

**Approved Minutes
July 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 June 25, 2020.

Board members who attended by conference call were Ed Mullen, Carol Eberhardt, Jay Mascolo, Rick Silbon, Isha Vyas, Anthony Terebetsky, Taylor DeLeo, 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 6:35 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Board member Jay Mascolo led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 05/28/2020 were moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky.

Board member Anthony Terebetsky asked that the minutes be revised and sent out to board members with the correct attachment wording.

The motion carried.

A roll call was taken for approval:

Taylor DeLeo - Abstained

Carol Eberhardt - Aye

Jay Mascolo - Abstained

Ed Mullen - Aye

Sabriena Tarboush - Abstained

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Correspondence: None

Report of the Library Director:

Director's Report – June, 2020

Library Reopening Activities

- Woodbridge Public Library buildings are closed to the public as part of the Governor’s Stage Two in the [Governor's Reopening Plan](#).
- Woodbridge Public Library has followed the guidelines from the NJ State Library and LibraryLinkNJ’s Taskforce On Post COVID-19 Alignment, Trends and Strategies in New Jersey Libraries (TOPCATS). WPL is now in Phase 3 of the TOPCATS Plan. Services are provided by telephone and curbside services are available in all locations before opening buildings to the public. Virtual services continue to be available by chat, e-mail, and electronic collections 24/7. Summer reading plans are primarily virtual with the planning for the possibility that some can be done in outdoor spaces.
 - **Phase 1: Libraries Closed to the Public**
This phase will allow libraries to comply with strict public safety and health directives.
 - **Phase 2: Libraries Prepare for Opening**
This phase will allow libraries to prepare for a return to work before opening to the public.
 - **Phase 3: Libraries Operate with Limited Services**
This phase will allow libraries to resume some operations and services using cautionary steps.
 - **Phase 4: Libraries Open with Expanded Services**
This phase will allow libraries to expand operations and increase services.
 - **Phase 5: Libraries Operate in a New Normal**
This phase will prepare libraries for an extended period of public health disruption.

Strategic Plan Progress

- Staff computers with Windows 10 and Microsoft 365 have been imaged and are being installed for library staff. Training is planned for staff to improve file back-up skills and knowledge of the new operating system and software.
- Panic alarms are being installed in the libraries at the circulation and reference desks.
- The staff will have access to a Library Works production and web training on Defusing and De-escalating and Improving Outcomes with Patrons.
- The Statewide Theme for Summer Reading for Children, Teens and Adults is: *Imagine Your Story*
 - Summer Reading Programs for Children: All programs will be virtual. We will record story times & post them weekly on the library’s YouTube channel. There will be “Take & Make” crafts in paper bags available weekly for different age groups at all locations. Zoom may be used for some of the smaller programs. Wandoo Reader, one of the Evanced modules, will be utilized for the reading

challenge portion of the activities. Participants will register online & track their reading during the summer. Flyers with instructions for participating will be placed in craft bags & possibly in curbside bags.

- Summer Reading Program for Teens: An eight-week program will include make and takes, DIY boxes, an on-line reading log and end-of-the-summer incentives.
- Summer Reading for Adults: A raffle for logging ten books, virtual programs by Zoom and weekly prizes are planned. Flyers with details are attached to this report.

Personnel

- Library staff members have been scheduled from 9-5, Monday through Friday, to begin the return to regular operations. Part-time staff have been working during those hours to prepare for the return of patrons to the libraries.
- Library staff have been provided with two reusable, cloth masks. Paper masks and gloves have been provided by the Township.
- A thermometer has been made available for daily temperatures at the Main Library and branches, and staff members are wearing mask. A small, refillable bottle of sanitizer was also supplied to each staff member.
- Staff members on COVID19 leaves were e-mailed and sent letters with explanation of the end of leave procedures with contacts for further information.
- Monitors have not been called in yet due to the availability of circulation staff while the buildings are closed to the public.

Maintenance

- Acrylic shields for public service points have been installed in the Main Library and Branches. We are waiting for a few of the free standing shields for service desks. Brian Burke conveyed library staff requests and supervised the installations.
- The WCC and The Club Township Maintenance Department shared their experience with re-fillable public stations for wipes to clean exercise equipment before and after use and provided enough of their recommended solution for public equipment for the libraries when we open.
- The Fords, Henry Inman and Iselin Branches have rearranged and removed furniture to prepare to be open to the public. The Main Library is working on storage at this time to provide space between work stations and seating.
- Outdoor space has been cleaned and made ready in all locations. Henry Inman has asked for picnic tables to add to a bench that has just been refinished by Township Maintenance.

Report of the Friends of the Library: Assistant Library Director Kathryn Brown said that the Friends have not met, therefore there is nothing to report.

Report of the Board of Trustees President: Board President Isha Vyas asked about the ZOOM programs here at the library. Library Director Monica Eppinger said that these programs were very well received by our patrons .

Board President Isha Vyas spoke about the Phase 4 reopening of libraries. She asked that Board member Anthony Terebetsky tour the libraries to see that we are in compliance with Phase 4. She mentioned that all board members received a copy of the Library Audit.

Board President Isha Vyas asked that the Finance Committee report the findings from their meetings that were held on June 4th and June 9th. Carol Eberhardt gave the report. She spoke about what was covered in their meetings and also about the 20-21 Budget Meeting that was held at Town Hall with the Business Administrator. She also said that we have been advised to gather all our COVID 19 expenditures for a total. Ed Mullen thanked Carol for her work on this committee. Ed also asked about follow-up on voided checks. Ed said that the auditors did a good job with the audit.

Board President Isha Vyas asked if anyone had any questions on the Audit.

Board President Isha Vyas congratulated Board member Sabriena Tarboush on the birth of her son and she congratulated Board member Ed Mullen on the birth of his granddaughter.

Report of the Board Members: There was a discussion on the Curbside Pick-Up. Assistant Director Kathryn Brown described the process used to distribute books at the Main Library and the three branches, and mentioned the work done by all staff to launch it. More than 450 bags went out in the first week. Board member Carol Eberhardt said the Curbside works very well. She received a phone call from Jenn Kolb at the Iselin Library asking if she could do anything else to help her. Director Monica Eppinger said that Kathryn Brown did an exceptional job with Curbside Pick-up.

Board member Anthony Terebetsky said his wife was very happy with Curbside pick-up. The system was working very well.

Board member Taylor DeLeo also said the Curbside pick-up was a very good experience.

Board member Ray Zirpolo asked about the staff and if they were on board with the process of reopening. Library Director Monica Eppinger said she has meetings with her supervisors and she is getting the feedback from the staff. Board member Carol Eberhardt said she would like to look around the library. The plexiglass is very good and she thought that there should be more panels at the Reference Desk. The Library has been receiving much support from the Township. Board member Ed Mullen asked about markings on the floor to keep the social distancing, along with furniture that needs to be moved. He also asked about masks for the patrons.

Board member Anthony Terebetsky asked about the date the Union Contracts expire.

New Business:

Director Monica Eppinger spoke about the Reopening Plan for the Library. She said that the Library will be following the state guidelines.

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

25-June-20

RESOLUTION 06- 2020.09

RESOLUTION APPROVING SCHEDULE OF BOARD MEETING 2020-2021

BE IT RESOLVED by the Board of Trustees of the Free Public Library of Woodbridge that the regular Board meeting for the fiscal year 2020 – 2021 shall be held on the 4th 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 23, 2020

September 24, 2020

October 22, 2020

December 3, 2020 *

January 28, 2021

February 25, 2021

March 25, 2021

April 22, 2021

May 27, 2021

June 24, 2021

*November Meeting

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 25 –June-20.

From: Administration

Approved at the meeting of 25-June-2020

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried.

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

25-June-20

RESOLUTION 06-2020.10

RESOLUTION OF THE WOODBIDGE FREE PUBLIC LIBRARY BOARD OF TRUSTEES CERTIFYING REVIEW OF 2019 FY ANNUAL AUDIT

WHEREAS, a regular meeting of the Woodbridge Public Library Board of Trustees was held on June 25, 2020; and

WHEREAS, N.J.S.A. 40A:5A-15 requires the governing body of each local authority to cause an annual audit of its accounts to be made; and

WHEREAS, the annual audit report for the fiscal year ended 2019 has been completed by Robert Morrison of Hodulik & Morrison, CPAs and filed with the Board of Trustees pursuant to N.J.S.A. 40A:5A-15; and

WHEREAS, N.J.S.A. 40A:5A-17 requires the governing body of each authority to, within 45 days of receipt of the annual audit, certify by resolution to the Local Finance Board that each member thereof has personally reviewed the annual audit report, and specifically the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board; and

WHEREAS, the members of the governing body have each received the annual audit and have each personally reviewed the annual audit and have each specifically reviewed the sections of the annual audit report entitled, "General Comments" and "Recommendations" in accordance with N.J.S.A. 40A:5A-17.

NOW, THEREFORE, BE IT RESOLVED, that the Local Authority of the Woodbridge Public Library Board of Trustees hereby certifies to the Local Finance Board of the State of New Jersey that each governing body member has personally reviewed the annual audit report for the fiscal year ended 2019 and specifically each Trustee member has reviewed the sections of the audit report entitled "General Comments" and "Recommendations", and has evidenced same by group affidavit in the form prescribed by the Local Finance Board.

BE IT FURTHER RESOLVED, that the Secretary of the Trustee Board is hereby directed to promptly submit to the Local Finance Board the aforesaid group affidavit, accompanied by a certified true copy of this resolution.

IT IS HEREBY CERTIFIED THAT THIS IS A TRUE COPY OF THE RESOLUTION OF THE WOODBRIDGE PUBLIC LIBRARY BOARD OF TRUSTEES PASSED AT A MEETING HELD ON JUNE 25, 2020.

Frederick W. Silbon, Jr. , Secretary
June 25, 2020

<u>Recorded Vote:</u>	<u>Aye</u>	<u>No</u>	<u>Abstain</u>	<u>Absent</u>
Isha Vyas				
Edward Mullen				
Frederick W. Silbon, Jr.				
Carol Eberhardt				
Jay Mascolo				
Taylor DeLeo				
Sabriena Tarboush				
Anthony Terebetsky				
Ray Zirpolo				

LOCAL AUTHORITIES
GROUP AFFIDAVIT FORM
PRESCRIBED BY
THE NEW JERSEY LOCAL FINANCE BOARD
AUDIT REVIEW CERTIFICATE

We, the members of the governing body of the Woodbridge Public Library Board of Trustees, being of full age and being duly sworn according to law, upon our oath, depose and say:

1. We are the duly appointed members of the Woodbridge Public Library Board of Trustees.
2. We certify, pursuant to N.J.S.A. 40A:5A-17, that we have each reviewed the annual audit report for the fiscal year ended 2019 and specifically the sections of the audit report entitled "General Comments" and "Recommendations."

(Name)	(Signature)
<u>Isha Vyas</u>	_____
<u>Edward Mullen</u>	_____
<u>Frederick W. Silbon, Jr.</u>	_____
<u>Carol Eberhardt</u>	_____
<u>Jay Mascolo</u>	_____

Taylor DeLeo _____

Sabriena Tarboush _____

Anthony Terebetsky _____

Ray Ziolo _____

Sworn to and subscribed before me
this 25th day of June, 2020.

Carol A. Berlen
An Attorney at Law of the State of New Jersey

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aya

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

Taylor DeLeo _ Aye

The motion carried.

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

25-June-2020

RESOLUTION 06-2020.11

RESOLUTION AUTHORIZING LABOR CONTRACT EXTENSION

AFSCME LOCAL NO.2923

WHEREAS, the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and American Federation of State, County and Municipal Employees (AFSCME) Local No. 2923 to

confirm in writing that there is an agreement that the terms and conditions of the current CBA be extended until such time as a new CBA is approved by the Local general membership and the Library Board of Trustees.

BE IT THEREFORE RESOLVED by the Board of Trustees that the Memorandum of Agreement is 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 Meeting held on 25-June-2020.

From: Administration

Approved at the meeting of 25-June-2020

Frederick Silbon, Library Board Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aya

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

Taylor DeLeo _ Aye

The motion carried.

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

25-June-2020

RESOLUTION 06-2020.12

RESOLUTION AUTHORIZING LABOR CONTRACT EXTENSION

TEAMSTERS LOCAL 469

WHEREAS, the Board of Trustees of the Woodbridge Public Library has received a signed Memorandum of Agreement from the Library Director and Teamsters Local 469 to confirm in writing that there is an agreement that the terms and conditions of the current CBA be extended until such time as a new CBA is approved by the Local general membership and the Library Board of Trustees.

BE IT THEREFORE RESOLVED by the Board of Trustees that the Memorandum of Agreement is 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 Meeting held on 25-June-2020.

From: Administration

Approved at the meeting of 25-June-2020

Frederick Silbon, Library Board Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aya

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

Taylor DeLeo _ Aye

The motion carried.

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

PERSONNEL

LEAVE OF ABSENCE

Emam Hassan, Senior Library Assistant, Iselin Branch Library, effective 06/08/2020 until we return to regular hours.

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aya

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

Taylor DeLeo _ 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 - 06/25/2020

Bill List - 01	\$ 7,593.84
Bill List - 02	\$ 33,195.29
Bill List - 03	\$ 9,954.87
TOTAL	\$ 50,744.00

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aya

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

Taylor DeLeo _ Aye

The motion carried

Board member Rick Silbon had a question about 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

Adjournment: A motion to adjourn the board meeting was made by Carol Eberhardt, seconded by Ray Zirpolo. The meeting was adjourned at 7:39p.m.

A roll call was taken for approval:

Carol Eberhardt - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aya

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

Taylor DeLeo _ Aye

The motion carried