

**Approved Minutes
April 22, 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 March 25, 2021.

Board members who attended by ZOOM were Carol Eberhardt, Isha Vyas, Taylor DeLeo, Sabriena Tarboush and Board Attorney Carol Berlen. Board member Ed Mullen attended in person. Also in attendance was Library Director Monica Eppinger and Father William Smith from St. Anthony of Padua Church in Port Reading.

Call to Order: Board President Isha Vyas called the meeting to order at 6:31 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Ed Mullen led the Pledge of Allegiance.

Reading of Minutes:

Approval of the Minutes of the Meeting of 2/25/2021 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

Sabriena Tarboush - Abstained

The motion carried.

Correspondence: Library Director Monica Eppinger referred to the correspondence and the donation for the Children's Room.

Report of the Library Director:

Director's Report: March, 2021

General Operations

- There has been an expansion of funding to the Institute of Museums and Library Services (IMLS) as a result of the passing of the American Recovery Act (ARC) in February. Board President Isha Vyas shared this link:

<http://www.ala.org/news/press-releases/2021/03/libraries-gain-record-increases-impls-e-rate-federal-relief-plan>

- The Annual State Aid report was prepared and submitted to the New Jersey State Library for FY2020.

- Library statistics for the month are available at the following link:
<https://tinyurl.com/hm7kbyjm>
- [Derek Supp and Eddie Santos, solved a problem with a Microsoft Security update that caused computers attached to Kyocera printers to crash.](#)

COVID-19 Continued Operations Plan

- Supervisors have provided input on a Phased Reopening that include:
 - Cross coverage following the COVID-19 protocols again with full compliance with the Governor's Orders.
 - Additional acrylic barriers in areas that patrons will use.
 - Staff desks have been reassessed for additional acrylic or a move where feasible.
 - Quarantine of materials will be phased out based on less reliance on the original concern regarding transmission due to contact.
 - Seating will also be phased in to accommodate patron visits.
 - Greeter desks will remain staffed based on continued mandates on public building use
- Proposed Reopening Dates:
 - April 5th – Branch libraries will open for patrons from 10 am – 5 pm, Monday through Friday
 - April 5th – Main Library
 - Increased seating for patrons
 - Improved acrylic barriers
 - Continued observance of the Governor's Orders for public building use
 - Observance of 50% maximum capacity limit

Buildings and Grounds Update

- Fords Branch Library proposals will be coming to update and improve the meeting room in concert with two Eagle Scout projects.
- The Iselin Branch has had rain water and snow melt leak into the building due to drainage, gutter and emergency door deterioration. Brian Burke has been asked for quotes to replace the emergency doors and address the gutters.
- There was an additional thermostat issue at the Iselin Branch that was corrected by the heating contractor. The heat has been working consistently since that date.
- A proposal has been made to initiate the Main Library Digital Media Space.

Personnel

- The American Rescue Plan (ARC) will offer additional relief to personnel in the Township to time required for COVID-19 testing and vaccination. Staff members were asked to

put in for sick time to assist in scheduling. More information will be available in an update to this report.

Outreach & Community Engagement

- The Programming and Community Engagement staff and Children's Room staff have planned a Pop Up Library for the Earth Day event at Town Hall on May 1st. Activities will also promote Summer Reading.
- Information is attached to this report to prepare to promote BrainFUSE, which will be provided to New Jersey libraries with CARES Act funding with thanks to the New Jersey State Library. The WPL site should go live this week.
- The library has been invited to participate in the Woodbridge School District in-service on March 31.

Report of the Friends of the Library: The Friends of the Library will have their book sale in September. The Friends also made a donation for summer programs.

Report of the Board of Trustees President:

Board President Isha Vyas informed the Library Board that the Personnel Executive Committee were conducting interviews for the Assistant Director position. She also mentioned that there will be revisions on the committees for next year.

Report of the Board Members: None

Unfinished Business: None

New Business:

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

25-March -2021

RESOLUTION 03 - 2021.03

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 March 25, 2021.

From: Administration

Approved at the meeting of 25-March-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

Sabriena Tarboush - Aye

The motion carried.

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

25-March-2021

RESOLUTION 03-2021.04

**RESOLUTION AUTHORIZING THE PURCHASE AND INTALLATION OF
COMMUNITY ROOM, STAFF ROOM AND KITCHENETTE FLOORING
FROM**

**DIRECT FLOORING, 12 MINNEAKONIN ROAD, BUILDING A, UNIT 103, FLEMINGTON, NEW
JERSEY**

ON NEW JERSEY STATE APPROVED CONTRACT CO-OP #65MCESCCPS

WHEREAS, the Woodbridge Public Library Board of Trustees supports the replacement of a meeting room floor that will be sanitary as well as improve the function of the meeting room. T

NOW, THEREFORE, BE IT RESOLVED, that the Woodbridge Public Library authorizes the purchase of the attached list of flooring materials and cost of installation for the Fords Branch

Library from Direct Flooring, 12 Minneakoning Road, Building A, Unit 103, Flemington, 08822, an approved New Jersey State Contract vendor, pursuant to all conditions of the individual State contracts for the amount of \$20,781.55.

Proposal 1-11531	Kitchenette	\$ 954.50
Proposal 1-115030	Staff Room	\$ 6,294.07
Proposal 1-115029	Meeting Room	<u>\$ 13,532.98</u>
Total		\$ 20,781.55

BE IT FURTHER RESOLVED, that the governing body of the Woodbridge Public Library, pursuant to N.J.A.C. 5:30-5:5(b), the certification of available funds, shall either certify the full maximum amount against the budget at the time the contract is awarded, or no contract amount shall be chargeable or certified until such time as the goods or services are ordered or otherwise called for prior to placing the order, and a certification of availability of funds is made by the Senior Account Clerk;

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 25-March-2021.

From: Reserve for Facilities
Account #01-217-00

Approved at the meeting of 25-March-21

Frederick W. Silbon, Jr., Secretary

Board member Carol Eberhardt asked a question on this resolution. Library Director Monica Eppinger answered her questions.

A roll call was taken for approval:

Carol Eberhardt - Aye
Taylor DeLeo - Aye
Ed Mullen - Aye
Isha Vyas - Aye
Sabriena Tarboush - Aye
The motion carried.

The following Resolution was read by Monica Eppinger, moved for approval by Ed Mullen, seconded by Taylor DeLeo. The motion carried.

PERSONNEL

March 25, 2021

APPOINTMENT

Appoint Maddelyn Mattis, Monitor, Main Library, Part time, 10 hours per week, \$ 12.00 per hour, replacing Mildred Mullings, effective 03/16/2021.

ADVANCEMENT

Appoint Julie Cohen, Principal Library Assistant, Main Library, to Library Associate, Main Library, Full time, 35 hours per week, salary \$50,534 annual, effective 04/19/2021.

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Ed Mullen - Aye

Isha Vyas - Aye

Sabriena Tarboush - 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 - 03/25/2021

Bill List - 01	\$ 4,010.00
Bill List - 02	\$ 113,603.30
Bill List – 03	\$ 9,538.35
TOTAL	\$ 127,358.53

Board member Carol Eberhardt asked a question on this resolution. Library Director Monica Eppinger answered her questions.

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.

Such matters as may come before the Board:

Library Director Monica Eppinger spoke and explained about the additional attachments that were in the Board Packet. Any discussion will be at the next board meeting.

Good and Welfare: None

Public Comments: None

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen; Carol Eberhardt seconded the motion. The meeting was adjourned at 6:56 p.m.