

**Approved Minutes
May 16, 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 April 18, 2019. Board members present were Ed Mullen, Carol Eberhardt, Ray Zirpolo, Rick Silbon, Peg Mayerowitz, Jay Mascolo, and Board Attorney Anne Rowan. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

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: Carol Eberhardt led the Pledge of Allegiance.

Swearing in of Officers:

Board Attorney Anne Rowan, duly swore in Carol Eberhardt as Treasurer of the Woodbridge Public Library Board of Trustees.

Reading of Minutes:

The minutes of March 21, 2019, were moved for approval by Ed Mullen, seconded by Ray Zirpolo. The motion carried.

Correspondence: Library Director Monica Eppinger spoke briefly about the correspondence that was included in the board packet.

Report of the Library Director:

Director's Report: April, 2019

Strategic Plan Progress

- The Annual Report for the Library prepared annually by Hodulik & Morrison is complete for 2017-2018. Representatives from our auditor are scheduled to attend the Board meeting on May 16th.
- The Township officially opened the bridge over Pumpkin Patch Brook that connects the Henry Inman Branch Library with Charles Shaughnessy Park and other Township amenities with a ceremony on March 26th that included the family of Amir Beeks, and dedicated the bridge in his memory as Amir's Bridge.
- Nancy O'Grady engaged Howling Wolf Farm program to participate in the annual Woodbridge Township Youth Month Programs with support from Friends of the Library. Mayor McCormac attended and TV-35 filmed the program. The program was standing room only.
- Preparation is being made for the Main Library to participate in the five-day Cultural Arts Crawl, May 1-5. Art that was featured from woodBRIDGE to ART: A 350th Celebration and more from community artists will be on display in five locations for all five days with an artist's reception at each location. The Main Library reception will be Thursday, May 2, from 6:30-8:30 pm. The

350th Committee will be donating refreshments for a special afternoon reception in each location for the senior transportation participants in the Cultural Arts Crawl.

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 April is WPL staff who worked on NJ Makers Day activities:

Nancy O'Grady
Susan Fichtelberg
Kim Snyder
Patty Brennan

April Kane
Najea Grimes
Nicole Perez
Jacklene Oakes

Suzanne Miller
Marsha Quackenbush
Amera Elbayar

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.

Report of the Board of Trustees President: None

Report of the Board Members:

Board member Ray Zirpolo had questions on the status of the HVAC system at the Main Library. Library Director Monica Eppinger was able to answer his questions.

Board member Ed Mullen gave an update on the medical condition of Ryan Terebetsky. Ryan is board member Anthony Terebetsky's son. Ryan is responding well to treatment. He also said there will be a blood drive and other functions to help the family.

Board member Rick Silbon had questions on the company that the Library uses for collections, Unique Management Services. His questions were answered by Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Unfinished Business: None

New Business:

The following Personnel items were read by Library Director Monica Eppinger, moved for approval by Carol Eberhardt, seconded by Jay Mascolo. The motion carried.

PERSONNEL

April 18, 2019

PROMOTION

Promote Amera Elbayar, from Librarian 2, Iselin Branch Library, to Librarian 3, Henry Inman Branch Library, Full time, 35 hours per week, \$85,527.00 annual salary, replacing Marsha Quackenbush, Librarian 3, Provisional, pending CSC procedures, effective 4/29/2019.

Promote Anna Genovese, from Principal Library Assistant, Main Library, to Library Associate, Main Library, Children's Room, Full time, 35 hours per week, \$ 49,543.00 annual salary, Provisional, pending CSC procedures, effective 05/06/2019.

Promote and reassign Michael Finn, from Library Assistant, Full time, Main Library, Digital Help Department, to Senior Library Assistant, Full time, Iselin Branch, \$38,118 annual salary, Provisional, pending CSC procedures, replacing Carol Tom, effective 4/29/2019.

Promote Anthony Genna from Senior Library Assistant, Main Library, to Principal Library Assistant, Main Library, Full time, 35 hours per week, \$42,978 annual salary, Provisional, pending CSC procedures, replacing Anna Genovese, effective 05/06/2019.

CHANGE IN STATUS – PART TIME TO FULL TIME

Change Patricia Brennan, Librarian 2, Children's Room, Part time 28 hours per week to Librarian 2, Children's Room, Full time, 35 hours per week, \$80,262.00 annual salary, effective 05/06/2019.

REASSIGNMENT

Reassign Susan Fichtelberg, Librarian 2, Main Children's Room to Iselin Branch Library, replacing Amera Elbayar, Librarian 2, effective 04/29/2019.

Reassign Natalie McGrath, Librarian 2, Henry Inman Library to Librarian 2, Main Library, Information Services, effective 04/29/2019.

Reassign Jacklene Oakes, Librarian 1, Main Library, to Librarian 1, Henry Inman Branch, replacing Natalie McGrath, effective 4/29/2019.

Reassign Carol Tom, Senior Library Assistant, Iselin Branch to Senior Library Assistant, Main Library, Digital Help Department, replacing Michael Finn, effective 4/29/2019.

Approval Of Bills

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

Bill Lists - 04/18/2019

Bill List - 01	\$ 102,621.61
Bill List - 02	\$ 13,181.00
TOTAL	\$ 115,802.61

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; Carol Eberhardt seconded the motion at 6:46 p.m.

The motion to end the closed session was made by Ed Mullen; Rick Silbon seconded the motion at 6:59pm.

The motion to reconvene the board meeting was made by Ed Mullen; Jay Mascolo seconded the motion at 7:00 p.m.

Public comments:

Elaine Haino, staff member at the Fords Branch, recinded her retirement due the 25 years of service medical benefits. Elaine said she has not received an answer as to whether she is eligible for this benefit. Board President Peg Mayerowitz said she is working with the Township and she does not have an answer as of yet.

Ellen Bonacarte, staff member and President of the Library AFSCME Union. Ellen stated that she has a letter from the mayor stating that the library staff are township employees and are included in his Executive order. The lawyers are saying that is it under review.

Nancy O'Grady, staff member and Teamster Local #469 Shop Steward. Nancy asked about a retired teamster that retired September 2018 being included in the medical benefits.

Nancy O'Grady wants to thank the Friends of the Library for all the programs that they so generously support.

Lisa Matthijs, staff member at Henry Inman Branch asked about the status of the renovations that are planned for that branch. Library Director Monica Eppinger gave an update on the parking lot.

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Ray Zirpolo. The meeting was adjourned at 7:17p.m.