

**Approved Minutes  
October 17, 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 September 19, 2019. Board members present were Ed Mullen, Carol Eberhardt, Isha Vyas, Ray Zirpolo, Anthony Terebetsky, Jay Mascolo and Board Attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

**Call to Order:** Board Vice-President Isha Vyas called the meeting to order at 6:31 pm and read the "Adequate Notice of Meeting" statement.

**Pledge of Allegiance:** Anthony Terebetsky led the Pledge of Allegiance.

**Reading of Minutes:**

The Minutes of 07/18/2019, were moved for approval by Ed Mullen, seconded by Carol Eberhardt. The motion carried. Anthony Terebetsky and Jay Mascolo abstained.

The Closed Session minutes of 07/18/2019 were moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Anthony Terebetsky and Jay Mascolo abstained.

**Correspondence:** Library Director Monica Eppinger went over all the correspondence letters.

**Report of the Library Director:**

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

**Strategic Plan Progress**

- Teacher Loan card applications are now available on our website the way that student library card applications are available with an explanation. Nancy O'Grady is preparing to release the first weekly newsletter with this information, as well. The Teen Space was expanded to add some book shelf space, study and seating space. After-school Play Station Program for Teens on the first Tuesday of the school year was at capacity.
- An Early Learning AWE terminal was added to the Fords Branch Library for preschool children to explore both alphabet, reading readiness and digital literacy with a parent.
- The Fords Branch selected furniture for the new Teen Space, which should be in this month or early next month.
- Registration is almost complete for Literacy New Jersey of Middlesex County ESL conversation group classes. There will also be a Beginners English class at the Fords Branch.
- The adult program schedule for the fall is varied and includes a grant-funded Citizenship Test Preparation Class with Jewish Vocational Services, Bird Watching, a Yoga for

Success class, a possible two new Book Clubs with a promotion of WPL services to community book groups and potential leaders from the community.

- Lynda.com, a database with over four thousand web-training resources, many of which are presented by the developers, has been sold to Linked-In Learning, and will require patrons to use a Linked-In account which gathers information about patrons and their connections. Currently under evaluation are the types of Linked-In accounts. Alternatives include Middlesex County's SkillUp, KnowledgeCity--which other public libraries have selected and Universal Class from Recorded Books. Ellen Bonacarti is managing the search. Linda Cooper is also managing a trial of a new, historical Home News database that would expand Woodbridge's holdings.
- Linda Cooper has managed a weeding of the Main Library collection, and is approaching the end of the fiction section having completed non-fiction. Opening the building at 10 am during the month of August resulted in a completion of shelf reading at the Main Library, and the resolution of a "trace" (missing books) report with 43 items.
- Derek Supp, Ellen Bonacarti and Monica attended a webinar on Technology Planning to begin to evaluate current technology for success, steps and with the intent of meeting the future and preparing the next plan.
- WPL facilitated the promotion and the offering of a Health Department series of programs for people and caregivers who have chronic pain or conditions.

*Monthly statistics are available:*

[Woodbridge Public Library State Aid Statistics](#)

*More information about the WPL Strategic Plan and progress:*

<https://sites.google.com/view/wplopingdoors2017-22/home>

### **Maintenance Update**

- Kathryn Brown noticed a problem outside the Main Library with lights that were part of a larger issue with the library electrical panel. The problem was solved within a few days which would have otherwise left the building with no outside lights.
- The water fountains in the Fords and Henry Inman Branches were replaced.
- A carpenter from the Township Maintenance Department worked with Brian Burke to address the hole in the ceiling at Henry Inman.

### **Personnel**

- Najea Grimes received an Elizabeth D. Meier Estate Scholarship for a Rutgers University graduate student in the field of library and information science.
- There have been several patrons who have come to the Administration Office to express their appreciation for customer service in the last few weeks:
  - Library Assistant JM Schenck, who works for the Digital Help Desk was recognized for her patience in assisting with a patron who had some difficulty with their files

- Neeta Pereira, in Administration, who has consistently helped the Garden Club with the online room booking system

### **Outreach & Community Engagement**

- WPL facilitated a small volunteer effort to collect school supplies for a backpack giveaway on Sunday, September 1. Forty library cards were issued at the event in Keasbey.
- Large print, discarded books have been re-circulated in a circuit of books to the Red Oak Senior Development in Port Reading. The library will refresh the books and bring the books to the Friends for the Book Sale as books are returned.
- April Kane and Najea Grimes assisted the Librarians, Nicole Perez and Jackie Oakes, to cover all of the High School Back to School Nights to promote library services.
- Najea Grimes, Tony Genna, JM Schenck and Ally Cirelli will staff a library table at the St. James Street Fair on Saturday, September 21.

Library Director Monica Eppinger went over different items that were in her report. Questions were asked about Lynda.com and Monica answered all questions.

**Report of the Friends of the Library:** Assistant Library Director Kathryn Brown said that the Museum Pass Program is going very well. She said that the Friends renewed all passes but one. The Friends discontinued Liberty Hall passes and added Aviation Hall of Fame.

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

#### **Report of the Board Members:**

Board member Anthony Terebetsky asked about the stocking of books at the Red Oak Senior Center. Library Director Monica Eppinger explained the procedure.

Board member Ed Mullen had a discussion with the Library Director Monica Eppinger on the library surplus and reserves budget. He also asked if the library received any quotes for an auditor for the library. Library Director said it would go out shortly.

Board member Ed Mullen also spoke about the accounting shared service agreement with the township. He said there were too many flaws in the agreement.

**Unfinished Business: None**

**New Business:**

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

19-September-19

**RESOLUTION 09-2019.28**

**RESOLUTION APPROVING FISCAL YEAR 2019-2020 BUDGET**

**RESOLVED** that the Library Board of Trustees adopt the Fiscal Year 2019-2020 budget as attached.

From: Administration

Approved at the meeting of 19-September-19

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Frederick W. Silbon, Jr., Secretary

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

19-September-2019

**RESOLUTION 09-2019.29**

**APPROVAL OF CONTINUED PARTNERSHIP WITH LITERACY NEW JERSEY FOR THE PROVISION  
OF LITERACY INSTRUCTION IN ALL LIBRARY LOCATIONS FOR THE FISCAL YEAR  
2019 – 2020**

**WHEREAS**, the Library Board of Trustees has participated on a longstanding agreement through Literacy Volunteers of Middlesex County and Libraries of Middlesex County to provide English Language and Literacy Services in Woodbridge Township; and

WHEREAS, Literacy Volunteers of Middlesex County has combined with Literacy New Jersey of Middlesex County to maintain literacy services as the local library partner in the training and provision of literacy programs; and

WHEREAS, Services that will be provided include train-the-trainer programs for literacy volunteers, conversation groups, beginner English classes and one-on-one English language training in all library locations;

NOW, THEREFORE, BE IT RESOLVED by the Woodbridge Public Library Board of Trustees that the contracted services agreement to continue English literacy services to Woodbridge Township in the amount of \$15,000 is approved.

From:

Contracted Services  
01-528-11

Approved at the meeting of 19-September-19

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Frederick W. Silbon, Jr., o Secretary

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

19-September 19

**RESOLUTION 9-2019.30**

**RESOLUTION TO APPROVE THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF  
WOODBRIDGE**

**FOR CUSTODIAL AND MAINTENANCE SERVICES**

**BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE**, that the attached Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is approved for one year.

**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 19-September-19.

From Administration

Approved at the meeting of 19-September-19

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Frederick W. Silbon, Jr., Secretary

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

19-September 19

**RESOLUTION 9-2019.31**

**RESOLUTION TO APPROVE THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF  
WOODBRIDGE**

**FOR FIBER OPTIC INTERNET AND VOICE SERVICE**

**BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE,** that the attached Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is approved for one year.

**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 19-September-19.

From Administration

Approved at the meeting of 19-September-19

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Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Isha Vyas, moved for approval by Jay Mascolo, seconded by Ray Zirpolo. The motion did not carry. Ed Mullen disqualified himself.

19-September 19

**RESOLUTION 9-2019.32**

**RESOLUTION TO APPROVE THE SHARED SERVICES AGREEMENT WITH THE TOWNSHIP OF  
WOODBIDGE**

**FOR ACCOUNTING SERVICES**

**BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE**, that the Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is approved for one year.

**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 19-September-19.

From Administration

Approved at the meeting of 19-September-19

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Frederick W. Silbon, Jr., Secretary

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

19-September 19

**RESOLUTION 9-2019.33**

**RESOLUTION TO AUTHORIZING MONTH TO MONTH CONTINUATION OF THE SHARED SERVICES  
AGREEMENT WITH THE TOWNSHIP OF WOODBRIDGE  
FOR ACCOUNTING SERVICES**

**BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE**, that the Shared Services Agreement between the Free Public Library of Woodbridge and the Township of Woodbridge is hereby authorized to continue on a month to month basis.

**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 19-September-19.

From Administration

Approved at the meeting of 19-September-19

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Frederick W. Silbon, Jr., Secretary

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

**PERSONNEL**

September 19, 2019



## **APPOINTMENT**

Appoint Francisco Rosario, Monitor, Main Library, Part time, 10 hours per week, salary \$10.00 per hour, replacing Gianna DeMarco, effective 07/29/2019.

Appoint Jared Kruska, Monitor, Main Library, Children's Room, Part time, 10 hours per week, salary \$10.00 per hour, replacing Gia Sanchez, effective 09/09/2019.

Appoint Kyla Colon, Monitor, Main Library, Children's Room, Part time, 10 hours per week, salary \$10.00 per hour, replacing Jaden Miller, effective 09/09/2019.

Appoint Melissa Salerno, Library Assistant, Fords Branch, Part time, 19 hours per week, salary \$18.83 per hour, replacing Theona Culhane, effective TBD.

Appoint Nicholas VanDorn, Librarian 1, Main – Sunday Librarian, 4 hours per week, salary \$32.86 per hour, effective 09/08/2019 until May 31, 2020.

## **REASSIGNMENT**

Reassign Jake Russell, Library Assistant, Henry Inman Iselin Branch to Library Assistant, Main Library, Digital Help Department, replacing Justin Fink, effective 8/19/2019.

Reassign, Justin Fink, Library Assistant, Main Library, Digital Help Department, to Library Assistant, Henry Inman Branch, replacing Jake Russell, effective 8/19/2019.

## **RESIGNATION**

Theona Culhane, Library Assistant, Fords Branch, effective 08/20/2019.

Gia Sanchez, Monitor, Main Library, effective 08/12/2019.

Jaden Miller, Monitor, Main Library, effective 08/30/2019.

Hadia Minahill, Monitor, Iselin Branch, effective 09/14/2019.

Jannatul Nayuma, Monitor, Iselin Branch, effective 09/14/2019.

Haritha Ramesh, Monitor, Iselin Branch, effective 09/28/2019.

Sabrina Zhang, Monitor, Main Library, effective 9/27/2019.

## **Approval Of Bills**

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

### **Bill Lists - 09/19/2019**

Bill List - 01

\$ 187,409.37

Bill List - 02	\$ 12,660.72
TOTAL	\$ 200,070.09

Board member Ed Mullen 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

**Public Comments:** None

**CLOSED SESSION:**

The motion to go into closed session was made by Carol Eberhardt; Ed Mullen seconded the motion at 7:17 p.m.

The motion to end the closed session was made by Ed Mullen; Anthony Terebetsky seconded the motion at 7:42pm.

The motion to reconvene the board meeting was made by Ed Mullen; Carol Eberhardt seconded the motion at 7:43 p.m.

**Adjournment:** A motion to adjourn the board meeting was made by Ed Mullen, seconded by Ray Zirpolo. The meeting was adjourned at 7:43p.m.