

**Approved Minutes
March 24, 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 February 24, 2022, in the BEC Room at the Main Library. Board members who attended were Isha Vyas, Qiana Davis, Ed Mullen, Rick Silbon, and Carol Eberhardt. Board Attorney Carol Berlen, newly assigned Board Attorney Christopher Zingaro, 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 6:38 pm and read the “Adequate Notice of Meeting” statement.

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

Reading of Minutes:

Approval of the Minutes of the Meeting of 01/27/2022 were moved by Ed Mullen, seconded by Carol Eberhardt. The motion carried.

A roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Ed Mullen - Aye

The motion carried.

Correspondence: None

Report of the Library Director:

Director’s Report: February, 2022

General Operations

- The State Department of Labor has selected Woodbridge Public Library and LiteracyNJ to participate in the Community Library Adult Literacy & Career Pathway Grant Program FY22. Funding will provide trained literacy educators for library programs that will include English as a Second Language (ESL) and digital literacy skills.
- Woodbridge Public Library’s will receive five iPads loaded with apps to facilitate telehealth appointments courtesy of East Brunswick Public Library’s NJ Health Connect program. Three will be used in-house and two will circulate to patrons to check out for appointments at home. Educational materials, staff training and promotional materials are included in the American Rescue Plan Act (ARPA) funded program.

- The updated Civic Plus Township website is scheduled to launch in March. The library site has been delayed but is projected to launch in time for the Summer Reading program.
- March is NJ Makers Month. Programs will be offered for all ages this month to encourage participation in maker activities.
- Librarian Jackie Oakes has been awarded a New Jersey STEM Mini-Grant for 2022 sponsored by the Overdeck Family Foundation. The grant will fund a guest speaker, NJ Maker Month activities for teens and adults and program refreshments.

Buildings and Grounds Update

- Mayor McCormac announced in the State of the Township address and in a column in the Colonia Corner that the Vaughan Group architects have been selected to design the restoration project for Henry Inman. Signage has been posted to the Branch doors, social media and the library home page.

Outreach & Community Engagement

- The Children's Department has initiated wider distribution of materials to the schools in the spring and is scheduling school visits to teachers in the spring.
- Children's Department in-person programs will be phased in this spring with pre-school story times and educational programs for school aged children.
- A \$1,000 community grant from RSI Bank has funded networking and resource sharing meetup programs for businesses and entrepreneurs that will kickstart what was promoted before the pandemic as Biz Tuesdays. Partners in the effort are the Woodbridge Chamber of Commerce, Shuomo Ganguly of Obligent Consultants and the Downtown Woodbridge SID, and Librarian Alex Gabler, teacher of Word and business resources at WPL. The first meetup will be Tuesday, February 22, at 7 pm in the Periodicals Room at the Main Library.
- Woodbridge Public Library is schedule to provide a live Read Across America event at Starbucks on March 2, 2022 at 1:00 pm for preschoolers and their families. Township Libraries will stream TV-35 produced, YouTube video of Mayor McCormac, WPL Children's Librarians and local celebrity readers throughout the day.

Library Director Monica Eppinger went over her report, handed out the Adult Program Schedule for March 2022, and a brochure that was designed by Assistant Director Maryann

Ralph. She then asked Assistant Director Maryann Ralph to highlight the programs at the Fords and Iselin Branches. Assistant Director Maryann Ralph also mentioned that Inman Branch is doing outreach at Reinhart Towers and starting school visits at School #21.

Report of the Friends of the Library: Library Director Monica Eppinger said that the library will be sending a Thank You letter to the Friends for their support of library summer reading programs and children's books. The Friends of the Library have announced that the Spring Book Sale will be April 29th, 30th and May 1, 2022.

Report of the Board of Trustees President: Board President Isha Vyas shared with the board that she thanked Mayor McCormac for renovating the Inman Branch Library. She then spoke about the Library Committees and handed out the Library Board Committee Meeting dates.

Report of the Board Members:

Board member Rick Silbon asked about the status of the Inman Branch Library. Library Director Monica Eppinger updated him.

Board Attorney Carol Berlen said that she will no longer be the Woodbridge Library Board of Trustees attorney. She explained and then introduced Christopher Zingaro as the attorney that will be replacing her.

Board member Carol Eberhardt said that she had presented a question about the account balances. Library Director Monica Eppinger said that she will look into the matter.

Unfinished Business: None

New Business:

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

24-February-2022

RESOLUTION 02.2022.03

RESOLUTION APPROVING AMENDMENT TO LIBRARY BOARD BY-LAWS

WHEREAS, the By-Laws of Woodbridge Public Library Board of Trustees governs the monthly meeting date and time, and;

WHEREAS, the By-Laws of Woodbridge Public Library state that the By-Laws may be amended "at any regular Meeting of the Board with a quorum present, by a unanimous vote of the members present, provided the amendment was stated in the call for the Meeting";and

WHEREAS, the proposed amendments appeared on the agenda for the regular meeting of February 24, 2022, and

WHEREAS a quorum was present, and

WHEREAS, the amendments to the By-Laws requires a unanimous vote;

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that the By-Laws have been amended by updating the Order of Business and by establishing Guidelines for Public Comment.

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 24-February-2022.

From: Administration

Approved at the meeting of 24-February-2022

Isha Vyas, Library Board President

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – 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.

24-February-2022

RESOLUTION 2.2022.04

**RESOLUTION AUTHORIZING SOLICITATION OF BIDS FOR MAIN LIBRARY
HVAC CHILLER AND TOWER MAINTENANCE CONTRACT**

WHEREAS the Main Library HVAC System, which includes a York Centrifugal Chiller Machine and a Marley Cooling Tower requires regular maintenance and maintenance of technicians who are fully trained, qualified and experienced in maintenance and repair of the equipment; and

WHEREAS the annual cost is anticipated to exceed the bid threshold.

BE IT THEREFORE RESOLVED that the Library Director is hereby authorized and directed to solicit bids to furnish maintenance service for the Main Library Chiller and Tower.

BE IT FURTHER RESOLVED that this resolution will be advertised as required by law.

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 24-Feb-2022.

From: Administration

Approved at the meeting of 24-February-2022

Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Ed Mullen - Aye

The motion carried

Board member Ed Mullen asked a question in reference to this Resolution. Library Director Monica Eppinger was able to answer his question.

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

24-February-2022

RESOLUTION 02-2022.05

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
AUDITOR FISCAL YEAR 2020-2021**

RESOLVED that the Woodbridge Library Board of Trustees received two quotes to perform the annual audit of the Fiscal Year 2020-2021.

PKF O'Connor Davies 20 Commerce Drive, Suite 301 Cranford, NJ 07016	\$10,000
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Lerch, Vinci & Higgins LLP	Declined
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NOW, THEREFORE BE IT RESOLVED that the quotation of PKF O'Donnor Davies be accepted.

To be paid from account #01-519-10.

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 24-February-2022.

From: Administration

Approved at the meeting of 24-February-2022

Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Ed Mullen - Aye

The motion carried

Board member Ed Mullen asked a question on the companies that were listed on this Resolution. Library Director Monica Eppinger answered his question.

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

24-February-2022

RESOLUTION 02-2022.06

RESOLUTION TO APPROVE THE CANCELLATION OF STALE CHECKS

WHEREAS, there exists on the books of various funds per the attached list outstanding checks;
and

WHEREAS, these checks total \$2,183.85 and may be cancelled with the approval of the Woodbridge Public Library Board of Trustees; and

WHEREAS, cancelling old outstanding checks is beneficial to the Township and is a good practice, and

NOW, THEREFORE, BE IT RESOLVED BY THE WOODBRIDGE PUBLIC LIBRARY LIBRARY BOARD OF TRUSTEES that old outstanding checks from various funds in the amount of \$2,183.85 are hereby cancelled of record.

ADOPTED:

I hereby certify that the above resolution is a true and exact copy of the Resolution adopted by the Municipal Council of the Township of Woodbridge at their Regular Meeting on 24-February, 2022.

Deposited to Account # 01-298-00

Approved at the meeting of 24-February-2022

Frederick Silbon, Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Ed Mullen - Aye

The motion carried

Board member Carol Eberhardt asked about the time frame for a check to be cashed. Board member Ed Mullen was able to answer her question and also said that he would like more research on checks from 2019.

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

24-February-22

RESOLUTION 2 – 2022.07

RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY

REVISED CIRCULATION POLICY

RESOLVED that the Woodbridge Public Library Board of Trustees accept the revised Circulation Policy as amended and attached, effective February 24, 2022.

FROM: Administration

Approved at the meeting of 24-February-2022

Frederick W. Silbon, Jr., Secretary

Roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Ed Mullen - Aye

The motion carried

Library Director Monica Eppinger explained the changes in the Policy and answered questions board members had asked.

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

PERSONNEL

January 27, 2022

APPOINTMENT

Appoint Kadence Mastrola, Library Page, Part time, 7 hours per week, \$13.00 per hour, Main Library, replacing Raine Morales, effective 2/14/2022.

PROMOTION

Promote Angelo Rousos, Librarian 2, Main Library, to Librarian 3, Main Library, Full time, 35 hours per week, Permanent, Salary \$ 87,811 annual, replacing Wenda Rottweiler, effective 2/7/2022.

RESIGNATION

Michael Finn, Senior Library Assistant, Iselin Branch Library, effective 02/11/2022

A roll call was taken for approval:

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon - Aye

Qiana Davis - Aye

Ed Mullen - 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 - 02/24/2022

Bill List - 01	\$ 75,282.86
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Bill List - 02	\$ 6,182.07
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TOTAL	\$ 81,464.93
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A roll call was taken for approval:

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon - Aye
Qiana Davis - Aye
Ed Mullen - Aya
The motion carried.

Such matters as may come before the Board: None

Good and Welfare: None

Public Comments: Susan Fitchtelberg, President, AFSCME Local 2923, wanted to thank the Board of Trustees for their approval of AFSCME 2923 union contract, raises and retro monies.

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Ed Mullen; Qiana Davis seconded the motion. The meeting was adjourned at 7:25 p.m.