

**Approved Minutes
February 21, 2019**

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 January 17, 2018. Board members present were Peg Mayerowitz, Ed Mullen, Rick Silbon, Jay Mascola, Sabriena Tarboush and attorney Carol Berlen. Also in attendance was Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board President Peg Mayerowitz called the meeting to order at 6:33 pm and read the "Adequate Notice of Meeting" statement.

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

Swearing In of Trustee: The Board received a Town Hall Resolution reappointing Rick Silbon to a five-year term as a member of the Woodbridge Public Library Board of Trustees. Board Attorney Carol Berlen duly swore in Rick Silbon as a Trustee of the Woodbridge Public Library.

Election of Officers and Swearing in of Officers:

On the recommendation of the nominating committee, Jay Mascola nominated Peg Mayerowitz as President, Isha Vyas as Vice President, Rick Silbon as Secretary, and Ed Mullen as Treasurer. There were no other nominations from the floor. Jay Mascola made the motion to approve the slate as presented, Ed Mullen seconded the motion. The motion carried. Board Attorney Carol Berlen duly swore in all officers. Vice President Isha Vyas did not attend the meeting and will be sworn in at the February 21, 2019 Board of Trustees meeting.

Reading of Minutes: The minutes of December 13, 2018, will be approved at the February 21, 2019 Board of Trustees meeting as there was no one present to approve the minutes. The Closed Session minutes of December 13, 2018, will be approved at the February 21, 2019 Board of Trustees meeting as there was no one present to approve the closed session minutes.

Correspondence: Director Monica Eppinger referenced a thank you letter from Peter Barcellona, Chairman of the We Feed - Woodbridge for the generous donation of over 2000lbs of food which was collected during the Woodbridge Library's annual "Food for Fines" Food Drive.

Report of the Library Director:

Director's Report: January, 2019

Strategic Plan Progress

- *woodBRIDGE to ART: A 350th Anniversary Celebration* drew 630 visitors as an after-hours event on December 14th. The event was led by Wendi Rottweiler, Chair of the Library 350th Committee, and Nicole Perez, who managed the Call for Artists and involved a partnership with the Barron Arts Center, the Recreation Department, Township 350th Committee and Department of Public Works.
- Food for Fines 2019 will be added to the Mayor McCormac's [Have a Heart](#) Food Drive to gather food after the holidays again this year.
- Information Services Manager Ellen Bonacarti, the Digital Help Desk staff and IT staff have moved laptop circulation ahead by adding Envisionware to the laptops to manage the queue and allow for printing. Iselin and Fords are next to allow for circulation of the laptops.
- A class of Iselin Middle School students have been assigned profiles, *Student*, to determine the impact of providing eighth grade students with library card numbers that appear on their school issued ID. The Children's Department will be assisting with the proposal which will require a step to acquire parental permission, and a way to add the student profile barcode to a library card.
- The Woodbridge Township Historical Preservation Commission exhibit, *Woodbridge & World War I, 1918 – 2018*, which was on display at the Main Library for Veterans Day has been mounted at Iselin Branch Library.
- The Library's 350th Township Anniversary Committee attended a meeting led by the Township Recreation Department to determine if *woodBRIDGE to ART* could be extended. The Library will participate in the 350th Cultural Arts Crawl, an invitation to artists to display their art May 1-May 5 in five locations on the following schedule:
 - Barron Arts Center – May 1st
 - WPL Main Library – May 2nd
 - Woodbridge Town Hall – May 3rd
 - Woodbridge Artisans Guild, 101 Main Street, Woodbridge – May 4th
 - Avenel Arts Center – May 5th
- The footbridge over Pumpkin Patch Creek that leads to the park across from the Henry Inman Branch Library is complete. Plans include an expansion of the parking lot.
- The Teen Department has trained teen volunteers to assist patrons with mobile devices on Thursday evenings from 7:00-8:00. Appointments are not required for Teen Tech Help.
- The Children's Department has issued a Winter Family Reading Challenge again this year. Game board sheets with ideas and incentives can be picked up in all branch locations.
- Fords Branch Librarian Ilyssa Wesche applied for a Sisters in Crime monthly drawing, and has won \$1,000. [Sisters in Crime](https://www.sistersincrime.org/page/WeLoveLibrarie) [https://www.sistersincrime.org/page/WeLoveLibrarie] is a national nonprofit organization for mystery readers and writers.

- Congressman Frank Pallone will hold a Youth Advisory Council Meeting at the Main Library on Saturday, January 26th at 10:00 am. Mayor McCormac will be on hand to welcome the Congressman and Teen Council Members.
- The Policy Manual has been compiled by Assistant Director Kathryn Brown into a single, electronic format. Policies are archived on CD and will be available in the Main Library Administration Office. In addition to distributing the manual to all departments, the manual will be made available to staff on-line.

Monthly statistics are available:

[Woodbridge Public Library State Aid Statistics](#)

More information about the WPL Strategic Plan and progress:

<https://sites.google.com/view/wpopeningdoors2017-22/home>

Maintenance Update

- The HVAC tower is in place, and work is on schedule for the essential, new equipment installation.

Personnel

- The Team of the Month for January is the 350th Anniversary Committee:

Wenda Rottweiler
Linda Cooper
Ellen Bonacarti
Angelo Rousos
Nicole Perez
Lynn Bolmer
Nancy O'Grady

Library Director Monica Eppinger thanked the Library Board for their support for the WoodBRIDGE to ART after hours event on December 14, 2018.

Report of the Friends of the Library: None

Report of the Board of Trustees President: President Peg Mayerowitz said she went to the Fords Branch library and saw the new addition, an adorable turtle.

Report of the Board Members: Board member Ed Mullen asked Director Monica Eppinger if she was satisfied with the library's Labor attorney.

Board member Sabrina Tarboush asked questions pertaining to the Notary Service that the Main Library and Branches will have to service the patrons. Library Director Monica Eppinger answered her questions.

Unfinished Business: None

New Business:

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

Resolution 01- 2019.01

RESOLUTION

Whereas, Elaine Haino, is retiring from active service as Woodbridge Public Library Senior Library Assistant, on February 1, 2019, after 23 years and 3 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 Elaine Haino.

President, Board of Trustees

January 17, 2019

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

17-January-2019

RESOLUTION 01-2019.02
RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
PURCHASE AND INSTALLATION OF
SCAN PRO 3000 ALL-IN-ONE SCAN STATION FROM
PMI TECHNOLOGIES, 420 COMMERCE LANE, SUITE 8, WEST BERLIN, NJ 08091

WHEREAS, quotations were solicited from companies that provide microfilm viewing and imaging equipment for the purchase of a new microfilm imaging machine:

PMI Technologies	\$6795.00
420 Commerce Lane	
Suite 8	
West Berlin, NJ 08091	

Image Data	\$6795.00
340 Grant Street	
Hartford, WI 53027	

New England Archives Center	\$11,745.00
624 Hampden Street	
Holyoke, MA 01040-0470	

NOW, THEREFORE, BE IT RESOLVED that the quotation of PMI Technologies, in the amount of \$6,795.00 be accepted. To be paid from account number #01-219-00, Strategic Plan Initiatives.

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 17-Jan-2019.

From: Administration

Approved at the meeting of 17-January-2019

Frederick W. Silbon, Jr., Secretary

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

17-January-2019

RESOLUTION 01-2019.03

RESOLUTION AUTHORIZING THE AMENDMENT OF

RESOLUTION 09.2018.27 FOR

INSTALLATION OF ALL INTERNAL CONNECTIONS REUIRED FOR PROVISION OF FIBER OPTIC CABLE INTERNET FROM THE TOWNSHIP OF WOODBRIDGE TO THE LIBRARIES OF WOODBRIDGE TOWNSHIP BY COMPUTER DESIGN & INTEGRATION (CDI)

RESOLVED that the Library Board of Trustees authorizes the amendment to the contract to reflect the revision to the proposal awarded to CDI as provider of the installation and maintenance of fiber optic, internal connections in all locations for a total cost of \$46,801.00 through of the Erate bid process.

Reserve Fund for Strategic Plan Initiatives

Account #: 01-219-00

Approved at the meeting of 17-January-19

Frederick W. Silbon, Jr., Secretary

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

17-January-2019

RESOLUTION 01-2019.04

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
NOTARY SERVICE POLICY**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Notary Service Policy attached, effective March 1, 2019.

From: Administration

Approved at the meeting of 17-January-19

Frederick W. Silbon, Jr., Secretary

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

17-January-2019

RESOLUTION 01-2019.05

LIBRARY BOARD ATTORNEY

RESOLVED that the Woodbridge Public Library Board appoints Rainone, Coughlin, Minchello, LLC, as Library Board Attorney.

Legal services not to exceed: \$3,600

Account: #01-519-10

From: Administration

Approved at the meeting of 17-January-19

Frederick W. Silbon, Jr., Secretary

The Resolution 01-2019.06 to Approve Woodbridge Library Board Policy Manual was read by Rick Silbon, a motion was made to table the Resolution by Ed Mullen, seconded by Jay Mascola, the motion carried.

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

17-January-2019

RESOLUTION 01-2019.07

LIBRARY BOARD LABOR ATTORNEY

RESOLVED that the Woodbridge Public Library Board appoints Littler, Attorneys at Law, as Labor Attorney for the Library Board of Trustees.

Services not to exceed: \$30,000

Account #: 01-519-10

From: Administration

Approved at the meeting of 17-January-19

Frederick W. Silbon, Jr., Secretary

The following Personnel items were read by Library Director Monica Eppinger, moved for approval by Rick Silbon, seconded by Sabriena Tarboush. The motion carried.

Personnel

PERSONNEL

January 17, 2019

PROMOTION

Promote Kimberley Snyder, from Principal Library Assistant, Main Children’s Room to Supervising Library Assistant, Main Children’s Library, Full time, 35 hours per week, \$49,543.00 annual salary, effective 01/14/2019.

Approval Of Bills

Bill Lists: The following November 2018 Bill Lists were read and moved for approval by Ed Mullen, seconded by Jay Mascola. The motion carried.

Bill Lists - 01/17/2019

Bill List - 01	\$ 23,474.52
Bill List - 02	\$ 81,553.69
TOTAL	\$ 105,028.21

Such matters as may come before the Board: None

Good and welfare: None

CLOSED SESSION:

The motion to go into closed session was made by Ed Mullen; Sabriena Tarboush seconded this motion at 6:55 p.m.

The motion to end the closed session was made by Ed Mullen; Jay Mascola seconded the motion at 7:13pm.

The motion to reconvene the board meeting was made by Ed Mullen; Jay Mascola seconded the motion at 7:14 p.m.

Public comments: Library patron Laura Keran, a resident of Avenel, but uses the Iselin Branch Library, was upset that the Iselin Branch did not close on Thursday, November 15 , 2018, earlier so that the staff could go home. Her complaint was that because of the weather and bad road conditions, the library should have closed earlier. She also commented on the condition of the driveway apron. She also contacted the mayor. She said she had concern for the staff that was working.

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Sabriena Tarboush. The meeting was adjourned at 7:20p.m.