

**Approved Minutes
May 28, 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 April 23, 2020.

Board members who attended by conference call were Ed Mullen, Carol Eberhardt, Rick Silbon, Isha Vyas, Taylor DeLeo, Anthony Terebetsky, Sabriena Tarboush, 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 Member Taylor DeLeo led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 03/19/2020, were moved for approval by Ed Mullen, seconded by Ray Zirpolo 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

Sabriena Tarboush - Abstained

The motion carried

Correspondence: None

Report of the Library Director:

Director's Report: April, 2020

Strategic Plan Progress

- Mayor McCormac was asked to read virtually to a Kindergarten class, and decided to read to all of them at one time. This has become a series that he has included our children's librarians in as selectors. The WPL home page is linked to the TV-35 produced series. An article was published in the Criterion-Sentinel.
<https://centraljersey.com/2020/04/08/online-public-library-traffic-to-extensive-digital-selections-virtual-programs-soar-in-part-to-pandemic/>

- Staff members have been encouraged to take trainings and to use library resources online to continue to familiarize themselves with Woodbridge Digital Public Library (WDPL).
- New staff computers are in. It is hoped that they will be installed before everyone returns, but at this point we continue to follow mandated social distancing for IT staff, as well. Once installed there will be a Windows 10 training for all, as well as an introduction to Microsoft 365.

COVID-19 Response

- The WPL continued response during the Public Health Emergency brought on by COVID 19 (Coronavirus) included the following:
 - Lauren Clemens, Head of Technical Services has been able to use software for cataloging, OCLC Connexion Client, from home. She also has access to Enterprise, B&T 360 and GoodReads. Upon our return to the physical library, I will be able to upload these catalogued records in a batch into Horizon.
 - We established weekly Zoom meetings with Supervisors to make sure concerns were addressed and any information we had could be shared. Supervisors have been asked to maintain communication with their staff.
 - Library administration participated in daily conference call with the Mayor, Chief of Staff, Business Administrator, Woodbridge Directors, Office of Emergency Management (OEM) Directors and School Board Officials to share updates beginning March 12.
 - Fords Librarian Ilyssa Wesche has been working with April, Ellen and Nicole on social media. Several of our staff members who have also been contributing to social media have asked that all staff members who can contribute be invited to send to Ilyssa some contribution to the library's LIVE presence.
 - Supervisors have been in touch with their staff to assess their ability to complete webinar trainings from home. KG is managing a list of staff members whose certificates for the *Librarian's Guide to Homelessness* trainings have been produced and sent to her. There are laptops we can make available, with Internet as well.
 - By April 9th, the Information Services staff answered more than 120 questions via chat and e-mail, Monday through Friday from 9-5.
 - Eighty new library cards have been issued and more than twenty library cards have been renewed by e-mail. Six thousand library cards that were set to expire in the second quarter of the year were renewed with help from SirsiDynix.

- Twenty-two thousand items due this quarter were adjusted to be due after May 31st (We will change it again to ten days after we open if it is later).
- Book drops in the branches are emptied regularly, so books are being taken in, but will be returned only when we are back in the building. Even for materials that were overdue when the libraries closed to the public, fines do not accrue when the libraries are closed.

Monthly statistics are available:

[Woodbridge Public Library State Aid Statistics](#)

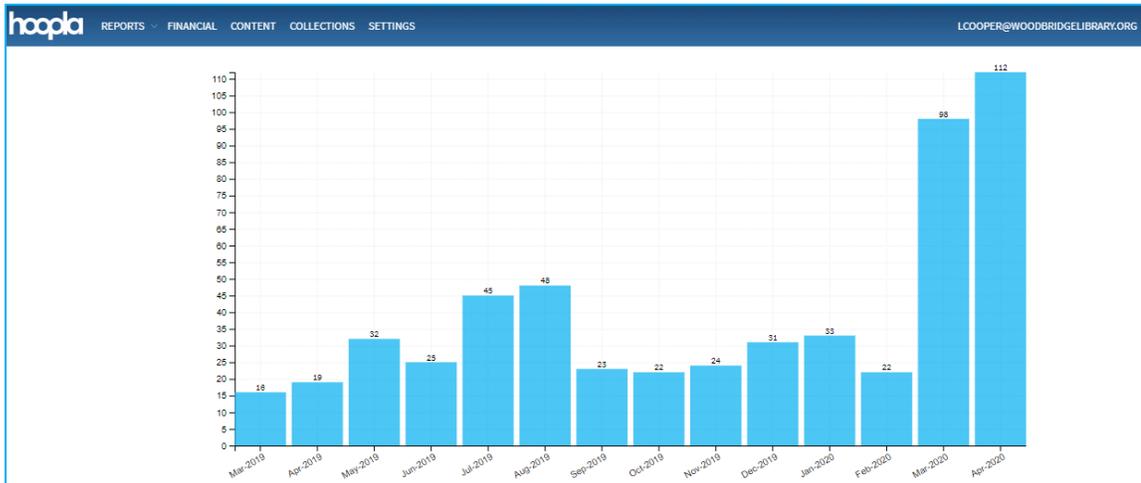
More information about the WPL Strategic Plan and progress:

<https://sites.google.com/view/wpopeningdoors2017-22/home>

Maintenance Update

- Carpets in all locations and restrooms in the branches were professionally cleaned. Maintenance Staff deep cleaned restrooms at the Main Library. The Main Library was sprayed with the disinfectant as was the Health Center and Town Hall. The Branches will be done before we reopen them to the public.

1. An interesting trend since COVID19 has closed WPL locations to the public:



The average number of new users for Hoopla alone is usually 30 per month. In the first half of April it is three times that, and climbing.

Library Director Monica Eppinger went over her report. She also added that she met, by conference call, with supervisors weekly.

Report of the Friends of the Library: Assistant Director Kathryn Brown reported that the Friends rescheduled their annual book sale. The Friends book sale is now scheduled for opening night of September 24, 2020. The book sale will run until Sunday, September 27, 2020. She also mentioned that the Friends are not accepting any book donations at this time. Assistant Director Kathryn Brown also mentioned that the Friends are looking for storage space for their books.

Board member Ray Zirpolo asked how much space the Friends were looking for.

Board member Carol Eberhardt asked about the Friends annual membership.

Board member Anthony Terebetsky asked if the changes can be posted on social media.

Assistant Director Kathryn Brown answered all their questions.

Report of the Board of Trustees President:

Board President Isha Vyas reminded all board members to fill out the disclosure forms that are due at the end of the month.

Board President Isha Vyas said that 2 committees met last month, Personnel and Building and Grounds, and 2 committees will meet this month. Those committees are budget and personnel.

Library Director Monica Eppinger said the library was asked by the unions to exchange proposals by mid May for contract negotiations. She will send copies of the present contracts to board member Rick Silbon.

Report of the Board Members:

Board member Carol Eberhardt reported that the Personnel Committee met on 3/30/2020. There was a discussion on a civil service issue.

Building and Grounds Committee met on 4/14/2020. Anthony Terebetsky reported that they discussed the cleaning of the carpets and bathrooms of Main and the 3 branches. The cleaning company also sprayed the carpets. The committee is getting quotes for the vent cleaning.

Board member Ray Zirpolo asked what company will be doing the cleaning ducts and vents. Library Director asked him if he had any recommendations.

Board member Anthony Terebetsky also asked about touchless soap and towel dispensers in the bathrooms. The committee is also looking at the lights by the ramp to be replaced. The committee will look at catalogs and web sites for information and pricing. He also asked when we do open what will be needed for patrons and what steps need to be taken for opening the library.

There was a discussion by board members on procedures and items needed for opening the library for staff and patrons, and for social distancing.

Board member Anthony Terebetsky also asked about the Census and the change of the Primary Election date now that we are closed. Library Director Monica Eppinger answered that she was sending out Census, I COUNT, buttons and asking patrons to take a selfie picture and post it on social media.

Board member Sabriena Tarboush gave an update on the Library Foundation. We have collected over \$12,000 in donations so far. There will be another Foundation Meeting scheduled for September 2020.

Board member Carol Eberhardt had a question on the Foundation report pertaining to the credit and debit sheet. Board member Ed Mullen answered her question.

Board member Ed Mullen asked if the Finance Committee can be sent the Budget Preparation Work sheets. Library Director Monica Eppinger said she would send them out.

There was a discussion on the Bank Reconciliation, operation accounts and outstanding checks from 2016 and 2019.

Board member Ed Mullen said that the staff should have a supply of wipes, masks, gloves and sanitizers. He asked how we are going to clean up after a patron sits on a chair or uses a computer and key board. Library Director Monica Eppinger said that we can have sanitizers by the computers. She also said that when books come back from the patrons, they are quarantined for 3 days.

Board member Rick Silbon asked when the next Personnel Committee meeting will be held. Board President Isha Vyas said that she does not have a date yet. Library Director Monica Eppinger will send out a few dates for the committee to decide. Evenings would be best for all on the committee.

Board member Carol Eberhardt said that Mayor John McCormac has mentioned the Library in his talks. Board member Ray Zirpolo asked if there were any furloughs in the township. Library Director Monica Eppinger said the library is following the Governors recommendations. She stated that the hourly staff that are not being paid at this time.

The Library Board praised the staff at the Woodbridge Library for all that they are doing.

Unfinished Business: None

New Business:

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 - 04/23/2020

Bill List - 01	\$ 19,431.58
Bill List - 02	\$ 49,384.53
TOTAL	\$ 68,816.11

A roll call was taken for approval:

Sabriena Tarboush - Aye

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: None No member of the public present at this meeting.

Ajournment: A motion to adjourn the board meeting was made by Anthony Terebetsky, seconded by Ray Zirpolo. The meeting was adjourned at 7:24p.m.

A roll call was taken for approval:

Sabriena Tarboush - Aye

Taylor Deleo - Aye

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried