

**Approved Minutes
June 25, 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 May 28, 2020.

Board members who attended by conference call were Ed Mullen, Carol Eberhardt, Rick Silbon, Isha Vyas, 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 04/23/2020 were moved for approval by Anthony Terebetsky, seconded by Ray Zirpolo. The motion carried.

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Correspondence: None

Report of the Library Director:

Director's Report – May, 2020

COVID-19 Library Activities and Response

- The WPL continued response during the Public Health Emergency brought on by COVID-19 (Coronavirus) included the following:
 - Zoom meetings were held by department to prepare for staff return to work on a staggered schedule to allow for social distancing and for cleanings to be done in the buildings. Excellent input was provided by staff to suggest constructive steps to prepare for return to work as well as to open to the public in phases.

Curbside pick-up was suggested by the staff with recommendations for preparations.

- Weekly Zoom meetings with Supervisors have continued to make sure concerns were addressed. Supervisors have been asked to maintain communication with their staff.
- Lauren Clemens, Head of Technical Services will be set up with a laptop that will link to her desktop and continue to catalog from home.
- Library administration continued to participate 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.
- Derek Supp and Eddie Santos are dividing IT duties to allow for social distancing. Derek is updating public terminals, and Eddie is imaging new terminals.
- Fords Librarian Ilyssa Wesche continued to work with April, Ellen and Nicole on social media with suggestions for online titles for all ages as well as entertaining and useful community polls. Contribution to posts was encouraged to include all staff members. The weekly schedule of social media on Facebook included:
 - Monday – Monthly Theme posting.
 - Tuesday – Tech Tuesdays
 - Wednesday – Wildcard Wednesdays – Staff posts have been recommended reading available from our online resources
 - Thursday – Throwback Thursdays – Popular posts from the past are re-posted, and the e-mail address for Ask-A-Librarian is answered immediately with Readers Advisory info.
 - Friday – Just for Fun Fridays -- Staff To Be Read (TBR) lists, staff book reviews, staff shelfies, videos of staff members
 - Saturday – Staff Stuff Saturday -- posts have included collections of interest such as Ellen Bonacarti's J.R.R. Tolkien collection as just one example of personal investment in WPL content.
- From the time the libraries were closed to the public, March 17th, until May 22nd, the information services staff has addressed 607 questions by chat and e-mail during our reduced hours of 9 to 5, Monday through Friday.
- Library cards were issued or renewed for 174 patrons by e-mail in the month of April. May statistics are delayed due to a need to run the report once at the end

of the month. Cards issued are 40% lower, but 6,000 library cards that were due to expire were automatically renewed for this quarter and were not factored into the statistic.

- Flipster, the online magazine service has more than doubled it's online use as have Hoopla and Overdrive.
- Items due on June 1st will have due dates extended to ten days after the libraries reopen to the public.
- Book drops in the branches are emptied regularly, so books are being taken in. Kathryn Brown set up circulation stations in all three branches, and has scheduled staff to begin check-ins. Guidelines for quarantining materials for three days which began in March are currently being continued.
- Based on the [Best Practices for Reopening New Jersey Libraries](#), and recommendations from Supervisors that have been incorporated into the plan, WPL entered Phase II on May 18th. Staff members have returned to the library buildings while closed to the public to prepare to offer preliminary services to the public while the buildings are closed.

Personnel

- Twenty-three staff members are currently on the COVID-19 approved absence list.

Maintenance Update

- The Maintenance Staff has been cleaning windows in all locations, painting and has power washed the ramp at the Main Library.
- A meeting was scheduled with Brian Burke to determine where acrylic sneeze guards may be installed to prepare to open to the public. The material has been back-ordered.

Director's Report – May Addendum

Reopening Plan Draft

June 1 - 5

Main Library M-F 9-5 Admin Office/T-TH, 9-5
Branches M-W-F 9-1

We will add a 1-5 shift to further prepare for readiness to answer the phones and will hold a meeting to firm up plans for curbside pick-up. We will be adding staff for a staggered schedule, M-W-F in the Branches to catch up with book drop intake and collection management, and T-Th in the Main Library to complete the processing of books from the branches and to prepare to answer the phones.

June 8-12

Main Library M-F 9-5
Branches M-F 9-1

We will begin working full shifts. Staff members with approved leave for school closures will be returning during the week. We will begin to schedule staff to answer the phones. This is the week we would like to bring Librarians in.

June 15-19

Main Library Admin M-F 9-5, Staff M, T, Th, F 9-5
Wed., 9-7
Branches M-F 9-5

We would like to begin curbside pick-up (June 18th) starting in the Main and working out how it will work in the branches. It would be best to be prepared to be open to the public as June 15th is the date that the Governors Stay at Home Order is scheduled to expire.

Staff Activities

Staff members continued to post daily to the library's social media channels. Posts have encouraged patrons to visit our various, free digital databases as well as promote library card sign up and renewal.

Programming staff have been working diligently to create and prepare for Summer Reading 2020 for adults and teens. Our programs will be predominately online and virtual this summer. The theme this year is Imagine Your Story. Due to COVID-19 we have had to completely re-imagine & revamp our summer reading challenges.

We have recently received notice that the library's Zoom account is now available.

Upcoming adult programs on Zoom include the following:

Virtual Program - Laughter Therapy

6/10/2020 7:00 PM - 8:00 PM

WPL will offer patrons a free virtual program with laughter therapist Michele Granberg on Wednesday, June 10 @ 7:00 PM.

This program will be presented on Zoom. Registration is required. The day before the program we will email you the Zoom link to the meeting. Please note, that if you are using a smartphone or tablet to view this program you will need to download the Zoom app.

You've heard that "Laughter is the best medicine," well it's a fact, laughter is good for your mind and body. Research shows that regular laughter relieves stress, lifts your mood, boosts the immune system, improves respiration, adjusts blood pressure, reduces pain, burns calories and more. Join us to discover the many benefits of laughter therapy!

NJ Estate Tax Law, Wills, & Probate Seminar

6/15/2020 7:00 PM - 8:00 PM

Please join guest speaker Kenneth Vercammen, Managing Attorney from Kenneth Vercammen & Associates, as he presents "Wills, Estate Planning & Probate." This program will be presented on Zoom.

Registration is required. The day before the program you will be sent the Zoom meeting information by email. Please note that if you are using Zoom on a tablet or smartphone you will need to download the Zoom app.

Library Director Monica Eppinger also said that staff participation during this time was outstanding. She said Assistant Library Director Kathryn Brown did a great job on staffing to prepare for the opening of the library. Library Director Monica Eppinger mentioned that the staff at the Henry Inman Branch Library planted plants outside the library.

Report of the Friends of the Library: Assistant Library Director Kathryn Brown said that the Friends have not met. She wanted to thank Board Member Ray Zirpolo for helping the Friends obtain a storage unit to store all the book donations. She also stated that the Friends are not accepting book donations at this time.

Report of the Board of Trustees President:

Board President Isha Vyas thanked Library Director Monica Eppinger and Assistant Library Director for doing an amazing job of stepping up and keeping the library patrons happy.

Board President Isha Vyas said that 2 committees meet this past month and she asked for a report from the committees.

Report of the Board Members: Personnel Committee member Carol Eberhardt reported that the Personnel Committee met with the new Labor Attorney.

Building and Grounds Committee member Anthony Terebetsky spoke about the process of reopening the library based on recommendations provided by the state to phase in the opening. He spoke of the cleaning that has been done. Library Director Monica Eppinger thanked the committee for their practical suggestions.

Board Member Ed Mullen asked about the Budget Meeting that is scheduled for June 9, 2020 with the Business Administrator. Library Director Monica Eppinger explained. Board member Carol Eberhardt also said last year's meeting went very well.

Library Board President Isha Vyas asked each board member if they would like to say anything. Board member Rick Silbon hopes everyone stays safe.

Board member Ed Mullen had a question about the Bank Reconciliation Report. Library Director Monica Eppinger would look into the matter.

Board President Isha Vyas mentioned the Newark Public Library and all their on line programs. She asked about more on line programs and Zoom for Woodbridge. Library Director Monica Eppinger spoke about the increase in online programs and Zoom programs that Woodbridge Library will be having. She also mentioned that when the Children's Room orders books they will take advantage of opportunities to purchase books that can be accessed on line.

There was a discussion on marketing all the programs that the Woodbridge Public Library has to offer their patrons and the general public. It was suggested that this could be done using the digital board that is out in front of the Library. All programs and digital offerings can be posted on this board.

Board member Rick Silbon also mentioned having more of a presence on Channel 35.

Unfinished Business: None

New Business:

The following Resolution was read by Rick Silbon, moved for approval by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried with adding language to the resolution.

28-May-2020

RESOLUTION 05.2020.07

RESOLUTION AMENDING THE WOODBRIDGE PUBLIC LIBRARY HEALTH AND SAFETY POLICIES

WHEREAS, the Free Public Library of Woodbridge (the "Library") wishes to update the Health and Safety Policy and the Patron Code of Conduct.

WHEREAS, the update to the Health and Safety Policy and the Patron Code of Conduct is reflected as set forth below:

(Additions are reflected by underline)

POLICE ASSISTANCE

1. Summon Police Assistant if:

You observe behavior which may be a violation of library procedure, policy, or the law.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that the updated portion of the Patron Code of Conduct and the Health and Safety Policy is hereby approved.

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 Regular Meeting held on May 28, 2020.

Fredrick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye -with change presented

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

The board members and board attorney asked about the wording change in the Health and Safety Policy which had to be written at the board meeting. The policy was revised at the board meeting.

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

28-May-2020

RESOLUTION 05.2020.08

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.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that the following amendments to the approved Annual Budget for the fiscal year beginning July 1, 2019, and ending June 30 2020, be made

REVENUES AND OTHER CREDITS	FROM	TO
Total Revenue and Other Credits	\$5,661,000	\$5,661,000
OPERATING APPROPRIATIONS		
Electric (Account #01-502-00)	\$205,000	\$198,500
Internet (Account #01-501-00)	\$ 17,000	23,500
All Other Operating Appropriations	<u>\$5,439,000</u>	<u>\$5,439,000</u>
Total Operating Appropriations	<u><u>\$5,661,000</u></u>	<u><u>\$5,661,000</u></u>

From: Administration

Approved at the meeting of 28-May-20

Fredrick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Library Director Monica Eppinger explained why the changes were made.

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

PERSONNEL

May 28, 2020

END OF TEMPORARY EMPLOYMENT

Nicholas VanDorn, Librarian 1, Main – Sunday Librarian, effective 05/17/2020.

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

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 - 05/28/2020

Bill List - 01	\$ 8,920.00
Bill List - 02	\$ 75,911.19
Bill List – 03	\$ 2,534.65
TOTAL	\$ 87,365.84

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Board member Rick Silbon had a question on an item on the Bill List. Board member Ed Mullen answered his question.

Board member Ed Mullen asked a question about the date on reports that were included in the board packet. Library Director Monica Eppinger will look into the matter.

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.

Adjournment: A motion to adjourn the board meeting was made by Ray Zirpolo, seconded by Anthony Terebetsky. The meeting was adjourned at 7:30p.m.

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried