Ellen Bonacarti, Head of Information Services and Community Engagement, has worked with Linda Cooper, Main Library Coordinator, on a series of staff tech trainings that will be scheduled on Tuesdays for the next four weeks. Topics include a Tour of the WPL website, Kyocera copier/scanner trainings (coordinated by Administration), and an Envisionware patron Internet queue and printing training. We will also be holding trainings by location once Windows 10 computers are installed in the branches. This is planned to take place before schools open in September.
- Teamster negotiations have progressed, and AFSCME negotiations will begin this month.
- Envisionware will be upgraded when Kyocera upgrades all of the printers to accept wireless print jobs.
- Woodbridge Public Library has processed 20 hotspots to lend. A policy for lending them is in your packet, and will be revised for acceptance in September.
- Iselin Branch Library will celebrate its 50th Anniversary in the spring of next year. One of the simple updates to the library would be to add tint to the windows and remove the vertical blinds, which are damaged from age and use, and is in a resolution for your consideration.

Personnel

- Employee of the month is Barbara Johnson of Technical Services.
- Four part-time library assistants have been hired in anticipation of an increase in hours in the fall to open all Saturday in the branches, and to support the staff while changes are made to the organization chart.

Library Outreach and Community Engagement

- April Kane, Head of Programming and Community Engagement, Ray Shirley, Sr. Library Assistant at Henry Inman and Taylor Volpe attended the Woodbridge Recreation Department Summerfest to promote summer reading.

- I met with the Mayor and his staff regarding services to the public schools.
- The Pop Up Library has window decorations that promote summer reading on the theme “Build a Better World.” Volunteers have decorated the windows. We will be planning a series of events to take place in the Pop Up Library to add to the [Little Free Library](#) that is available all of the hours that the mall is open.

Library Director Monica Eppinger also spoke about the 75 Kindles that were donated by Amazon. A Kindle was placed for each board member to look at and try. On July 6th, the Mayor and representatives from Amazon were at the library for the kick off of the summer reading program. We had a huge crowd. Monica thanked Adult Services and Children’s Department staff for their activities and for promoting Library Services and the Summer Reading Club. Library Director Monica Eppinger congratulated Barbara Johnson, Technical Services Department, who was the Employee of the Month. Library Director Monica Eppinger thanked her for all her work and dedication to the Woodbridge Public Library.

Report of the Friends of the Library: None

Report of the Board of Trustees President: None

Report of the Board Members: Board member Sabriena Tarboush asked who the provider was for the Mobile WIFI Hot Spot. Library Director Monica Eppinger said that T Mobile is the provider. Board member Sabriena Tarboush asked what the life expectancy was for the window tinting at the Iselin Branch library. Patty Anderson responded 16 years for window tinting.

Board member Ed Mullen had questions on the staffing of part time employees. Library Director Monica Eppinger explained her reasons for part timers. Ed also asked if additional hiring will be done.

Board member Isha Vyas had questions on the 2017-2022 Strategic Plan “access to technology.” Discussion followed and the Strategic Plan needed to go back and have the words “and access to technology” deleted. The report was revised by Library Development Solutions,LLC.

Unfinished Business:

A motion to untable the following Resolution 05-2017.14 to Approve Arcari + Iovino Design Study Quote was made by Ed Mullen, seconded by Rick Silbon. The motion carried.

A motion to approve Resolution 05-2017.14 to approve Arcari + Iovino Design Study Quote was made by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

A motion to recind original motion to approve Resolution 05-2017.14 Arcari +Iovino Design Study quote was made by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

A motion to approve Resolution 05-2017.14 Acari + Iovino Design Study Quote with addition “Subject to the concluding of an agreement between the Free Public Library of Woodbridge and Arcari + Iovino” was made by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

18-May-2017

RESOLUTION 05-2017.14

CONSULTING AGREEMENT – ACARI & IOVINO, LLC.

ACCOUNT - RESERVE FUND FOR STRATEGIC PLAN INITIATIVES

RESOLVED that the Library Board of Trustees accepts the Proposal of Professional Services – Design Study – for the purpose of providing schematic floor plans for all locations and presentation of recommendations that will guide the achievement of strategic plan goals and use of library space.

The cost of the analysis of four buildings will be a total of Twenty Seven Thousand Five Hundred Dollars (\$27,500), and will take place within 3-4 months of authorization to proceed, and will be charged to the Reserve Fund for Strategic Plan Initiatives. Subject to the concluding of an agreement between the Free Public Library of Woodbridge and Arcari + Iovino.

Approved at the meeting of 20-July-17

Frederick W. Silbon, Jr., Secretary

New Business:

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

RESOLUTION 07-2017.23

APPROVAL OF DEEP FREEZE SECURITY LICENSE

RESOLVED that the Library Board of Trustees approve a new license agreement with FARONICS for 75 site licenses for Deep Freeze in the amount of \$11,850.00.

The cost of the new license agreement will come from the Automation Reserve Account.

Approved at the meeting of 20 July -17

Frederick W. Silbon, Jr. Secretary

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Ray Zirpolo, and carried.

RESOLUTION 07-2017.24

APPROVAL OF WINDOW TINTING ISELIN BRANCH

RESOLVED that the Library Board of Trustees approve window tinting for the Iselin Branch to replace all blinds with Solar Guard film from Sun Control Window Tinting, LLC in the amount of \$6,250.00.

Three quotes were procured for this project and Sun Control Window Tinting of Deptford, NJ had the most competitive quote.

Funds for the window tinting project are to be charged to Special Projects.

Quotes: **Sun Control Window Tinting, LLC**

1091 Deptford Drive	
Deptford, NJ 08096	\$6,250.00

Art of Tint

Seven 5 th Street	
Brooklyn, NY 11231	\$9,000.00

Pro-Tinting

323 Rahway Avenue

Elizabeth, NJ 07202

\$9,594.90

Approved at the meeting of 20 July -17.

Frederick W. Silbon, Jr. Secretary

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

RESOLUTION 07-2017.25

APPROVAL OF 2017-2022 STRATEGIC PLAN

RESOLVED, that the Library Board of Trustees approve the Library Strategic Plan “Opening Doors: Re-imagining the Woodbridge Public Library” for the years 2017-2022 as prepared by Library Development Solutions, LLC. The Plan will serve as service and technology blueprint for the library over the next five years.

Approved at the meeting of 20 July-17

Frederick W. Silbon, Jr. Secretary

Motion to recind Resolution 07-2017.25 was made by Rick Silbon, seconded by Ray Zirpolo. The motion carried.

Motion to amend “Opening Doors: Re-imagining the Woodbridge Public Library” for the years 2017-2022 as prepared by Library Development Solutions, LLC by deleting the words “and access to

technology” in the subsection titles “Mission” on page 12 was made by Isha Vyas and seconded by Ed Mullen. The motion carried.

Motion to approve Strategic Plan as amended was made by Isha Vyas, seconded by Carol Eberhardt. The motion carried.

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Sabriena Tarboush, and carried.

RESOLUTION 07-2017.26

APPROVAL OF TEMPORARY BUDGET

RESOLVED, that the Library Board of Trustees approve a Temporary Budget for FY18 in the amount of \$1,503,943.35 (26.25% of the 2017 annual budget of \$5,729,308.00).

Approved at the meeting of 20 July-17

Frederick W. Silbon, Jr. Secretary

Board Member Ray Zirpolo excused himself from the Board Meeting after the approval of Resolution 07-2017.26.

The following Resolution was read by Rick Silbon, moved for approval by Isha Vyas, seconded by Sabriena Tarboush, and carried.

RESOLUTION 07-2017.27

APPROVAL OF MOBILE WIFI HOT SPOT LENDING POLICY

RESOLVED, that the Library Board of Trustees approved the attached Mobile Wifi Hot Spot Lending Policy, identified as Circulation Policy 12 or “CIRC 12.”

Approved at the meeting of 07 20-2017.

Frederick W. Silbon, Jr., Secretary

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

RESOLUTION 07-2017.28

APPROVAL OF WPL LAPTOP AND TABLET LENDING POLICIES

RESOLVED, that the Library Board of Trustees approves the attached WPL Laptop and Tablet Lending Policies, identified as Circulation Policy 13 or "CIRC 13."

Approved at the meeting of 07 20-2017.

Frederick W. Silbon, Jr. Secretary

Personnel

The following Personnel items were read by Library Director Monica Eppinger. Motion to approve the Personnel Appointments was made by Rick Silbon, seconded by Ed Mullen. The motion carried.

APPOINTMENT

Appoint Emam Hassan, Library Assistant, Iselin Branch, Part time, 19 hours per week, salary \$17.36 per hour, pending physical and drug screening, effective 07/17/2017.

Appoint Joseph Allen, Library Assistant, Henry Inman Branch, Part time, 19 hours per week, salary \$17.36 per hour, pending physical and drug screening, effective 07/30/2017.

Appoint Michael Finn, Library Assistant, Fords Branch, Part time, 19 hours per week, salary \$17.36 per hour, pending physical and drug screening, effective 7/31/ 2017.

ADVANCEMENT

Appoint Sarah Kulick, Library Assistant, Main Library, Part time, 19 hours per week, salary \$17.36 per hour, effective 07/16/2017.

End of Temporary Employment

Sarah Kulick, Monitor, Main Library, effective 07/15/2017.

Approval Of Bills

Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Rick Silbon, and carried.

Bill Lists - 07/20/2017

Bill List - 01	\$ 9,602.72
Bill List - 02	\$ 109,340.72
TOTAL	\$ 118,943.44

Such matters as may come before the Board: None

Good and welfare: None

Public comments: Anne Taylor, Franklin, New Jersey thanked Director Monica Eppinger and Assistant Director Patty Anderson for the end of season pizza party for the Next Chapter Book club. Anne also did not agree with removing Technology from Mission Statement.

CLOSED SESSION: None

Adjournment: A motion to adjourn was made by Ed Mullen, seconded by Isha Vyas. The meeting was adjourned at 7:46 p.m.