

**Approved Minutes**  
**June 20, 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 May 16, 2019. Board members present were Ed Mullen, Carol Eberhardt, Jay Mascolo, Isha Vyas, Sabriena Tarboush and Board Attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown. Bob Morrison and Sarah from Hodulik & Morrison, P.A. were also in attendance.

**Call to Order:** Board Vice- President Isha Vyas 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.

**Reading of Minutes:**

The minutes of 04/18/2019, were moved for approval by Carol Eberhardt, seconded by Ed Mullen. The motion carried. Isha Vyas and Sabriena Tarboush abstained.

The closed session minutes of 04/18/2019, were moved for approval by Ed Mullen, seconded by Carol Eberhardt. The motion carried. Isha Vyas and Sabriena Tarboush abstained.

**Correspondence:** Library Director Monica Eppinger sent a letter to the Friends Of Woodbridge Libraries thanking all of the volunteers who took the time to help with the book sale. Board member Carol Eberhardt said that the Friends Book sale was excellent.

Bob Morrison from Hodulik & Morrison, P.A. spoke about the Woodbridge Library audit. He explained the audit and he answered all questions that board members had. Board member Carol Eberhardt asked questions pertaining to the management letter, wording in the audit specifically "generally". Bob Morrison explained everything. Board member Ed Mullen thanked Bob and Sarah for coming to the Board Meeting. Ed also had a question on the encumbrance system. Bob Morrison explained.

**Report of the Library Director:**

**Director's Report: May, 2019**

**Strategic Plan Progress**

- A survey was released by the New Jersey State Library as part of the process for the release of the application for NJ Construction Bond funding. Mayor McCormac and Town Hall staff provided support for the survey's completion.
- The project to join the Township fiber network is scheduled to be completed by June 4th.

- The Main Library Teen Department is taking shape with an added table and shelving, and a new space has been opened for Teens at the Fords Branch.
- April Kane and Najea Grimes put a series of programs together for Older Americans Month on the theme *Connect, Create, Contribute* and to participate in the Township's celebration of Senior Month.

*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**

- Installation of the tower at the Main Library was completed and is working.

### **Personnel**

- The Team-of-the-Month for May is the 350<sup>th</sup> Committee for the Cultural Arts Crawl, who planned and staffed an art exhibit in the BEC on the third floor at the Main Library:

Angelo Rousos	Kim Teehan
Anna Genovese	Lisa Flynn
April Kane	Nancy Rusek
Carol Huber	Neeta Pereira
Carol Tom	Nicole Perez
Christine Cifelli	Sarah Kulick
Jake Russell	Tony Genna
Jeff Davis	Vicki Rusznak
Julie Cohen	Wendi Rottweiler
Katie Mullen	

- Staff members who supervise teen volunteers nominated two teens this year who received Teen Volunteer Awards from the Township on April 28th:

Ryan Gonzalez, Fords Branch Library, Suzanne Miller  
Isha Chada, WHS Senior, Main Library Teen Department Volunteer

### **Outreach & Community Engagement**

- The Main Library reception for the 350<sup>th</sup> Woodbridge Cultural Arts Crawl was attended by 93 people.
- April Kane has managed library participation in the Woodbridge Chamber of Commerce Annual Street Fair which is scheduled for Saturday, May 18<sup>th</sup>, 11 am – 5 pm.
- The Library will have two tents at the 350<sup>th</sup> Township Anniversary Closing Event on June 1<sup>st</sup> in Merrill Park.

- Wendi Rottweiler, as a member of the Woodbridge Township Historical Preservation Commission (WTHPC), gave historical tours in March, and has run school visits throughout the year with the WTHPC *Woodbridge in World War I* panel exhibit. Wendi will be visiting Woodbridge Middle School on June 4<sup>th</sup> for a World War I program, and Lindcrest School for a presentation of Woodbridge during the Revolutionary War.
- The Club Kids Sports staff reached out to the Main Library to collaborate on summer reading programs and future school visits. Nancy O'Grady and Sue Miller have met with them to plan.
- Sue Miller will be participating in the Elementary School Reading Challenge Celebrations at Schools 14 and 19. Amara Elbayar is scheduled to attend the Reading Challenge Celebrations at Schools 20 and 21.
- Wendi Rottweiler has scheduled an iPad Lunch 'n Learn with Iselin Middle School Technology Instructor Joseph Vitale and Five Branches Senior Center on June 7<sup>th</sup>.

Library Director Monica Eppinger went over her report and said that KG Brown did a good job at the library while she was on vacation.

Board member Isha Vyas asked about the attendance at the Art Crawl. Assistant Director Kathryn Brown gave the total numbers for the Art Crawl. All the board members were pleased. Library Director Monica Eppinger said the response was very good.

**Report of the Friends of the Library:** Assistant Library Director Kathryn Brown said that the Friends of the Woodbridge Libraries made \$2500.00 at their annual book sale. She mentioned the donations that the Friends make to the Woodbridge Library System.

**Report of the Board of Trustees President:** None

**Report of the Board Members:**

Board member Carol Eberhardt thanked the trustees and the library staff for signing the birthday card for her mother's 90<sup>th</sup> birthday. Her mother was thrilled with the card.

**Unfinished Business: None**

**New Business:**

Library Director Monica Eppinger would like to maintain the winter hours at the Branches for the summer. The Branch hours will remain the same.

Board member Ed Mullen made the motion to maintain the hours at the branches during the summer, the motion was seconded by Sabriena Tarboush. The motion carried.

Carol Eberhardt made the motion to close the 3 library branches on June 1, 2019, the motion was seconded by Sabriena Tarboush. The closure was because of Woodbridge Township 350<sup>th</sup> Anniversary. The motion carried.

The motion for the Annual Summer Reading Fair on August 17, 2019 was made by Ed Mullen, seconded by Sabriena Tarboush. The motion carried.

Board member Sabriena Tarboush had a question regarding a name and amount that was listed on the bill list. Treasurer Carol Eberhardt explained what it was.

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

16-May-2019

**RESOLUTION 05-2019.12**

**RESOLUTION ACCEPTING FISCAL YEAR 2017-2018 AUDIT**

**RESOLVED** that the Woodbridge Public Library Board of Trustees accept the audit for the fiscal year 2017-2018 as submitted by Hodulik & Morrison, P.A.

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 16-May-19.

From: Administration

Approved at the meeting of 16-May-19

---

Frederick W. Silbon, Jr., Secretary

The motion to table Resolution 05-2019.13 was made by Ed Mullen, seconded by Jay Mascolo. The motion carried.

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

**Resolution 05- 2019.14**

# RESOLUTION

**Whereas, Elaine Haino,** is retiring from active service as Woodbridge Public Library Senior Library Assistant, on June 1, 2019, after 23 years and 7 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

May 16, 2019

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

16-May-19

**RESOLUTION 05-2019.15**  
**RESOLUTION APPROVING BUDGET LINE TRANSFERS**

**WHEREAS** it is desired to amend the approved budget by making the following line item transfers within the last two months of the fiscal year, now

**RESOLVED** that the Woodbridge Public Library Board of Trustees that the following amendments to the approved Annual Budget for the fiscal year beginning July 1 , 2018, and ending June 30, 2019 be made:

REVENUES AND OTHER CREDITS	FROM	TO
Total Revenue and Other Credits	<u>\$5,614,000</u>	<u>\$5,614,000</u>
OPERATING APPROPRIATIONS		
	<u>Account</u>	<u>Description</u>
Payroll Expenses	\$2,915,000	\$3,481,400
Taxes	315,000	0
Electric	250,000	200,000
Salaries & Wages: Overtime	65,000	0
Retirement Liability	90,000	23,600
Fuel (Heating & Lighting)	49,500	36,500
Computer Supplies	16,000	13,000
Internet	42,500	32,500
Advertising	5,750	750
Professional Services	76,200	62,200
Other Contracted Services	175,000	150,000
Photograph, Blueprint & Film	20,000	18,500
Other Mats. & Supplies	24,000	25,500
All Other Operating Appropriation Accounts	<u>1,570,050</u>	<u>1,570,050</u>
Total Operating Appropriations	<u>\$5,614,000</u>	<u>\$5,614,000</u>

From: Administration

Approved at the meeting of 16-May-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 Sabriena Tarboush. The motion carried.

PERSONNEL

May 16, 2019

**PROMOTION**

Promote Nicole Perez, from Librarian 1, Main Library , to Librarian 2, Main Library, Full time, 35 hours per week, \$65,211.00 annual salary, Provisional, pending CSC procedures, effective 5/06/2019.

Promote Alexandre Gabler, from Librarian 1, Main Library , to Librarian 2, Main Library, Full time, 35 hours per week, \$65,211.00 annual salary, Provisional, pending CSC procedures, effective 5/06/2019.

Promote Emam Hassan, from Library Assistant, Iselin Branch to Senior Library Assistant, Iselin Branch, Part time, 19 hours per week, \$20.94 per hour, Provisional, pending CSC procedures, effective 05/06/2019.

**RESIGNATION**

Gianna DeMarco, Monitor, Main Library, effective 05/10/2019.

**Approval Of Bills**

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

**Bill Lists - 05/16/2019**

Bill List - 01	\$ 83,150.83
Bill List - 02	\$ 11,132.02
<b>TOTAL</b>	<b>\$ 94,282.85</b>

**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; Jay Mascolo seconded the motion at 7:14 p.m.

The motion to end the closed session was made by Ed Mullen; Sabriena Tarboush seconded the motion at 7:39pm.

The motion to reconvene the board meeting was made by Carol Eberhardt; Sabriena Tarboush seconded the motion at 7:39 p.m.

**Public comments:**

Nancy O'Grady, Children's Room Coordinator, Teamster Union steward. Nancy gave an update on the medical benefit coverage for a retired staff member.

**Adjournment:** A motion to adjourn the board meeting was made by Ed Mullen, seconded by Carol Eberhardt. The meeting was adjourned at 7:39p.m.