

Approved Minutes
April 18, 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 March 21, 2019. Board members present were Ed Mullen, Carol Eberhardt, Ray Zirpolo, Rick Silbon, Isha Vyas, Jay Mascolo and attorney Ruben Perez. Also in attendance was Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board Secretary Rick Silbon called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

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

Swearing in of Officers:

Board Attorney Ruben Perez duly swore in Isha Vyas as Vice President of the Woodbridge Public Library Board of Trustees.

After Isha Vyas was sworn in as Vice President , she then conducted the Board of Trustees Meeting.

Reading of Minutes:

The minutes of February 21, 2019, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Jay Mascolo and Isha Vyas abstained,
The Closed Session minutes of February 21, 2019, were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Jay Mascolo and Isha Vyas abstained.

Correspondence: None

Report of the Library Director:

Director's Report: March, 2019

Strategic Plan Progress

- Youth Services Librarians launched a Winter Family Reading Challenge in the month of February. More than 100 families picked up game boards.
- The Township and Library fiber project will allow self-provisioning of Internet services. The project is anticipated to be complete by June 7th, when contracts for Internet service are due for renewal.
- T-mobile will upgrade the mobile hotspots this month.
- Children's, Teen and Adult Staff members worked together to coordinate NJ Makers Day events on both Friday and Saturday, March 22 and 23 this year for all ages. New Jersey Makers Day is a

statewide celebration of making and maker culture that takes place every March in the Garden State. All Branch Libraries are also holding an event leading up to NJ Makers Day

- Assistant Director Kathryn Brown will be managing a training plan for the staff. Training will include the use of a Google sheet for all who gather statistics to enter their numbers.
- Captain Roy Hoppock assessed the four buildings for security needs and prepared recommendations for all locations.
- Fords Branch Library is moving DVDs out of an area that will be designated a Teen Space.
- WPL is preapproved as a Passport Acceptance Facility. The next step will be to send in a list of staff who will staff the service.
- Supervisors have recommended that Branches will be open all day Saturdays through the summer, and that they remain open on Thursday nights. Hours will increase by 9 hours per week for 12 weeks with the addition of Thursday nights in the branch during the summer.
- Henry Inman's circulation was 23% higher in February.
- Peg Mayerowitz held a meeting with the Township to determine building priorities for the Construction Bond Referendum as well as any capital projects that may be proposed for the 2020 budget year.
- The Library is assisting with coordination of the 350th Anniversary Cultural Arts Crawl. Five locations in Town will participate, May 1: Barron Arts Center, May 2: Main Library, May 3: Town Hall, May 4: Artisans Guild on Main Street, May 5: Avenel Arts Center. Each location will have an evening reception and the final destination will coincide with the opening of the Avenel Arts Center and will host a bigger reception. Also in the planning stages are details of WPL participation in the final event of the 350th which is scheduled for June 1st in Merrill Park.
- Assistant Director Kathryn Brown compiled the Library Policy Manual, which was approved as prepared and will be distributed to all departments by the end of March. The Policy Manual will be available on the library website for patrons and staff.
- A draft of the annual Library audit is complete for FY 2018.
- The annual State Aid Application has been completed and filed.
- Library staff members who have become notaries attended a training at the Main Library on Tuesday, March 12, and will make notary services available in all township libraries on April 1. Assistant Director Kathryn Brown coordinated equipping notaries and Ilyssa Wesche, who has served as a notary, provided training.

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 March is the Henry Inman Branch Library Staff for improved collection access, weeding and increased circulation in the month of February:

Marsha Quackenbush

Natalie McGrath

Lisa Matthijs

Alexandria Cirelli

Raymond Shirley

Jake Russell

Carolyn Kath

Outreach & Community Engagement

- Nancy O'Grady attended School 29's Open House, and hosted an information table.
- April Kane is organizing tables and activities for the 2019 St. James Street Fair.
- The Reference Department has prepared resource for Monica who will serve as a panelist for the Woodbridge Chamber of Commerce Nonprofit Summit on Wednesday, March 27.
- Census 2020 District Staff Manager Donald Wallace chose the WPL as a place to begin seeking census staff from among the public for next year's census statistics. Hourly wages begin at \$17.10 per hour. Applications are available online, and information tables will be staffed at all library locations for interested community members. Information is available at all libraries.

Library Director Monica Eppinger passed around a flyer about the Woodbridge Township Cultural Arts Crawl 2019. She also referenced the Non Profit Summit hosted by the Woodbridge Metro Chamber of Commerce.

Report of the Friends of the Library: Assistant Library Director Kathryn Brown said that the Friends of the Woodbridge Libraries was holding their annual book sale from April 25-28, 2019. She also mentioned the items that were purchased from the Friends for the Children's Room and the Young Adult department.

Report of the Board of Trustees President: None

Report of the Board Members:

Board member Ed Mullen introduced Katie Mullen as the person who is to replace Andrew Bernath who resigned his position. Katie Mullen works for Manny Fernandez in the Finance Department at Town Hall. Because Katie is Ed Mullen's daughter, Ed has to resign his position of Treasurer of the Board of Trustees. Board Vice President Isha Vyas thanked Ed for his service as treasurer and congratulated Katie Mullen on her position at the library.

Ed Mullen resigned as Treasurer of the Board of Trustees. Carol Eberhardt made the motion to accept Ed Mullen's resignation, Ray Zirpolo seconded the motion. The motion carried.

Ed Mullen nominated Carol Eberhardt as interim treasurer, Rick Silbon seconded the motion. The motion carried.

Board member Carol Eberhardt asked if there would be a fee for the public using the notary service. Library Director Monica Eppinger explained the fee schedule.

Board member Ray Zirpolo had a few questions on the Passport Acceptance. He asked how it would work. Board member Isha Vyas also had questions. She wanted to know the location of where we would be taking the applications. All questions were answered by Library Director Monica Eppinger.

Board member also had questions on the Census 2020 that was mentioned in the Director's report. Board member Rick Silbon asked questions in reference to the computers. Director Monica Eppinger said the computers were all upgraded. He also questioned the circulation of the laptops, hot spots and T-Mobil. He was told these items are still very popular.

Board member Rick Silbon had questions relating to Public Service. Library Director Monica Eppinger answered his questions.

Board members Carol Eberhardt, Rick Silbon and Ray Zirpolo had questions relating to the Security Assessment. Library Director Monica Eppinger answered their questions.

Vice President Isha Vyas asked Library Director Monica Eppinger to congratulate Marsha Quackenbush on her retirement and wish her the best.

Unfinished Business: None

New Business:

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

Resolution 03- 2019.10

RESOLUTION

Whereas, Marsha Quackenbush, is retiring from active service as Woodbridge Public Library Librarian 3, on April 1, 2019, after 34 years and 6 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 Marsha Quackenbush.

President, Board of Trustees

March 21, 2019

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

21-March-19

**RESOLUTION 03-2019.11
RESOLUTION APPROVING AMENDMENT TO WOODBRIDGE PUBLIC LIBRARY
RENEWAL OF LIBRARY MATERIALS**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the amendment of the Renewal of Library Materials policy as attached, effective March 21, 2019.

From: Administration

Approved at the meeting of 21-March-19.

Frederick W. Silbon, Jr., Secretary

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

Personnel

PERSONNEL

March 21, 2019

APPOINTMENT

Appoint Kathleen Rabadeau, Librarian 1, Technical Services Department, Part time, 19 hours per week, salary \$32.22 per hour, effective 04/02/2019.

Appoint Jannatul Nayuma, Monitor, Iselin Branch, Part time, 10 hours per week, salary \$9.50 per hour, replacing Lara Alayan, effective 03/18/2019.

Appoint Ryan Sullivan, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Christopher Torres, effective 03/18/2019.

Appoint Isabel Arocho, Monitor, Main Library, Part time, 10 hours per week, salary \$9.50 per hour, replacing Amber Spearnock, effective TBD.

PROMOTION

Promote Lauren Clemens, from Librarian 2, Technical Services Department, to Librarian 3, Technical Services Department, Full time, 35 hours per week, \$85,527.00 annual salary, replacing Lynne Merz, Librarian 4, effective 02/16/2019.

RETIREMENT

Marsha Quackenbush, Librarian 3, Henry Inman Branch, effective April 1, 2019.

RESIGNATION

Timothy Mondesir, Library Assistant, Children’s Room, effective 03/01/2019.

Lara Alayan, Monitor, Iselin Branch, effective 03/15/2019

Approval Of Bills

Bill Lists: The following February 21, 2019 Bill Lists were read and moved for approval by Ed Mullen, seconded by Carol Eberhardt. The motion carried.

Bill Lists - 03/21/2019	
Bill List - 01	\$ 146,121.67
Bill List - 02	\$ 12,899.35
TOTAL	\$ 159,021.02

Such matters as may come before the Board: None

Good and Welfare: None

CLOSED SESSION: None

Public comments: Nancy O’Grady, Coordinator of Children’s Services, Main Library and Teamster Shop Stewart, asked that Librarian 4 be added to the Personnel list after the name Lynne Merz.

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Carol Eberhardt. The meeting was adjourned at 7:05p.m.