

Approved Minutes
January 28, 2021

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 December 3, 2020.

Board members who attended in person were Ed Mullen and Ray Zirpolo. Board members who attended by conference call were Carol Eberhardt, Rick Silbon, Isha Vyas, Jay Mascolo, Taylor DeLeo, Anthony Terebetsky, Sabriena Tarboush, 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 6:32 pm and read the "Adequate Notice of Meeting" statement.

Board President Isha Vyas asked for a roll call of Board Members present at the meeting.

Carol Eberhardt - Here
Taylor DeLeo - Here
Jay Mascolo - Here
Ed Mullen - Here
Rick Silbon - Here
Sabriena Tarboush - Here
Anthony Terebetsky - Here
Isha Vyas - Here
Ray Zirpolo - Here

Pledge of Allegiance: Ray Zirpolo led the Pledge of Allegiance.

Reading of Minutes:

Approval of the Minutes of Closed Session of 09/24/2020 were move by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Sabriena Tarboush abstained.

Approval of the Minutes of the Meeting of 10/22/2020 were moved by Ed Mullen, seconded by Ray Zirpolo. The motion carried. Sabriena Tarboush abstained.

Approval of the Minutes of Closed Session of 10/22/2020 were moved by Carol Eberhardt, seconded by Ray Zirpolo. The motion carried. Sabriena Tarboush abstained.

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
Jay Mascolo - Aye
Sabriena Tarboush - Abstained
The motion carried.

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

Report of the Library Director:

Director's Report: November, 2020

COVID-19 Continued Operations Plan

- Supervisors prepared a recommendation of what will serve our communities best in response to a rise in positive tests for COVID-19 and an anticipated rise after the holidays. The following steps were taken as of November 28th:
 - Contactless library card applications and renewals are available by phone, e-mail at [Ask-A-Librarian](#) or through the library [Chat Service](#).
 - Browsing and borrowing in person is limited to the Main Library location [during open hours](#). Seating and tables will be limited to computer users only.
 - Sunday hours at the Main Library were suspended until further notice.
 - Curbside services are readily available at all locations. Fords, Henry Inman and Iselin Branch Library staff members offer curbside services from 10 am – 4:30 pm. The Main Library offers curbside pick-up from 11 am – 7:00 pm.
 - [PrinterOn](#), the library's print on demand service, is also available. Instructions are available on the [library website](#).
 - Branch library staff will answer reference questions and assist Township residents by phone during hours of operation.
 - Branch Library book drops will remain open 24/7.
 - Visitors will note additional screening for in-person visits at the Main Library.
- Reminder announcements are made periodically from the Main Library Reference Desk to thank patrons for compliance with visit guidelines.

Strategic Plan

- Fords Branch Library has two Eagle Scout projects that are in progress. Both scouts are long-time library patrons and know Miss Sue, Branch Manager Suzanne Miller, from storytimes, school projects help and homework visits.
 - The Fords Meeting Room has been painted by an Eagle Scout candidate from Troop 83 and new cabinets are being built to store storytime and program supplies and equipment. Branch needs include new flooring, glass, window treatments, tables and chairs. The Branch staff are gathering quotes.

- Remediation of a drainage problem behind the Fords Branch has been scheduled by Brian Burke and an Eagle Scout candidate from Troop 83 , who will work with the Branch Staff to design and install an outdoor space that could be used for programming, outdoor dining, or study.

Buildings and Grounds Update

- Additional clear partitions were installed in locations that were identified by the Supervisors and the Library Board Buildings & Grounds Committee.
- Three quotes for the Main Library Chiller and Tower annual maintenance contract were secured and are on the agenda.
- Three quotes for carpet and restroom cleaning were secured for a system-wide deep cleaning.
- The Township will provide a temperature kiosk for the Main Library for patron access through the holidays.
- Ms. Zadigian, a teacher at Woodbridge High School, installed public art, a butterfly, in the Township Rain Garden between the library and the high school as a sign of peace and new beginnings.

Personnel

- All staff members were alerted to the requirement to complete a self-assessment daily until further notice by Governor's Order #192 which went into effect November 5th. Supervisors maintain a record of completion reports.
- A committee has been established to review options for a stress management series for all employees. The Employee Assistance Program resources have also been circulated for library employees.

Library Director Monica Eppinger also spoke about the Health Survey that all staff are asked to complete daily and the Health Survey that all patrons are asked to fill out when entering the library. There was a discussion on the temperature kiosks and when they will be at the Main Library and Branches.

Board member Ed Mullen said that we should be on guard for a possible shut down as we are in worse shape now. He asked why the branches were shut and not the Main Library. Library Director Monica Eppinger explained.

Board President Isha Vyas asked about the Hot Spots and to let teachers and students know that they are available at the library for students that do not have access to the internet.

Report of the Friends of the Library: Library Director Monica Eppinger said the Friends asked that the library decline donations at this time. Board President Isha Vyas asked if we were still selling the Friends books at the Main Library. Library Director Monica Eppinger answered yes.

Report of the Board of Trustees President:

Board President Isha Vyas was very happy that all committees met this year and she asked that each committee report on their meetings.

Report of the Board Members:

Board member Anthony Terebetsky, from the Building and Grounds Committee, met with his committee on November 13, 2020. He updated the board members on what was happening in the branches and at the Main Library with regards to cleaning and COVID-19. He spoke about issues at the Fords Branch, the Eagle Scout project, window issues, outside table and chairs and said that the shields that were ordered, came in and are in place. Board member Carol Eberhardt asked about the rain garden, ponding and the overgrowth of shrubby. Board member Ed Mullen asked about the light pole issues at the Iselin Branch parking lot.

Board member Ed Mullen said the Strategic Plan committee met on November 2, 2020. He spoke about the goals of the plan that were accomplished and what still has to be done.

Board member Carol Eberhardt spoke about the Technology Committee meeting that met on November 11, 2020. Discussion was about construction in the Children's Room, space for Wi-Fi, hot spots and tutoring services for students. It was also noted that we did not receive a grant in the first round from the state, but very hopeful that we receive a grant in the second round.

Development Committee met on November 11, 2020. Board member Sabriena Tarboush spoke about the Foundation appeal, work on future appeals, hope to plan an event in 2021 when people can attend. The first appeal had more donations than anticipated.

The Personnel Committee met on November 2, 2020. Board member Carol Eberhardt reported that they are ready to exchange proposals with the union.

Board President Isha Vyas wants to thank the committees for working well.

Unfinished Business:

Discussion on Board Attorney Carol Berlen's presentation of the Open Public Meeting Act. Library Attorney Carol Berlen explained changes that were added.

Board member Jay Mascolo spoke about mailed delivered to board member's homes. Board member Ed Mullen also spoke about letters that were mailed to him for all the board members.

Board member Ed Mullen questioned the grievance and wanted to know why the board members had no knowledge of the grievance. Board President Isha Vyas tabled the conversation.

Board member Rick Silbon said he will work on the walkie-talkie issue this week.

New Business:

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

03-December-2020

RESOLUTION 12-2020.23

LIBRARY BOARD ATTORNEY

RESOLVED that the Woodbridge Public Library Board appoints Rainone, Coughlin, Minchello, LLC, as Library Board Attorney.

Legal services not to exceed: \$3,600
Account: #01-519-10

From: Administration

Approved at the meeting of 03-December-20

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye
Taylor DeLeo - Aye
Jay Mascolo - 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 Ray Zirpolo. The motion carried.

03-December-20

RESOLUTION 12.2020.24

LIBRARY BOARD LABOR ATTORNEY

RESOLVED that the Woodbridge Public Library Board appoints Rainone, Coughlin, Minchello, LLC, as Labor Attorney for the Library Board of Trustees.

Services not to exceed: \$30,000

Account #: 01-519-10

From: Administration

Approved at the meeting of 03-December-2020

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Jay Mascolo -Aya

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 Taylor DeLeo, seconded by Ed Mullen. The motion carried.

3-December-20

RESOLUTION 12-2020.25

RESOLUTION APPROVING AUDITOR FISCAL YEAR 2019-2020

RESOLVED that the Library Board of Trustees appoint Hodulik & Morrison, PA Auditors for the Fiscal Year 2019-2020.

Services not to exceed: \$10,000

Account #: 01-519-30

From: Administration

Approved at the meeting of 03-December-20

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Jay Mascolo - 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 Ed Mullen, seconded by Anthony Terebetsky. The motion carried.

3-December-2020

RESOLUTION 12-2020.26

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MAIN LIBRARY CHILLER MAINTENANCE CONTRACT**

WHEREAS, quotations were solicited for maintenance service for the York chiller at the Main Library for the year 2021 from the following:

Binsky 281 Centennial Avenue, Suite B Piscataway, NJ 08854	Declined
C-K Control Temp, Inc. 29 King George Road Green Brook, NJ 08812	\$9,528.00
Environmental Climate Control 51 Paterson Avenue Wallington, NJ 07057	No Response
Johnson Controls/York International 264 Fernwood Avenue Edison, NJ 08837	\$20,526.00 Year One

NOW, THEREFORE, BE IT RESOLVED that the quotation of C-K Control Temp, Inc., in the amount of \$9,528.00 be accepted.

To be paid from account #01-528-10.

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 3-December-20.

From: Administration

Approved at the meeting of 3-December-20

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Jay Mascolo -Aya

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 Isha Vyas, moved for approval by Carol Eberhardt, seconded by Anthony Terebetsky. The motion carried.

2020-December 03

RESOLUTION 12-2020.27

RESOLUTION TO APPROVE THE POSTPONEMENT OF LIBRARIES OF MIDDLESEX (LMX)

BIANNUAL AWARDS CEREMONY AND MEETING

WHEREAS, Woodbridge Public Library is a member of LMX in good standing, and

WHEREAS, LMX by-laws require a biannual meeting to hold an Awards Reception, approve the budget and elect officers, and

WHEREAS, restrictions on meeting room capacity and attendance due to the COVID-19 public health emergency in the State of New Jersey will not allow for a reception and meeting, and

WHEREAS, the LMX Executive Board has requested a postponement of the biannual meeting,

NOW, THEREFORE, BE IT RESOLVED by the Board of Trustees of Woodbridge Public Library cast a vote to approve the LMX postponement of the Awards Reception and biannual meeting until such time that the public health emergency will allow for a ceremony and meeting to be scheduled.

Approved at the meeting of 03-December-20

Isha Vyas, President

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

December 3, 2020

APPOINTMENT

Appoint Rainie Morales, Monitor, Main Library, Part-time, 10 hours per week, \$11.00 per hour, replacing Issa Goodwin, effective 11/10/2020.

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Jay Mascolo - Aye

Ed Mullen - Aye

Rick Silbon - Aye

Sabriena Tarboush - Aye

Anthony Terebetsky - Aye

Isha Vyas - Aye

Ray Zirpolo - Aye

The motion carried

Board member Ed Mullen had questions on staff replacements. He also asked if the Assistant Director position was posted in house. Library Director Monica Eppinger answered his questions.

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 - 12/03/2020

Bill List - 01	\$ 99,329.69
Bill List - 02	\$ 47,660.15
Bill List – 03	\$ 21,061.29
TOTAL	\$ 168,051.13

A roll call was taken for approval:

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

Such matters as may come before the Board: Board member Ed Mullen mentioned that Board member Anthony Terebetsky was promoted to Captain at the Port Reading Fire Department. All congratulated Anthony.

Board President Isha Vyas, Board Member Carol Eberhardt and Library Director Monica Eppinger will look into a policy for the Disability Act.

Board member Anthony Terebetsky asked Library Director Monica Eppinger for a Library staff organization chart.

There is a weekly Supervisors meeting and a daily review of what has to be done. Board member Anthony Terebetsky asked for an update if things get worse.

Board President Isha Vyas thanked everyone, the Board, and staff for all working together. She said it was an honor to work with them. She wished all Happy Holidays.

Good and Welfare: None

Public Comments: Jake Russell, Senior Library Assistant, Woodbridge Public Library, spoke about concern for himself and others working at the Library. He said Branches were closed to the public, but Main remained opened. He is concerned about his health.

Nancy O’Grady, Coordinator of Children’s Services at the Woodbridge Public Library. Nancy was disappointed that we did not get the Grant in the first round, but is hoping to receive a Grant in the second round.

Linda Cooper, Coordinator of the Library, said she was not happy with the library's acceptance of the lower bid for HVAC and for not getting a new HVAC system.

April Kane, Iselin Branch Manager, spoke about the flood in the branch meeting room. She asked if Brian Burke can look into the problem. Board member Anthony Terebetsky said he is available to go to Iselin and look at the problem.

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Anthony Terebetsky: Jay Mascolo seconded the motion. The meeting was adjourned at 8:20p.m.