

**Approved Minutes
July 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 June 20, 2019. Board members present were Ed Mullen, Carol Eberhardt, Isha Vyas, Peg Mayerowitz, Ray Zirpolo, Rick Silbon, Anthony Terebetsky and Board Attorney Carol Berlen. 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: Isha Vyas led the Pledge of Allegiance.

Reading of Minutes:

The minutes of 05/16/2019, were moved for approval by Isha Vyas, seconded by Ed Mullen. The motion carried. Peg Mayerowitz and Ray Zirpolo abstained.

The closed session minutes of 05/16/2019, were moved for approval by Isha Vyas, seconded by Ed Mullen. The motion carried. Peg Mayerowitz and Ray Zirpolo abstained.

The Library Board consented to allow Melissa Bernstein of Literacy NJ to speak at this time rather than wait until Public Comments. Melissa Bernstein is the program director for Literacy NJ for Middlesex County. Melissa thanked the Woodbridge Library for allowing the program to use the library and also for their support and partnership. With Melissa was a program tutor, Rosemarie Masters, and student Javier. Javier is from Ecuador and expressed his thanks in English. He spoke a little about his life and family, all in English, and was very grateful for the program. He mentioned that he obtained a better job with more money because he was able to speak English. He said that his wife is starting the program.

Director Monica Eppinger wanted to thank librarian April Kane for her support for the Literacy NJ program. April set up the Literacy NJ meetings and reserved the meeting rooms.

Correspondence: None

Report of the Library Director:

Director's Report: June, 2019

Strategic Plan Progress

- The Township and Library IT Staff have upgraded the public Internet access to the Township fiber network. This speed and security of the network make it a more robust service.
- Meetings are scheduled this month to continue work on plans for a Main Library Children's Room design that will make the room more secure for Children and Families, update the facilities and expand and improve program space as part of WPL's application for NJ Library Construction

Bond funds. The application is scheduled to be released for public reading on July 1. A NJ State Library survey, which was completed by the Township on behalf of the library, resulted in 73 reported projects, valued at \$370 million.

- A committee of staff members met to go over quotes from ILS/Library Management Software. The proposal for joining Libraries of Middlesex County Automated Consortium (LMxAC), the local consortium, was included in the discussion.
- Banners created for the 350th Festival at Merrill Park are on display on the third floor of the library.
- TEDxWoodbridgePublicLibrary was held in June on the theme of Citizenship.
- Staff members attended continuing education opportunities provided by the annual conferences of New Jersey Library Association (NJLA) and New Jersey Association of Library Assistants (NJALA). Twelve librarians and six library assistants attended.

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

- Based on a recommendation from Brian Burke, annual carpet cleaning and restroom detailing quotes were gathered this year, Fords, Henry Inman and Iselin were scheduled for the cleanings. Additional quotes have been gathered for a fall window cleaning and carpet cleaning.
- Caulking of the windows in our libraries to make them more energy efficient is one of the projects that will be completed this summer.
- The water fountain in Fords and Henry Inman will be replaced.

Personnel

- The Team-of-the-Month for June is the Fords Branch Library Staff who were recognized in New Jersey Family Magazine as the Best Library in Middlesex County, and who planned and rearranged the library to accommodate a new Teen Space in what was the DVD Room.
 - Sue Miller
 - Illyssa Wesche
 - Maria Baker
 - Christine Cifelli
 - Kimberly Teehan
 - CJ Cole

Outreach & Community Engagement

- The Library hosted a tent at the 350th Township Anniversary Celebration on June 1st in Merrill Park with the support of the Friends of Woodbridge Libraries, LLC, and the Woodbridge Public Library Foundation. The prize wheel and photo booth were a hit, and 30 patrons updated their library cards or took out new cards.
- Branch Manager Amera Elbayer and Henry Inman Library has worked with the Colonia Business Community to host an Alien Scavenger Hunt in businesses along on Inman Ave to promote "A Universe of Stories." The hunt will be taking place from June 17 - August 9.

- NJ State Library, Rutgers Robert Wood Johnson Medical School and Wellness Links offered a program that distributed Naloxone, an opioid antagonist, with information that was attended by Ellen Bonacarti and Amara Elbayar. National efforts have been made to urge library staff to collaborate with their local police departments and health services to educate the staff and assist in the preparation of an emergency response policy.
- The Children's Department delivered 30 bins to Township Elementary Schools to retrieve books.
- Information about Summer Reading Programs went home with Township children to their families through the schools.

Library Director Monica Eppinger said she attended a Naloxone seminar. She also mentioned that the Fords Branch Library received an award from New Jersey Family Magazine.

Report of the Friends of the Library: Assistant Library Director Kathryn Brown said that the Friends of the Woodbridge Libraries held their final meeting for the 2018-2019 fiscal year. She mentioned the Museum Program that the Friends pay for. The Friends dropped one site and added another. She also mentioned that the Friends funded the Children's Room Summer Kick-Off Program.

Report of the Board of Trustees President: President Peg Mayerowitz spoke about the Woodbridge 350th Anniversary celebration.

Report of the Board Members:

Board member Carol Eberhardt congratulated all who were involved in the 350th anniversary celebration. Vice President Isha Vyas also congratulated those involved.

Board member Carol Eberhardt also said the Inman Branch Alien Scavenger Hunt that involved the Colonia Business community was a great idea to promote the Summer Reading Club Theme.

Board member Ed Mullen complimented librarian Jackie Oakes on her enthusiasm and said she did a great job on a program she conducted for NJLA Conference.

Board member Ed Mullen asked, previous to the Board Meeting, that the Budget be in the board packet so that the board members could review and vote on the budget before it goes to Town Hall for final approval. The budget was included in the board packet.

Library Director recognized Assistant Director Kathryn Brown for attending Library Leadership Program.

Unfinished Business: None

New Business:

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

20-June-19

RESOLUTION 06- 2019.16

RESOLUTION APPROVING SCHEDULE OF BOARD MEETING 2019-2020

BE IT RESOLVED by the Board of Trustees of the Free Public Library of Woodbridge that the regular Board meeting for the fiscal year 2019 – 2020 shall be held on the 3rd Thursday of each month (except for the months of August and December, when there shall be no meeting) at 6:30 p.m., prevailing time, at the Woodbridge Main Library, George Frederick Plaza, Woodbridge, NJ 07095 (in the Book Examination Room on the building upper level) to wit:

July 18, 2019

September 19, 2019

October 17, 2019

November 21, 2019

January 16, 2020

February 20, 2020

March 19, 2020

April 16, 2020

May 21, 2020

June 18, 2020

BE IT FURTHER RESOLVED a schedule of such meeting shall be mailed to, and published once in the Home News Tribune and in The Star Ledger, be filed with the Municipal Clerk of the Township of Woodbridge, and be posted, and remain so posted throughout the year, on the main floor bulletin board of the Woodbridge Main Library.

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 20-June-19.

From: Administration

Approved at the meeting of 20-June-2019

Frederick W. Silbon, Jr., Secretary

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

Resolution 06- 2019.17

RESOLUTION

Whereas, Karen Haase-Gray, is retiring from active service as Woodbridge Public Library Librarian 2, on July 1, 2019, after 36 years and 1 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 Karen Haase-Gray.

President, Board of Trustees

June 20, 2019

The following Resolution was read by Peg Mayerowitz, moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried.

20-June-2019

RESOLUTION 06-2019.18

RESOLUTION APPROVING LIBRARIES OF MIDDLESEX, INC. CONFLICT OF INTEREST POLICIES

WHEREAS, the Woodbridge Public Library is a member of Libraries of Middlesex, Inc.; and

WHEREAS, the Libraries of Middlesex, Inc., is incorporated as a non-profit Consortium of Libraries within Middlesex County and its environs for the purpose of promoting cooperative Library activities among its members so that a higher quality of Library services for all residents within its area can provided; and to seek funds from other organizations such as foundations, Libraries, or governmental agencies to effectuate these purposes; and

WHEREAS, the Libraries of Middlesex, Inc., members desire to include a Conflict of Interest policy in Bylaws, and

WHEREAS, a copy of Conflict of Interest policy is attached and intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

NOW, THEREFORE, BE IT RESOLVED, that the Board of Trustees of Woodbridge Public Library, Member of Libraries of Middlesex, Inc., approve the Conflict of Interest Policy as attached.

From: Administration

Approved at the meeting of 20-June-2019

Peggy Mayerowitz, President

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

20-June-2019

RESOLUTION 06-2019.19

APPROVE THE LIBRARIES OF MIDDLESEX, INC. 2001 BYLAWS AND 2019 PROPOSED CHANGES

WHEREAS, the Woodbridge Public Library Board is a voting member of Libraries of Middlesex, Inc.; and

WHEREAS, the Libraries of Middlesex, Inc., is incorporated as a non-profit Consortium of Libraries within Middlesex County and its environs for the purpose of promoting cooperative Library activities among its members so that a higher quality of Library services for all residents within its area can provided; and to seek funds from other organizations such as foundations, Libraries, or governmental agencies to effectuate these purposes; and

WHEREAS, Libraries of Middlesex, Inc., desires to update 2001 Bylaws;

NOW, THEREFORE, BE IT RESOLVED, that the proposed changes to The Libraries of Middlesex, Inc., Bylaws are approved for adoption.

From: Administration

Approved at the meeting of 20-June-2019

Peggy Mayerowitz, President

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

20-June-19

**RESOLUTION 06-2019.20
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

Account
Description

	FROM	TO
Payroll Expenses	\$3,481,400	\$3,523,400
Salary Deductions	460,000	386,000
Pension	300,000	332,000
Equipment Repair & Maint.	17,500	16,300
Travel Allowance	3,500	4,700
Electric	200,000	199,000
Water	24,500	25,500
All Other Operating Appropriations	<u>1,127,100</u>	<u>1,127,100</u>
Total Operating Appropriations	<u><u>\$5,614,000</u></u>	<u><u>\$5,614,000</u></u>

From: Administration

Approved at the meeting of 20-June-19

Frederick W. Silbon, Jr., Secretary

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

20-June-19

RESOLUTION 06-2019.21

**RESOLUTION APPROVING FISCAL YEAR 2020 BUDGET FOR SUBMISSION TO TOWNSHIP OF
WOODBRIDGE
AS ATTACHED**

Resolved that the budget as attached be submitted for approval by the Township of Woodbridge.

From: Administration

Approved at the meeting of 20-June-19

Frederick W. Silbon, Jr., Secretary

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

20-June-19

RESOLUTION 6-2019.22

RESOLUTION TO REQUEST AN EXTENSION OF THE SHARED SERVICES AGREEMENT FOR ACCOUNTING SERVICES

BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that an extension be requested of the attached Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge for up to a period of three months if necessary.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at the Regular Meeting held on 20-June-19.

From Administration

Approved at the meeting of 20-June-19

Frederick W. Silbon, Jr., Secretary

The following Personnel items were read by Library Director Monica Eppinger, moved for approval by Carol Eberhardt, seconded by Ed Mullen as amended. The motion carried.

PERSONNEL

June 20, 2019

APPOINTMENT

Appoint Kathleen Dougher, Library Assistant, Main Library, Part time, 19 hours per week, salary \$18.83 per hour, pending CSC procedures, physical and drug screening, effective TBD.

Appoint Theona Culhane, Library Assistant, Fords Branch, Part time, 19 hours per week, salary \$18.83 per hour, pending CSC procedures, physical and drug screening, effective TBD.

CHANGE OF STATUS – PART TIME TO FULL TIME

Jessica Schenck, Library Assistant, Main Library, Part time 19 hours per week to Library Assistant, Full time, 35 hours per week, \$34,274 annual salary, effective 07/01/2019.

RESIGNATION

Matthew Tineo, Monitor, Main Library, effective 06/19/2019.

Sean Neves, Monitor, Main Library, effective 06/20/2019.

END OF TEMPOARY EMPLOYMENT

Nicholas VanDorn, Librarian 1, Main – Sunday Librarian, effective 05/19/2019.

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 - 06/20/2019

Bill List - 01	\$ 125,516.63
Bill List - 02	\$ 15,013.98
Bill List – 03	\$ 9,882.76
TOTAL	\$ 150,413.37

Board member Rick Silbon had a question pertaining to the Bill List. Library Director Monica Eppinger answered his question.

Such matters as may come before the Board: None

Good and Welfare: None

CLOSED SESSION: None

Public Comments: None

Adjournment: A motion to adjourn the board meeting was made by Isha Vyas, seconded by Ed Mullen. The meeting was adjourned at 7:13p.m.