

**Approved Minutes
April 23, 2020**

Meeting and Attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held by conference call and the building was open to the public for the meeting on March 19, 2020.

Board members who attended by conference call were Ed Mullen, Carol Eberhardt, Rick Silbon, Isha Vyas, Taylor DeLeo, Anthony Terebetsky, Ray Zirpolo and Board Attorney Carol Berlen. Also in attendance were Library Director Monica Eppinger and Assistant Director Kathryn Brown.

Call to Order: Board President Isha Vyas called the meeting to order at 6:30 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Board President Isha Vyas led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 02/20/2020, were moved for approval by Carol Eberhardt, seconded by Rick Silbon. A roll call was taken for approval:

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Abstained

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

The Closed Session Minutes of 02/20/2020, were moved for approval by Carol Eberhardt, seconded by Rick Silbon. A roll call was taken for approval:

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Abstained

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Correspondence: Library Director Monica Eppinger referred to a letter that the Library received and was included in the Board Packet.

Report of the Library Director:

Director's Report: March, 2020

Strategic Plan Progress

- Woodbridge Public Libraries have been designated as Census Kiosks. The WPL Home Page has a prominent link for visitors to begin their Census responses. Library visitors who complete their survey will receive a button with the Woodbridge Complete Count Committee slogan, [#BeCountedInTheBestTownAround](#).
- More than two hundred families participated in the Winter Family Winter Reading Challenge.
- Woodbridge Public Library Grow with Google programs began on March 11th. Programs originally scheduled for the weeks of March 16th and March 23rd will be rescheduled due a change in speaker availability.
- The WPL response during the Prevention Phase of COVID 19 (Coronavirus) included the following:
 - Following a Health Department Briefing for Directors and Union Leadership on March 9th, Supervisor and Staff Meetings were held to inform the staff of the Township response and gather staff concerns.
 - Center for Disease Control Flyers were disseminated with All Staff meeting notes to staff by e-mail.
 - Gloves, tissues and cleaning supplies were issued to departments and branches on March 10th.
 - The Township advisory letter of the state declaration of a public health emergency prompted a meeting of Labor and Management to review current emergency procedure and determine a library Continuity of Operations Plan (COOP).
 - Starting March 12th, the library administration participated in daily conference call with Woodbridge Directors and School Board Officials to share updates.

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 Township Maintenance Department placed orders for more cleaning supplies for the staff to step up efforts to keep materials and work surfaces clean. Library

Maintenance personnel attended the COVID 19 Township Meeting on March 9th, and have been proactive in cleaning the buildings.

Personnel

- A schedule for Staff Development Day/Library Workers Appreciation Day during National Library Week in April is attached. Kathryn Brown launched a system wide web training with Ryan Dowd, author of The Librarian's Guide to Homelessness. The training will also be made available to Library Board Members and is intended to be completed before Staff Development Day.
- Supervisors and Staff Members participated in meetings the week of March 9th, following the Township Directors and Union Leadership meeting, to follow through on planning for the library response to the COVID 19 public health emergency.
- Supervisors completed Library 2.0 Coaching Skills for Library Employees.

Outreach & Community Engagement

- Children's Services Librarian Patty Brennan and Brinda Patel have presented Story Time Family Events at 2 pm at Boscov's, Woodbridge Center Mall, on the first Saturday of the month. Both events have been well attended. The next event is scheduled for April
- Teen Librarian Nicole Perez organized and presented the ALA-Gilder Lehrman Founding Era program, for Teens with JFK High School this week. Seventy students participated in the event.
- WPL will supply three laptops and technical support for a Township Census Day event at Jacob's Landing with the Greenway Family Success Center on April 1st, Census Day.

Director's Report Addendum: March, 2020

The events of the past two weeks caused our response to be fluid. Below is a summary of updates that were e-mailed to Board Members.

WPL Response to COVID-19 (Coronavirus)

On Monday, the Mayor's Emergency Response Team determined that Libraries and Senior Centers would need to be closed to the public. Based on a meeting with Union Presidents Nancy O'Grady and Ellen Bonacarti, and Assistant Library Director Kathryn Brown, the plan below was put in motion.

- Libraries were staffed regular hours with the exception that we would close earlier in the evenings (7) and would not staff Sundays.
- Saturdays would be staffed at the Main Library to maintain supervision
- Library staff members will all work their full shifts, and follow the Township (Civil Service) protocols for taking time off.
- The language in the Governor's Executive Order #103 that has guided us in working with individual situations is:

- If the absence is caused by the employee's need to care for an immediate family member who (i) has been diagnosed with COVID-19, (ii) was directed by a medical professional or government agency to self-isolate or quarantine due to suspicion of exposure to or diagnosis with COVID-19, and/or (iii) is undergoing a period of self quarantine or isolation pursuant to public health assessment recommendations, the employee shall submit documentation verifying the family member's COVID-19-related illness, exposure, and/or quarantine period to the Appointing Authority's representative or office tasked with receiving sick or FLA-FMLA leave documentation within three days of the employee's initial absence. If no such documentation is received, the employee will be required to use accumulated leave time.
- At this writing forms have begun to come in for parents among the library staff,
- Shelf reading projects were provided this week, and Kathryn Brown continued to launch a training on library service to the homeless, a 3-hour, self-paced training with *The Librarian's Guide to Homelessness* with author Ryan Dowd.
- The plan should be evaluated every Friday or as necessary, and extended on a week-by-week basis. We have asked that phone call frequency be tallied to help determine a need for coverage.
- We are documenting our steps with the catalog, staffing and services to add to an emergency procedure manual.
- Today (March 19) it will be announced that Townships staff will work alternate days starting Monday. Essential staff workers will report every day. Details will be available to the Library Board.

State Aid Report

Also attached to this addendum is the 2019 State Aid Report, which was certified as submitted March 14, 2020.

Library Director Monica Eppinger referred to her report and explained the Addendum. She said we are following the same protocol as the township. Starting next week the staff will be working a partial week.

Report of the Friends of the Library: Assistant Director Kathryn Brown said that she had nothing to report. She said the Friends hope to be open for their annual book sale which is held at the end of April. She also mentioned that the Friends are not accepting any book donations at this time. Board member Carol Eberhardt said that she loves the book sale and asked if it could be postponed to the future.

Report of the Board of Trustees President:

Board President Isha Vyas asked that Library Director keep in touch with her with all that is going on at the library in reference to the COVID-19.

Report of the Board Members:

Board member Rick Silbon asked about scheduling of the staff and services that we are offering. Library Director Monica Eppinger explained about the staffing and she also mentioned about the reference staff is working on a chat service that will be offered at the Main Library. Rick also said he did miss the comradery of having all the board members together for the meeting. Board President Isha Vyas agreed.

Board member Ed Mullen spoke about the Finance Committee meeting with the auditors, Hodulik & Morrison, P.A. He went over the highlights on the report that he sent to all board members. Board member Carol Eberhardt is also on that committee and she had a few remarks about the meetings. Board President Isha Vyas thanked the committee for their work.

Board member Anthony Terebetsky asked about foot traffic count and phone calls for this week. Library Director Monica Eppinger said that she would have the totals by March 31st. Board member Anthony Terebetsky asked Board President Isha Vyas if he could be on the Strategic Planning Committee. Board President Isha Vyas said yes.

Board member Ray Zirpolo asked if the library was getting a super cleaning. He also asked about the cleaning of books and shelves. Library Director Monica Eppinger answered him.

Board member Carol Eberhardt said the State Aid Report that was included with the board packet was great reading.

Unfinished Business: None

New Business:

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

13-March-2020

RESOLUTION 03-2020.04

RESOLUTION APPROVING CHANGE TO LIBRARY BOARD BY-LAWS

REGULAR MEETING SCHEDULE

WHEREAS, the By-Laws of Woodbridge Public Library Board of Trustees governs the monthly meeting date and time, and;

WHEREAS, the By-Laws of Woodbridge Public Library state that the By-Laws may be amended “at any regular Meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the Meeting,”

WHEREAS, the amendment appeared on the agenda for the regular meeting of March 19, 2020, and

WHEREAS a quorum was present, and

WHEREAS, the vote was unanimous,

NOW, THEREFORE, BE IT RESOLVED that the BY-LAWS OF THE BOARD OF TRUSTEES FREE PUBLIC LIBRARY OF WOODBRIDGE state that the regular monthly meeting of the Library Board shall usually be held on the 4th Thursday of each month, at 6:30 PM, at a place designated by the President.

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 19-March-2020.

From: Administration

Approved at the meeting of 19-March-2020

Isha Vyas, Library Board President

A roll call was taken for approval:

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

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

19-March-2020

RESOLUTION 03.2020.05

RESOLUTION TO AMEND THE MEETING ROOM POLICY

WHEREAS, the Library Board of Trustees governs the use of library meeting rooms, and;

WHEREAS, the Library Board of Trustees has charged a fee for use of meeting rooms by for-profit groups; and

WHEREAS, the Annual Letter to Library Directors from the New Jersey State Library has advised that the statute forming free public libraries does not allow libraries to charge a meeting room fee,

NOW, THEREFORE, BE IT RESOLVED that all meeting room fees are suspended until further action is taken by the Board of Trustees.

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 19-March-2020.

From: Administration

Approved at the meeting of 19-March-2020

Frederick Silbon, Library Board Secretary

A roll call was taken for approval:

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

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

19-March-2020

RESOLUTION 03.2020.06

RESOLUTION AUTHORIZING THE WAIVER OF FINES AND FEES BY THE LIBRARY BOARD IN RESPONSE TO COVID-19 PANDEMIC

WHEREAS, COVID-19 (Coronavirus), a worldwide pandemic, has emerged as a threat to the Woodbridge Township community; and

WHEREAS, the Governor of the State of New Jersey has declared Coronavirus to be a public health emergency; and

WHEREAS, the Township of Woodbridge has closed the public libraries to the public in an abundance of caution; and

WHEREAS, staff now providing services by phone and updates to the web pages and digital assistance are scheduled on a week-to-week basis; and

WHEREAS, the Library Board of Trustees and Township of Woodbridge desire to offer library services to the residents of the Township of Woodbridge during the community response to COVID-19; and

WHEREAS, due to the emergency closing measure it is necessary to extend the due date of materials to allow patrons to remain in their homes rather than visit libraries for the return of materials; and

WHEREAS, it also necessary to forgive fines and fees of patrons whose materials are already overdue,

NOW, THEREFORE, BE IT RESOLVED, that patron material fines and fees shall be waived for the period of time until ten days after the libraries have been reopened.

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 19-March-2020.

From: Administration

Approved at the meeting of 19-March-2020

Frederick Silbon, Library Board Secretary

A roll call was taken for approval:

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

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

PERSONNEL

March 19, 2020

PROMOTION

Promote Anne Chesterly, Full Time Library Assistant, Main Library, Technical Services to Full Time Senior Library Assistant, Main Library, Technical Services , salary \$38,880 annual, effective 03/22/2020.

Promote Jessica Schenck, Full Time Library Assistant, Main Library to Full Time Senior Library Assistant, Main Library, salary \$38,880 annual, effective 03/22/2020.

Promote Justin Fink, Part Time Library Assistant, Henry Inman Branch to Part Time Senior Library Assistant, Henry Inman Branch, Provisional, pending CSC procedures, salary \$21.36 per hour, effective 03/22/2020.

A roll call was taken for approval:

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

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 - 03/19/2020

Bill List - 01	\$ 11,455.40
Bill List - 02	\$ 49,714.71
Bill List – 03	\$ 22,975.61
TOTAL	\$ 84,145.61

A roll call was taken for approval:

Taylor Deleo - Aye
Carol Eberhardt - Aye
Ed Mullen - Aye
Rick Silbon - Aye
Anthony Terebetsky - Aye
Isha Vyas - Aye
Ray Zirpolo - Aye

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: None

Ajournment: A motion to adjourn the board meeting was made by Ed Mullen, seconded by Ray Zirpolo. The meeting was adjourned at 7:19p.m.

A roll call was taken for approval:

Taylor Deleo - Aye
Carol Eberhardt - Aye
Ed Mullen - Aye
Rick Silbon - Aye
Anthony Terebetsky - Aye
Isha Vyas - Aye
Ray Zirpolo - Aye