

**These minutes have not been formally approved and are subject to changes
By the public body at the meeting on
March 25, 2021**

Meeting and Attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held at 6:30pm by ZOOM on February 25, 2021.

Board members who attended by ZOOM were Carol Eberhardt, Isha Vyas, Taylor DeLeo, Ed Mullen, Ana Cruz and Board Attorney Carol Berlen. In attendance was Library Director Monica Eppinger. Also in attendance was Gail Marrone, a representative from the Sewaren Library, in Sewaren, NJ.

Call to Order: Board President Isha Vyas called the meeting to order at 6:30 pm and read the “Adequate Notice of Meeting” statement.

Board Attorney Carol Berlen duly swore in the new Library Board Trustee. All board members introduced themselves to her.

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

Carol Eberhardt - Here
Taylor DeLeo - Here
Jay Mascolo - Excused
Ed Mullen - Here
Anthony Terebetsky - Excused
Isha Vyas - Here
Rick Silbon - Excused
Sabriena Tarboush - Excused
Ana Cruz - Here

Pledge of Allegiance: Carol Eberhardt led the Pledge of Allegiance.

Reading of Minutes:

Approval of the Minutes of the Meeting of 1/28/2021 were moved by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

A roll call was taken for approval:

Carol Eberhardt - Aye
Taylor DeLeo - Aye
Ed Mullen - Aye
Isha Vyas - Aye
Ana Cruz - Aye
The motion carried.

Approval of the Closed Session Minutes of the Meeting of 1/28/2021 were moved by Carol Eberhardt, seconded by Taylor DeLeo. The motion carried.

A roll call was taken for approval:

Carol Eberhardt - Aye
Taylor DeLeo - Aye
Ed Mullen - Aye
Isha Vyas - Aye
Ana Cruz - Aye
The motion carried.

Correspondence: There was no correspondence.

Report of the Library Director:

Director's Report: February 2021

COVID-19 Continued Operations Plan

- Library Administration and Supervisors are preparing a phased plan for expanding library hours and services as we progress toward the end of the public health emergency.
- Although some of the library staff members have managed to get appointments for COVID-19 vaccine the public health emergency protocols remain in effect.

Strategic Plan

- Supervisors met with our Sirsi-Dynix representative to discuss the recent ability of the library catalog (ILS), Horizon, to allow for automatic renewal, self-checkout and self-check-in, receipt calculation of savings per check-out, and improved circulation data reports.
- Head of Children's Services Nancy O'Grady and Teen Services Nicole Perez collaborated on an eNewsletter for educators. Nancy, Nicole and I met with Curriculum and Media Supervisor Sarah DeRollo and School Media Specialist Jennifer Timinski to discuss the eNewsletter, school activities, book clubs and resources, summer reading and ways that we can continue to work together.
- WPL was represented at the annual [Woodbridge Township School District EdCampBlitz](#), a teacher in-service day presented by educators and township organizations. We presented [WPL on the Go!](#), the [Educator tab](#) on the library website and [EBSCO Discovery Service \(EDS\)](#), which searches across library databases.

Buildings and Grounds Update

- A clogged and frozen drainpipe at the Iselin Branch caused water to enter the building near the emergency exit doors that need to be replaced. Assistance with a quote for doors was requested of Brian Burke.

- The thermostat at Iselin was replaced after a couple of days of low temperatures that allowed the building to dip below 65 degrees. The branch was closed to curbside and information assistance calls for less than one day, and the staff managed throughout the rest of the time it took to properly diagnose and address the problem.
- Deep cleaning of carpets and restrooms was completed in the system over Presidents Day weekend.

Personnel

- Two part-time library assistants trained at the Main Library in February and will be assigned to their posts in early March. A third library assistant has been hired and will begin training in March.

In addition to the monthly report, Monica mentioned that the State Library will release the application for the second round of awards that the New Jersey Construction Bond Act has made possible.

The Children's Department Winter Reading Challenge was well received, with 224 families participating this year.

Curbside pickups numbered 682 this month.

This month which usually bring New Jersey Maker's Day will be celebrated as Maker's Month. There will be many creative activities for all ages all month.

Woodbridge Public Library has applied for E-rate funds for wireless router licenses for FY 21.

Report of the Friends of the Library: The Friends of the Library will postpone the Book Sale until the weekend of September 23rd – 26th.

Report of the Board of Trustees President:

Board President Isha Vyas informed the Library Board that Jay Mascolo has been appointed to another Board, and that the Mayor will be appointing another representative.

The search for the Assistant Director is proceeding and the candidates will be meeting the Executive Board and Monica in March.

Committee appointments will be discussed with the Executive Board, and will be made formal at the next Board Meeting.

It is time for the Library Director's review. Ed Mullen will be sending everyone the format.

Report of the Board Members:

Board Member Carol Eberhardt said the Personnel Committee met with the Board Labor Attorney on Wednesday, February 24th, to review proposals that will be sent to AFSCME to proceed with negotiations.

Board Member Ed Mullen asked about the IT survey for the 2019/2020 audit. Monica updated him on the final list of items that will be sent to the auditor. and said that it is underway.

Unfinished Business:

Monica mentioned that the version of the Meeting Room policy will need some review of the inclusion of hold harmless language. Carol Berlen requested a copy of the meeting room form.

New Business:

The following Resolution was tabled by Carol Eberhardt, seconded by Ed Mullen. The motion carried.

25-February -2021

RESOLUTION 02 - 2021.02

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY

MEETING ROOM REVISED POLICY

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Meeting Room Policy as amended and attached, effective February 25, 2021.

From: Administration

Approved at the meeting of 25-February -2021

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Isha Vyas - Aye

Ana Cruz – Aye

The motion to table this Resolution carried.

PERSONNEL

No Personnel

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 - 02/25/2021

Bill List - 01	\$ 64,038.24
Bill List - 02	\$ 23,320.29
TOTAL	\$ 87,358.53

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Isha Vyas - Aye

Ana Cruz - Aye

The motion carried.

Carol Eberhardt had a question about what the library purchased from Boscovs. Monica answered the question.

Such matters as may come before the Board:

Board Member Ed Mullen had questions on the Hot Spots which was answered by Library Director Monica Eppinger.

Good and Welfare: None

Public Comments: None

CLOSED SESSION:

There were no agenda items for Closed Session.

Adjournment: A motion to adjourn the board meeting was made by Ana Cruz: Taylor DeLeo seconded the motion. The meeting was adjourned at 7:10 p.m.

