

**Approved Minutes  
January 27, 2022**

**Meeting and Attendance:** The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held at 6:30pm on December 2, 2021, in the Main Meeting Room. Board members who attended were Isha Vyas, Qiana Davis, Father Smith, Ed Mullen, Rick Silbon, and Carol Eberhardt via phone call. Board Attorney Carol Berlen, Library Director Monica Eppinger, Assistant Director Maryann Ralph were also in attendance.

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

Board President Isha Vyas introduced Guest Speaker Jeanne Marie Ryan, Library Director of the Roselle Park Library to the Board. Ms. Ryan spoke about Advocacy and how it relates to the Library.

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

**Reading of Minutes:**

Approval of the Minutes of the Meeting of 10/28/2021 were moved by Rick Silbon, seconded by Carol Eberhardt. The motion carried. Ed Mullen abstained.

A roll call was taken for approval:

Qiana Davis - Aye  
Carol Eberhardt - Aye  
Isha Vyas - Aye  
Rick Silbon – Aye  
Father Smith – Aye  
Ed Mullen - Abstained  
The motion carried.

Approval of the Minutes of Closed Session of 10/28/2021 were moved by Father Smith, seconded by Qiana Davis. The motion carried. Ed Mullen abstained.

Roll call was taken for approval:

Qiana Davis - Aye  
Carol Eberhardt - Aye  
Isha Vyas - Aye  
Rick Silbon – Aye  
Father Smith – Aye  
Ed Mullen - Abstained  
The motion carried.

**Correspondence:** Library Director Monica Eppinger went over the correspondence that was included in the Board Packet.

## Report of the Library Director:

### Director's Report: November, 2021

#### General Operations

- The strategic plan for 2022-2024, ***WPL: The Path Forward***, was introduced to Supervisors to begin work on an implementation plan and gather input on the overall plan.
- Library website pages were presented to Civic Plus, the Township website design company, to begin the design process for a new library website.
- Wendi Rottweiler brought in a Census 2020 trainer/educator for the Reference Department to update the staff on providing assistance with the Census and to highlight community changes.
- Two Hublet stations, which are six-tablet dispensers, were received and set up for use through an American Rescue Plan Act (ARPA) funds provided by the Institute of Museum and Library Services, administered by the New Jersey State Library, award Number LS-250226-OLS-21. They are portable and will be put in use and tested this month at the Main Library.
- Library statistics for the month are available at the following link: <https://bit.ly/32ltcLG>

#### Buildings and Grounds Update

- The Colonial Claims Division of Selective Insurance Company of America provided a Proof of Loss to the Township and Library on November 23, which included building contents, cost of flood remediation done to date and materials purchased for the remediation.
- Middlesex Water notices were posted on public water fountains regarding failure of State of New Jersey Department of Environmental Protection standards for PFOA on water fountains at the Main Library. Water remains available. Branch locations opted to cover the water coolers and post notices that the water stations were not available until further notice with the understanding that there will be a determination about the safety of the filtered water stations.
- Water coolers with spring water were added to the staff areas in the Main Library and Branches.
- The Main Library was closed on Veterans Day for water utility work. Staff members at the Main Library were assigned to open branches or opted to take time off.
- The Fords Branch Library received trees and landscaping through the Greenable Woodbridge initiative. A letter of thanks to the Township is part of the Correspondence.

#### Personnel

- The rise in minimum wage has caused a reduction of hours per week that monitors, now library pages are able to work. A letter of explanation has gone to each monitor.

### **Outreach & Community Engagement**

- The Recycling Department selected the Main Library as a location to celebrate National Recycling Day on November 15th, and handed out flyers and reusable bags to prepare the community for the unavailability of single use plastic and paper bags for retail beginning in May of 2022. More information is available at [www.bagupNJ.com](http://www.bagupNJ.com).
- The Henry Inman Branch Library staff have hosting a table at Evergreen Senior Center from 10-2 on Fridays to offer hold pick-up, check-in and renewal or opening of library cards.
- The Teen Department is planning a WPL system-wide Department Ginger Bread House Building challenge. Patrons will be invited to vote for the best one and enter a raffle with an e-mail address and an option to receive the weekly eNews. First, second and third place prizes have been donated, with a drawing for three voting patrons as well.
- Library staff provided flyers and bookmarks with library locations and information to Sewaren Branch staff who are scheduled to attend the Avenel Firehouse Tree Lighting.
- The Children's Department updated suggested holiday reading pamphlets with Fiction for Children, Christmas Chapter Books & Picture Books for Older Readers, Picture Books for Preschoolers and Santa Stories, Hanukkah, and Kwanzaa for distribution at upcoming events in town, which include the Chamber Holiday Meet & Greet at Aquila's Christmas Tree Farm, St. George's Avenue, Avenel on December 9<sup>th</sup>, and a visit to Jacob's Landing.

Library Director Monica Eppinger went over her Director's Report. She asked Assistant Director Maryann Ralph to speak about the Strategic Plan meetings that are taking place. Assistant Director Maryann Ralph spoke about what was happening at the meetings. They are focusing on 1 goal per meeting. She spoke about a spread sheet with the goal, how to achieve that goal and how much progress was made. She also spoke about the projects that are taking place at the Branches.

**Report of the Friends of the Library:** None

**Report of the Board of Trustees President:** Board President Isha Vyas commended the staff on maintaining library services during COVID. She praised their dedication and commitment to the Library.

**Report of the Board Members:**

Board member Rick Silbon asked about the leaves on and around the Iselin Branch.

Board member Carol Eberhardt attended an NJLA Trustee November Check-In Web and shared what she learned about libraries going fine free. She also congratulated the committee for their work on Resolution 12-2021.19.

Board member Qiana Davis attended the NJ Teachers Convention and spoke about a Children's Puppeteer Show that she thought the Children's Department might be interested in.

Board member Ed Mullen spoke about the total low amount of Fines money that is taken in by the Library. He said this will have a financial impact on the budget.

**Unfinished Business:** None

**New Business:** None

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

02-December-2021

### **RESOLUTION 12-2021.16**

#### **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 02-December-21

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Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye  
Father Smith – Aye  
Ed Mullen - Aye  
The motion carried

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

02-December-21

**RESOLUTION 12.2021.17**

**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 02-December-2021

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Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye  
Carol Eberhardt - Aye  
Isha Vyas - Aye  
Rick Silbon – Aye  
Father Smith – Aye  
Ed Mullen - Aye  
The motion carried

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

## RESOLUTION

**Whereas, LINDA COOPER,** is retiring from active service as Woodbridge Public Library Librarian 4, on January 1, 2022, after 45 years, 5 months 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 Linda Cooper.

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President, Board of Trustees

December 02, 2021

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Father Smith – Aye

Ed Mullen - Aye

The motion carried

Board President Isha Vyas would like to congratulate and offer Best Wishes to Linda Cooper on her retirement.

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

02-December-2021

**RESOLUTION 12-2021.19**

**APPROVAL OF THE 2022-2024 STRATEGIC PLAN: A PATH FORWARD**

**RESOLVED**, that the Library Board of Trustees approve the Library Strategic Plan “A Path Forward” for the 2022-2024 as prepared by the Library Board Strategic Plan Committee.

**BE IT FURTHER RESOLVED**, The Plan will continue as service and technology blueprint for the library.

Approved at the meeting of 02-December-2021

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Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Father Smith – Aye

Ed Mullen - Aye

The motion carried

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

02-December-2021

**RESOLUTION 11-2021.20**

**APPROVAL OF AGREEMENTS FOR TUITION REIMBURSEMENT**

**RESOLVED**, That the Library Board of Trustees approve the attached Memoranda of Agreement for four students who attended library school courses; and

**BE IT FURTHER RESOLVED,** Reimbursements that total \$5,684.00 will be made when the Memoranda of Agreement are signed.

From: Account Number 01-522-10 - \$3,671

Account Number 01-524-10 - \$2013

Approved at the meeting of 02-December-2021

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Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Father Smith – Aye

Ed Mullen - Aye

The motion carried

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

## PERSONNEL

December 2, 2021

### RETIREMENT

Linda Cooper, Librarian 4, Main Library, effective 01/01/2022.

### RESIGNATION

Charles Cole, Senior Library Assistant, Inman Branch, Full time, effective 11/27/2021.

Courtnee Aristil, Monitor, Inman Branch, Part time, effective 11/22/2021.



A roll call was taken for approval:

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon - Aye

Qiana Davis - Aye

Ed Mullen - Aye

Father 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 Ed Mullen. The motion carried.

#### **Bill Lists - 12/02/2021**

Bill List - 01	\$ 117,914.49
Bill List - 02	\$ 32,681.67
<b>TOTAL</b>	<b>\$ 150,596.16</b>

A roll call was taken for approval:

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon - Aye

Qiana Davis - Aye

Father Smith - Aye

Ed Mullen - Aya

The motion carried.

**Such matters as may come before the Board:** None

**Good and Welfare:** Assistant Library Director Maryann Ralph spoke about the Gingerbread House contest the Library will be having. Each department of the library will enter a Gingerbread House that will be judged by patrons. The display will be on the 2<sup>nd</sup> Floor of the Main Library.

**Public Comments:** Susan Fichtelberg, Children's Librarian, and AFSCME Local 2923 President wanted to thank the Library Board for their approval of Resolution 12-2021.20 Tuition Reimbursement .

**CLOSED SESSION:** None

**Adjournment:** A motion to adjourn the board meeting was made by Carol Eberhardt; Ed Mullen seconded the motion. The meeting was adjourned at 7:38 p.m.

