

**Approved Minutes
December 3, 2020**

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 at the Main Library on October 22, 2020. Board members who attended were Ed Mullen, Carol Eberhardt, Rick Silbon, Isha Vyas, Anthony Terebetsky, Taylor DeLeo, Ray Zirpolo and Board Attorney Carol Berlen. Also in attendance was Library Director Monica Eppinger.

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: Ray Zirpolo led the Pledge of Allegiance.

Reading of Minutes:

The Minutes of 09/24/2020 were moved for approval by Ray Zirpolo, seconded by Ed Mullen. The motion carried.

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried.

The Closed Session Minutes of 09/24/2020 was tabled by Ed Mullen. All in favor. The motion did carry.

Correspondence: Library Director Monica Eppinger addressed the correspondence that was included in the Board Packet.

Board member Ed Mullen referred to a letter he received in the mail addressed to him. He will bring up the letter at the next board meeting.

Report of the Library Director:

Director’s Report: October, 2020

COVID-19 Continued Operations Plan

- The quarantine of books has been extended to seven days based on research done for the REopening Archives, Libraries and Museums (REALM) Project by the Institute of Museum and Library Services (IMLS). More information is available on the project website, <https://oclc.org/realms/research.html> An update was made to language on overdue notices to help with an increase in the crossover of check-ins and notices.

- Based on the walk-through by the Facilities Committee portable clear partitions were ordered and solutions were arranged for spaces that need them.

Strategic Plan Update

- Wi-fi equipment for an upgrade at the Main Library is ready to be installed, and will dramatically improve public access.
- The contract with Sirsi-Dynix for the Online Public Access Catalog includes an upgrade to the app, Blue Cloud Mobile. Web services and our catalog is in the process of being brought up to the most recent version.
- A staff Technology Committee met to prepare a wish list for the Library Board Technology Committee.
 - Better access from the floor to the catalog and other databases that are available in-house at the Main Library.
 - Contactless check-out
 - EBSCO EDS which will search across most of the WPL database packages is in test mode on Enterprise.
 - Silicon laptop covers were requested and have been added to clean laptops between circulations and better prepare the computer lab for classes.
 - Credit card payment at the service points was requested by representatives from all locations.
- Board Committees will be invited to determine frequency and to set regular meeting days throughout the year, including the Strategic Plan Committee.

WPL's Strategic Plan is available at woodbridgelibrary.org under "About Us" tab, or by clicking [HERE](#).

Buildings and Grounds Update

- The Woodbridge Green Team and the Rutgers Cooperative Extension Water Resources Program installed a rain garden on Thursday, October 15th, at WPL to mark the 50th Rutgers Rain Garden in 50 years of the celebration of Earth Day.
- The Township Buildings & Grounds Department arranged for a repair to the HVAC pan that has been leaking over third floor offices and the lobby.
- Preventative repair and maintenance to the Main Library elevator were in process at the time of this report. The repair required that traffic flow and check-in of materials on the second floor.
- The roof at Henry Inman was repaired.
- Heat has been turned on in all locations.
- Brian Burke accompanied contractors to prepare an estimate to install touchless fixtures in staff and patron restrooms in all locations.

Personnel

- Department Heads have submitted lists of coverage needs to expand hours to offer library services on evenings and weekends.
- Managers attended the Township MEL/JIF training, *Protecting Our Children*, which will be incorporated in staff-wide training.
- Discussions regarding Temporary Staff were held with the union as well as Town Hall.

Outreach & Community Engagement

- The Programming and Community Engagement Department participated in the Hispanic Heritage Celebration on Saturday, September 19th, in Tanzman Park.
- The Library plans to be represented at the Woodbridge Township Health Expo on Saturday, October 17th.

Library Director Monica Eppinger also spoke about the programs that the library was having in addition to YouTube. Board President Isha Vyas asked about the WiFi upgrades that was mentioned in the Director's Report. Library Director Monica Eppinger answered all her questions.

Report of the Friends of the Library: Nothing to Report

Report of the Board of Trustees President: Library Board President Isha Vyas spoke about the 3 committees that met this month – Finance, Personnel and Building and Grounds. She asked each committee to give their report. She would like the remaining committees to meet at least once before the end of the year.

Report of the Board Members:

Board member Anthony Terebetsky, from the Building and Grounds Committee, updated the board members on what was happening in the branches and at the Main Library with regards to COVID-19. He spoke about the visits and what had been completed as far as protection for staff and patrons and what still has to be done. He also mentioned a better cleaning schedule for the Main Library and the Branches. Board President Isha Vyas said that sneeze shields should be here around 10/30/2020. Board member Carol Eberhardt spoke about the Finance Committee meeting. There was discussion on the Cares Act, vendors uncashed checks which Board member Ed Mullen explained what had to be done about two purchase orders the Edmunds systems used by Tech Services and Administration. He also spoke about expenses paid after June 30th.

The Personnel Committee met with the AFSCME union. The concerns from that meeting were the pandemic, plexiglass needs for the library and understaffing at the library. Grievances were also discussed. A meeting will be held on January 6, 2021, in reference to staffing at the library. Board member Anthony Terebetsky asked why so far in advance. Library Director Monica Eppinger said that time was needed to meet with supervisors and discuss what is needed.

Board member Ed Mullen asked how many times the Personnel Committee met and was told that they had two meetings in October. Discussions were still ongoing in reference to the grievances.

Board member ED Mullen said that with COVID-19 on the rise, the library should not expand hours, but the library should lessen hours. And that we should not open on Saturday or Sunday. He also suggested that a sign be placed in the parking lot to remind patrons that masks are required to enter the library.

Board member Ed Mullen stated that he is still blocked and cannot access his Woodbridge Library e-mail. Library Director Monica Eppinger said that she will take care of the lockout. Ed Mullen mentioned that he attended the NJ State Library Trustee Institute, and was impressed by Dr. Albrecht's presentation on security during COVIR-19.

Unfinished Business:

Board member Ed Mullen asked about the posting for the Assistant Director position. Library Director Monica Eppinger said that the position has not been posted yet. He also about replacement staff for the retirements and promotion positions.

New Business:

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

Resolution 10- 2020.20

RESOLUTION

Whereas, Sharmila Ghoshal, is retiring from active service as Woodbridge Public Library Librarian 1, on November 1, 2020, after 25 years of service,

Whereas, it is the desire of the members of the Board of Trustees of the Woodbridge Public Library to express its appreciation for her loyal service during these years,

Therefore be it resolved, that the gratitude and best wishes of the Board of Trustees of the Woodbridge Public Library and the residents of Woodbridge are hereby tendered to this employee in acknowledgment of the service she has so faithfully and conscientiously rendered, and

Be it further resolved, that a copy of this Resolution be spread on the minutes of the Board of Trustees of the Woodbridge Public Library and a copy presented to Sharmila Ghoshal.

President, Board of Trustees

October 22, 2020

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

22-October-2020

RESOLUTION 10-2020.21
Approve Cancellation of Expired Checks

WHEREAS, there exists on the books of various funds per the attached list outstanding checks, and;

WHEREAS, these checks total \$13,743.02 and may be cancelled with the approval of the Woodbridge Public Library Board of Trustees, and

WHEREAS, cancellation of stale checks is a standard practice required by Generally Accepted Accounting Principles (GAAP) to avoid the understatement of the cash balance, and

NOW, THEREFORE, BE IT RESOLVED BY THE WOODBRIDGE PUBLIC LIBRARY BOARD OF TRUSTEES that old outstanding checks from various funds in the amount of \$ 13,743.02 are hereby cancelled of record.

ADOPTED:

I hereby certify that the above resolution is a true and exact copy of the Resolution adopted by the Woodbridge Public Library Board of Trustees at their Regular Meeting held on October 22, 2020.

Frederick Silbon, Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - 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 Taylor DeLeo. The motion carried.

22-October-2020

**WOODBRIAGE LIBRARY BOARD OF TRUSTEES
WOODBRIAGE, NEW JERSEY
RESOLUTION 10-2020.22**

**RESOLUTION OF THE WOODBRIDGE LIBRARY BOARD OF TRUSTEES
REGARDING EMERGENCY REMOTE MEETING PROTOCOL, PROCEDURES AND
REQUIREMENTS FOR PUBLIC PARTICIPATION AT REMOTE MEETINGS AND
RULES OF DECORUM FOR PUBLIC PARTICIPATION AT ALL REMOTE PUBLIC
MEETINGS**

WHEREAS, the purpose of the emergency regulations codified as N.J.A.C 5:39-1 et seq., Emergency Remote Meeting Protocol for Local Public Bodies, are to ensure that local public bodies can continue to conduct official business in an open and transparent manner whenever a declared emergency exists that prohibits physical attendance by members of the public; and

WHEREAS, a “Declared Emergency” means a public health emergency pursuant to the Emergency Health Powers Act (N.J.S.A. 26:13-1 et seq), or a state of emergency, pursuant to N.J.S.A. App. A: 9-33 et seq., or both, or a state of local disaster emergency which has been declared by the Governor and is in effect; and

WHEREAS, N.J.A.C 5:39-1.3 permits a local public body to hold a remote public meeting to conduct public business during a declared emergency if the emergency reasonably prevents a local public body from safely conducting public business at a physical location with member of the public present; and

WHEREAS, if during a declared emergency the Woodbridge Library Board of Trustees (herein the “Board”) holds a physical meeting in a location where, pursuant to State and/or Federal guidelines necessitate capacity restrictions reducing the number of individuals that can be present in a meeting, the Board has determined to hold the public meeting as a remote public meeting; and

WHEREAS, it has been determined by the Board that the emergency public meetings shall be held as remote public meetings with audio only: and

WHEREAS, pursuant to N.J.A.C 5:39-1 et seq., if the Board holds a remote meeting to conduct public business they shall use electronic communication technology routinely used in business settings that can be accessed by the public at no cost and with participant capacity consistent with the reasonable expectations of the public body for the type of public meeting

being held and shall at minimum, not be limited to fewer than fifty (50) public participants, beyond those persons required to conduct business at the meeting; and

WHEREAS, remote public meetings may be held by the Board in a format as selected by the Board, by means including but not limited to, a telephonic conference line, electronic communications platforms with video and audio or live streaming via the internet and shall additionally, provide a telephonic conference line to allow members of the public to dial in by telephone to listen and to provide public comment; and

WHEREAS, when the Board holds a remote public meeting, they shall allow members of the public to make public comment by audio or by audio and video if the meeting is being held over both; and

WHEREAS, any remote public meeting where sworn testimony is being taken shall be broadcast by video as well as audio and all individuals giving sworn testimony shall appear by video in addition to audio; and

WHEREAS, any presentation or documents that would otherwise be viewed or made available to members of the public physically attending a local public meeting shall be made visible on a video broadcast of the remote public meeting or made available on the internet website of the Board; and

WHEREAS, in addition to making public comments at any remote public meeting, the Board, in advance of the remote meeting, shall allow public comments to be submitted to the Clerk of the Board by electronic mail and in written letter form which shall be received by the Clerk of the Board 72 hours prior to the scheduled meeting date, said deadline shall have been established and posted on the website in advance of any remote public meeting; and

WHEREAS, public comments submitted 72 hours prior to the remote public meeting through electronic or regular mail shall be read aloud and addressed during the remote public meeting in a manner audible to all meeting participants and the public; and

WHEREAS, a reasonable time limit on public comments shall be placed on the reading of written comments, which shall be read from beginning until the time limit is reached; and

WHEREAS, the Board has the discretion to pass over duplicative written comments, however each comment shall be noted for the record with the content summarized; and

WHEREAS, if the Board elects to summarize duplicative comments, the Board will not summarize certain duplicative comments while reading other duplicative comments individually; and

WHEREAS, the electronic communications used for a remote public meeting shall have a function that allows the Board to mute the audio of all members of the public as well as allow

members of the public to mute themselves and same shall be announced at the beginning of every remote public session; and

WHEREAS, adequate notice of the remote public meeting shall also include, in addition to the requirements of N.J.S.A. 10:4-8, clear and concise instructions for accessing the remote public meeting, the means for making public comment and how to access any public documents on their internet website in the manner as set forth at N.J.A.C. 5:39-1.5; and

WHEREAS, in addition to adequate notice, the Board shall also provide electronic notice of a remote public meeting except as may be permitted N.J.S.A. 19:4-9.3 and N.J.A.C. 5:39-1.5(c) and shall contain the content required under N.J.S.A. 10:4-8 and N.J.A.C. 5:39-1.5(a) and shall be posted on the internet website of the Woodbridge Public Library; and

WHEREAS, the content of the electronic notice shall be posted on the main access door of the building where the public would routinely attend public meetings of the Board in person and the notice must be viewable from the outside; and

WHEREAS, at the commencement of a remote public meeting the Chairman shall announce publicly and shall cause to be entered into the minutes an accurate statement regarding adequate and electronic notice or an explanation of the reason it was not adequately provided as set forth in N.J.A.C. 5:39-1.5(g); and

WHEREAS, prior to the commencement of a remote public meeting by the Board, they shall provide notice and make a copy of the agenda available to the public for download on the Woodbridge Library website as well as posting notice of the meeting at the building where the meeting would otherwise be held prior to the commencement of the remote meeting, including posting notice of the meeting at any designated and clearly delineated handicap access entrance to the building; and

WHEREAS, in support of and respect for an open, fair and informed decision-making process, the Board recognizes that civil, respectful and courteous discourse and behavior are conducive to the democratic and harmonious airing of concerns and decision making; and

WHEREAS, in an effort to preserve the intent of open government and maintain a positive environment for citizen input and the Board's decision making, it has been decided that policies and rules should be established to promote civility and maintain decorum at local public meetings and remote public meetings in accordance with N.J.A.C. 5:39-1.4 (f)-(h); and

WHEREAS, if a member of the public becomes disruptive during a remote public meeting, including during any period for public comment, the Chairman shall direct appropriate staff to mute or continue muting, the disruptive member of the public and warn that continued disruption may result in their being prevented from speaking during the remote public meeting or removed from the remote public meeting; and

WHEREAS, disruptive conduct at a public or remote public meeting includes sustained inappropriate behaviors such as, but not necessarily limited to, shouting, interruption, and use of profanity; and

WHEREAS, any member of the public who continues to act in a disruptive manner at a remote public meeting after receiving an initial warning, may be muted while other members of the public are allowed to proceed with their questions or comments; and

WHEREAS, if time permits, the disruptive individual shall be allowed to speak after all other members of the public have been given the opportunity to make comment and if the person still remains disruptive, the individual may be muted or kept on mute for the remainder of the remote public meeting, or removed from the remote public meeting.

NOW THEREFORE BE IT RESOLVED by the Woodbridge Library Board of Trustees that the standards and procedures for emergency remote meeting protocol as set forth in this resolution and as codified at N.J.A.C. 5:39-1 et seq., are hereby established.

BE IT FURTHER RESOLVED THAT procedures and requirements for public participation are hereby established in order to safeguard public participation in any public or remote public meetings of the Board and shall apply to all members of the public in attendance at any public or remote public meeting that is open to the public of the Woodbridge Public Library Board of Trustees.

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 22-October 20.

From Administration

Approved at the meeting of 22-October-20

Isha Vyas, President

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Rick Silbon - Aye
Anthony Terebetsky - Aye
Isha Vyas - Aye
Ray Zirpolo - AYE

The motion carried

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

PERSONNEL

October 22, 2020

APPOINTMENT

Appoint Jill Eisner, Librarian 1, Part time, Main Library, 19 hours per week, \$32.86 per hour, pending CSC procedures, replacing Sharmila Ghoshal, effective 10/20/2020.

PROMOTION

Promote Jacklene Oakes, Librarian 1, Henry Inman Branch to Librarian 2, Henry Inman Branch, Full time, 35 hours per week, \$66,515 annual salary, provisional, pending CSC procedures, effective 10/19/2020.

Promote Nicole Perez, Librarian 2, Main Library to Librarian 3, Main Library, Full time, 35 hours per week, \$84,401 annual salary, provisional, pending CSC procedures, replacing April Kane, effective 10/19/2020.

REASSIGNMENT AND CHANGE OF STATUS

Assign Sarah Kulick, Senior Library Assistant, Main Library, Children's Room, Part time to Senior Library Assistant, Henry Inman Branch, Full time, 35 hours per week, \$38,880 Annual salary, replacing Ally Cirelli, effective 10/19/2020.

Assign Charles Cole, Jr., Senior Library Assistant, Fords Branch, Part time to Senior Library Assistant, Henry Inman Branch, Full time, 35 hours per week, \$38,880 Annual salary, replacing Raymond Shirley, effective 11/02/2020.

ADDITIONAL HOURS

Cathy Prince, Librarian 1, Main Library, Part time, from 19 hours per week to 25 hours per week, from 11/02/2020 through December 31, 2020.

Extend additional hours for Kathy Rabadeau, Tech Services Department, Part time from 19 hours per week to 25 hours per week, from July 1, 2020 through December 31, 2020.

TEMPORARY EMPLOYMENT

Appoint Nicholas VanDorn, Librarian 1, Main - Sunday Librarian, \$32.86 per hour, effective 11/08/2020.

RETIREMENT

Sharmila Ghoshal, Librarian 1, Part time, effective 11/01/2020.

RESIGNATION

Raymond Shirley, Senior Library Assistant, Inman Branch, effective 10/09/2020.

Issa Goodwin, Monitor, Main Library, effective 10/02/2020.

Kayla Colon, Monitor, Children’s Room, effective 10/15/2020.

A roll call was taken for approval:

- Carol Eberhardt - Aye
- Taylor DeLeo - Aye
- Ed Mullen - Aye
- Rick Silbon - Aye
- Anthony Terebetsky - Aye
- Isha Vyas - Aye
- Ray Zirpolo - Aye
- The motion carried

Board member Ed Mullen asked about Nick VanDorn, the Sunday librarian.
Board member Carol Eberhardt wished Ray Shirley Good Luck in his new job.
Board member Anthony Terebetsky asked about the extra hours for Kathy Rabadaeau.
All questions were answered by Library Director Monica Eppinger.

Approval Of Bills

Bill Lists: The following Bill Lists were read and moved for approval by Carol Eberhardt, seconded by Rick Silbon The motion carried.

Bill Lists - 10/22/2020

Bill List - 01	\$ 21,060.00
Bill List - 02	\$ 89,904.90
Bill List – 03	\$ 12,909.35
TOTAL	\$ 123,874.25

A roll call was taken for approval:

- Carol Eberhardt - Aye
- Taylor DeLeo - 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:

Good and Welfare: None

Public Comments: Linda Cooper, Staff Librarian 4, Main Library, said that the schedule for Sundays has been made. Sunday staff is all voluntary. Staff and people will not be happy if we don't open.

CLOSED SESSION:

The motion to go into closed session was made by Anthony Terebetsky; Taylor DeLeo seconded the motion at 7:26 p.m.

The motion to end the closed session was made by Carol Eberhardt, Anthony Terebetsky seconded the motion at 7:53pm.

The motion to reconvene the board meeting was made by Ray Zirpolo; Carol Eberhardt seconded the motion at 7:54 p.m.

Adjournment: A motion to adjourn the board meeting was made by Rick Silbon; Anthony Terebetsky seconded the motion. The meeting was adjourned at 7:55p.m.