

**Approved Minutes
May 27, 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 and in person on April 22, 2021. Board members who attended by ZOOM were Carol Eberhardt, Isha Vyas, Taylor DeLeo, Anamarie Cruz, and Board Attorney Carol Berlen. Board member Rick Silbon and Father William Smith attended in person. Also in attendance was Library Director Monica Eppinger, Student Representative Niyati Sharma from JFK High School in Iselin, NJ, and Gail Marrone, representative from Sewaren Library, in Sewaren, NJ.

Call to Order: Board President Isha Vyas called the meeting to order at 6:38 pm and read the "Adequate Notice of Meeting" statement.

Pledge of Allegiance: Rick Silbon led the Pledge of Allegiance.

Swearing In of Trustee: The Board received a Town Hall Resolution appointing Father William Smith as the Mayor's Alternate to the Woodbridge Public Library Board of Trustees. Attorney Carol Berlen, duly swore in Father William Smith as a Trustee of the Woodbridge Public Library.

Reading of Minutes:

Approval of the Minutes of the Meeting of 3/25/2021 were moved by Carol Eberhardt, seconded by Isha Vyas. The motion carried.

A roll call was taken for approval:

Anamarie Cruz - Aye
Carol Eberhardt - Aye
Taylor DeLeo - Aye
Isha Vyas - Aye
Rick Silbon - Abstained
The motion carried.

Correspondence: None

Report of the Library Director:

Director's Report: April, 2021

General Operations

- The Fords, Henry Inman and Iselin Branch Libraries opened for in-person visits on Monday, April 5th. In the two weeks that the Branches have been open, foot traffic increased by 1,000 visits.
- The Township network wiring project to connect staff computers is complete in two of three branches, and is projected to be fully connected soon. Additional wireless access

points have been designed into the new configuration to improve coverage, speed and signal for library patrons.

- A hybrid All Staff Meeting was held on the Main Library patio on Tuesday, April 13th, National Library Workers' Day, with goodie bags and a raffle for gift certificates.
- Library employees who have provided Library Aware columns with "This and That" reading recommendations on a theme for the monthly Library website news column are:

January - Ilyssa Wesche, *New Year New Hobby*

February – Nicole Perez, *Black Excellence in Comix*

March – Christine Cifelli *Her Story (women's history)*

April – Rachel Kravitz *Gardening Outside and In*

- A meeting was held with Town Hall officials to discuss an application for the second round of New Jersey Construction Bond Act funds.
- A meeting was held with representatives from all library departments who will discuss and make recommendations for monitoring of and improvements to Diversity, Equity and Inclusion efforts at WPL. The representatives will meet quarterly.
- Library statistics for the month are available at the following link:
<https://tinyurl.com/hm7kbyjm>

COVID-19 Continued Operations Plan

- Vaccination appointments were secured for the library staff by Mayor McCormac and were scheduled by the Township Hotline Staff.
- Supervisors and staff members have expressed concern about the continued staffing of the greeter desks in the Main Library and Branches at this time during the pandemic.
- Supervisors recommended that remote library card renewal and new card requests establish a September 7th expiration date.

Buildings and Grounds Update

- A laminate floor has been installed in the Fords Branch Library for the meeting room, kitchenette and break room. This project will help prepare the meeting room for an Eagle Scout project that includes painting the room, (which has been completed) and custom built storage cabinets for program supplies.
- 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.

Personnel

- As of this writing an agreement is being prepared to submit to the library unions for employees to use after March 31, 2021, when the extension to the Families First Coronavirus Recovery Act (FFCRA) expired as a guide to address time for parents as well as sick time/quarantine incidents.

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 between 9 am and 1 pm. Activities will also promote Summer Reading.

Library Director Monica Eppinger presented slides of the sign by the Avenel Fire house promoting National Library Week, the Ballot Box in front of the Main Library, a Snapshot Day photo of Woodrow with Take and Make kits as part of the programs from the library, and images of the completed flooring project at the Fords Branch.

Library Director Monica Eppinger commended the Fords Branch staff for all their help on the flooring project. She also spoke about the Inman Branch and their community engagement activities, including the Middle School scavenger hunt, the book drive.

Report of the Friends of the Library: The Friends of the Library will have their book sale on September 24th, 25th, and 26th. The Friends will post on the Woodbridge Library website when they will start accepting book donations.

Report of the Board of Trustees President: Board President Isha Vyas said that she was very happy that we have an Assistant Director. She said the process was very vigorous. She also had sent out a memo thanking everyone for all their help in this endeavor.

Board President Isha Vyas asked for a report from the Personnel Committee. Board Member Carol Eberhardt spoke about union negotiations and now the committee is waiting for the Union's availability for a meeting.

Board President Isha Vyas thanked Niyati Sharma from JFK High School in Iselin for being the representative from her high school. Niyati spoke about her interest in government and how libraries can work with the schools to serve students well.

Report of the Board Members: Board member Carol Eberhardt said that she was at Colonia Middle School to help sort books to distribute to children over the summer. She spoke very highly of the librarians from the Inman Branch – Amera Elbayar and Jacki Oakes.

Board member Rick Silbon asked how the students were doing now that the schools no longer have librarians. Library Director Monica Eppinger answered that the libraries have many class visits to the Main Library and the branches. She also said that Nancy O'Grady, Nicole Perez and Ally Cirelli provided new library resource training for a teacher in-service in April.

Board member Carol Eberhardt said that the Library gets the Summer Reading list from the school district. The library pulls the books and puts them in grade order.

Board member Taylor DeLeo attended the High School in-service. She wanted to commend the librarians and she asked that the Library have the funds to keep Brain Fuse tutoring on the web site. She would like to bridge the gap between the high schools and the library.

Unfinished Business: None

New Business:

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

22-April-2021

RESOLUTION 04 – 2021.06

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
REVISED CIRCULATION FEES
ADDITION OF CIRCULATING ENERGY MONITORS**

RESOLVED that the Woodbridge Public Library Board of Trustees accept the Patron Policies as amended and attached, effective, April 22, 2021, to add the capacity to circulate Energy Monitors for patrons to use to assess appliance consumption of energy.

From: Administration

Approved at the meeting of 22-April-2021

Frederick W. Silbon, Jr., Secretary

A roll call was taken for approval:

Anamarie Cruz - Aye

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Isha Vyas - Aye

Rick Silbon - - Aye

Father William Smith - Aye

The motion carried.

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

PERSONNEL

April 22, 2021

APPOINTMENT

Appoint Maryann Ralph, Assistant Library Director, Full time, 35 hours per week, \$ 123,308.00 annual salary, pending CSC procedures and physical/drug screening, effective 05/10/2021.

Appoint, Diya Vaid, Monitor, Fords Branch Library, Part time, 10 hours per week, \$ 12.00 per hour, replacing Cristine Luna, effective 04/26/2021.

PROMOTION

Promote Cathy Prince, Librarian 1, Main Library Part time to Librarian 2, Main Library, Part time, 25 hours per week, \$36.54 per hour, Provisional, pending CSC procedures, effective 10/01/2020.

Promote Anthony Genna, Senior Library Assistant, Main Library to Principal Library Assistant, Main Library, Full time, Salary \$43,838 annual, Provisional, pending CSC procedures, replacing Julie Cohen, effective 04/19/2021.

Promote, Kathy Rabadeau, Librarian 1, Main Library Part time to Librarian 2, Main Library, Part time, 25 hours per week, \$36.54 per hour, Provisional, pending CSC procedures, effective 04/02/2021.

Board member Taylor DeLeo had a question on the Personnel list. Library Director Monica Eppinger answered her question.

A roll call was taken for approval:

Anamarie Cruz - Aye

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Isha Vyas - Aye

Rick Silbon - - Aye

Father William Smith - Aye

The motion carried.

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 - 04/22/2021

Bill List - 01	\$ 4,035.00
Bill List - 02	\$ 114,242.30
TOTAL	\$ 118,277.30

A roll call was taken for approval:

Carol Eberhardt - Aye

Taylor DeLeo - Aye

Isha Vyas - Aye

Ana Cruz – Aye

Rick Silbon – Aye
Father William Smith - Aye
The motion carried.

Such matters as may come before the Board: Board member Taylor DeLeo had a question in reference to monies left at the end of the budget year. Library Director Monica Eppinger explained that there are Library Laws that we must abide by. She also said our first meeting with the township about the budget is in May.

Board President Isha Vyas mentioned that Sabriena Tarboush resigned as President of the Woodbridge Library Foundation.

Board member Rick Silbon asked if she had anyone that might be interested in that position.

Good and Welfare: None

Public Comments: Gail Marrone the representative from the Sewaren Library, spoke about the children today are not reading the classics in literature. She said that the Sewaren Library was starting a Book Club. They have a Lego club and will display the finished work.

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Rick Silbon; Father Smith seconded the motion. The meeting was adjourned at 7:24 p.m.