

Approved Minutes

January 21, 2016

Meeting and attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held in the Book Examination Center of the Main Library on December 17, 2015. Board members present were: Amanda Truppa, Barbara Ciocci, Carol Eberhardt, Peg Mayerowitz, Ed Mullen, Rick Silbon, Carol Eberhardt, Anthony Terebetsky and Ray Zirpolo. Also present were Christine Murchio, Library Director, and Patty Anderson, Assistant Library Director.

Call to order: Peg Mayerowitz called the meeting to order at 6:30 p.m. and read the "Adequate Notice of Meeting" statement.

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

Reading of minutes: The open minutes of 10/15/15 were moved for approval by Carol Eberhardt, seconded by Rick Silbon and carried. Anthony Terebetsky abstained. Ed Mullen made a motion to accept the amended minutes from the September 17, 2015 board meeting to include the letter from Director Christine Murchio announcing her retirement effective January 1, 2016. The motion carried. Anthony Terebetsky abstained.

Correspondence: None.

Director's Report:

Finance

- Nothing new to report.

Ventures

- The Assistant Director extended job offers to two Librarian I level librarians and both have eagerly accepted our offer. Deidra Garcia, will assume her duties at the Woodbridge Public Library on November 24th as the new Adult Services/YA programming librarian at the Main Library (pending approval of the residency waiver). She comes to Woodbridge Public Library with considerable young adult programming experience and familiarity with current technology and social media services.
- Brinda Patel will begin her new duties in the Children's Library on November 23rd, 2015. Brinda has been heading up the Children's Department of a smaller library, performing eleven story-times a week; she also speaks both Hindi and Gujarti. Both new hires have between five and eight years of experience and should be able to adjust quickly to our policies and procedures. We welcome these new additions to our professional staff.
- The Next Chapter Book Club met at the library this past month due to ongoing construction at the Menlo Park Mall. The participants continue to enjoy reading the story about a boy with attention deficit disorder. We are reading approximately two chapters a week now! The club will meet again on November 18th and we will

determine a few days ahead if we can return to the mall. The Menlo Park Mall food court is an ideal location and provides easy access for the members. We are hopeful we can return to this location, but it will depend upon the construction progress.

- We received approximately 120 boxes of books from the now closed Our Lady of Peace school library. We accepted their donation as they wanted to get the books out of the building. Since they are in good condition, we contacted the Community Center and Pam Luks, who coordinates activities for ESL and after school care for the Highland Grove preschool and aftercare program. They have selected the books they wish to use; and, we will offer the remaining to other interested parties. Anything left over beyond that will be recycled and we will receive ten cents a pound for the paper.
- Children's services supervisor, Nancy O'Grady, reports that the final steps are being taken to create the "test site" for the Spaces module for meeting room reservations. Neeta Pereira from the Administration department will be inputting all the reservations through February of next year and we will begin testing the mechanics of the spaces reservation system immediately.

Administration will have the control to approve or deny applications based upon criteria specified in the meeting room policy. Librarians who reserve meeting room space for programs and for student class visits will be able to input their own reservations, thus eliminating many phone calls and emails to Administration. All staff and librarians will be able to access the Evanced calendar to see what is booked or pending, which will improve overall communication throughout the library system.

Physical Plant

- On Tuesday, October 20th, the temperature at the Main Library fell below 60 degrees at 9:00 in the morning. This was due to a faulty valve in the boiler. Based upon the AFSCME and Teamsters contracts, once the temperature (from the second floor thermostat) falls below this level for two consecutive hours, the staffing is supposed to go to a "skeleton staff." Employees are offered the opportunity to go to a branch or go home.
- The Township has accelerated the boiler replacement work at Main.
 - The nonfunctioning boiler has been replaced with two state-of-the-art units at a fraction of the size of the original unit.
 - Each of the new units has a capacity of 2 million BTUs.
 - The total cost of the 2 installed units is about \$450k, which is being covered by the township.
 - The second old heating unit, which is original to the building and is still functioning, will be replaced in 2016, again with one state-of-the-art, high-efficiency unit, and again with the cost covered by the Township.
 - The heating capacity of the 3 new units will be 6 million BTUs, which will exceed the original units' capacity of about 5.4 million BTUs.

- Quotes were received for maintenance of the branch HVAC services, Main chiller, Main elevator, Main temperature control equipment, Main water treatment equipment, and for library system and pest control services.

Staff Development

- Patty Anderson, Assistant Director, attended an all-day Adult Services forum at Monmouth County Library on October 26, 2015. The keynote address, given by Erica Freudenberger, of the Red Hook Public Library in New York State, focused on the *Future of Libraries*. The major emphasis today is to focus on community engagement and getting out of the building to market the library services and to form partnerships. Another shift involves getting away from *ownership* of materials/collections to *access* to large digital collections, such as Hoopla, (movies, TV, audiobooks) and Flipster (online magazines). See the addendum to this report for a full outline of the day's workshops.
- The November 17th workshop on how to prepare quality performance evaluations was cancelled due to a scheduling conflict by the presenter. The Assistant Director will try to reschedule something in the near future for the supervisors.

ADDENDUM TO THE DIRECTOR'S REPORT

ADULT SERVICES FORUM—THE FUTURE OF LIBRARIES

Monmouth County Library

October 26, 2015

Erika Freudenberger, Director of the Red Hook Public Library, New York State

(I apologize for any errors or omissions as these notes were taken by hand and no handouts were provided.)

Erika started off giving a little bit of background about the “millennial generation” and how their thinking has shifted from previous generations. They have moved away from “ownership” and have focused on “access” to things, including technology. Examples: Airbnb, zip cars, Uber—all focus on immediate access not ownership. With regard to technology, being able to demonstrate value is important. How will this new product/service improve my quality of life or “access” to information?

While the following models for service work and are useful the shift is toward “community engagement.”

Previously—PUSH—toward outreach, marketing and public relations

PULL—focus groups, surveys. Still useful, but the new emphasis is on

GATHER—tap in to the community and utilize their expert knowledge—involve people from the community in your programs.

Question: Do you know what your public really wants? If you haven't been out of your building recently, you can't possibly know. Get out of your comfort zone—attend the Chamber of Commerce meetings, Rotary and other events locally. In the community of Red Hook, the library has partnered with Bard College Center for Civic Engagement.

Shift in Thinking: (away from the focus on the library—toward the community itself)

Ask yourself how does this Partnership/collaboration improve our community?

What changes do people want to see in the community that involve the library?

If job training/career development is part of the library's role, what kinds of classes and specialized career workshops should the library be providing?

(8) Lessons we need to take to heart:

* Leave the building and be proactive to tap in to the community—This does not have to be the Director. Appoint someone as the Outreach Coordinator for Adult Services. Head of Children's Services should go out to local nursery schools and do a theme-based program off site. Hand out registration cards to take home and/or calendars of library programs.

* Find out who the "leaders" are in the community to partner with

* Be creative (partner with companies like Home Depot, Lowes for home improvement classes, or with a local Animal Shelter—sponsor a "dog/cat adoption night." Partner with Shop Rite and offer Nutrition classes or classes on healthy eating for diabetics, etc.)

* Discover, delight & empower your staff

* Support Local Businesses—promote the "Buy Local App" and other local endeavors

* Community Redevelopment—step up to help other organizations—like the local Veteran's Assistance Center or Arts programs

* Gather public knowledge

* ???

At Red Hook, they utilized the "ASK" exercise (an ALA initiative) going door-to-door. They asked the following questions:

- 1) What are your aspirations for this community?
- 2) How does this differ from 5 or 10 years ago?
- 3) How do we (the library) help meet these desires?

Instead of going door-to-door, a survey or focus group could be conducted to learn more of what the general public wants from the library in the future. Are we meeting the needs of our users? 55% of people now have smartphones and yet many do not really know all the various uses and apps that pertain to the phone they have.

Marketing the Library: Think of new ways to market the library's services—radio PSA's, passing out cards/flyers at the Train station or at the local bagel shop.

SIMPLY TALK MEDIA

Speaker: Diane Thieke, From Simply Talk Media

Tell your story—A good "story" sells and communicates a message. This is called socializing your marketing efforts.

A little bit about Millennials: born between 1981 & 1996. 83 million. Surpassed Gen X in the workplace now. Taylor Swift connection—she forms an EMOTIONAL CONNECTION with her fans. Sounds a bit hokey, but social media is how this demographic communicates—Facebook, Twitter, Instagram, Pinterest and many more.

Marketing Trends: 86% of people skip commercials

Society is going Paperless—44% of direct mail is not even opened

36% of public do not know what services the library offers

50% use a mobile device and shop 24/7

MUST HAVE A RESPONSIVE WEBSITE with a MOBILE APP

Get a presence on YELP—popular app

Marketing Opportunities:

Technology is second nature to Millennials

Passions for this age group: Careers and Parenting & Healthy Eating

Very Visual—able to multi-task well

Mobile—will move at least five times or more and many globally

Storytelling—content is more important than advertising (people often remember the ad/story but can't name the product that was advertised) Maria Sarapova brings in approx.. \$20 million in endorsements a year, but how many products can you name that she sells?

Personalize your service: put a face to the story—some libraries have their staff faces on the website with a personal connection about what books they read/follow. Very well received by the public for Readers' Advisory. The public likes to know the face behind the recommendation. Instead of the website, flyers with staff "picks" could be posted with small photos.

Make your audience the Hero (similar to our Community Heroes Summer Reading Celebration)
Ideas: Holidays around the World—celebrate everyone's multi-cultural background. Have tables representing holiday themes/customs/clothing from around the world or a tasting session based upon holiday traditions.

Give the public a reason to celebrate with you... Similar to the 50th Anniversary. Make up reasons to celebrate—ex. 100 days until spring (have a gardening program on bulbs or deer resistant plants, etc).

Interviews with Patrons: (ask the right questions)

- Technology—how has it helped your life?
- How has the Library changed in your lifetime? What do you miss about the "old days" when you were a child?
- How has the library influenced your child?

Content ideas for marketing: Visual tour of the library

Library History (timeline)

Reading tips (parent tips)

Homework Helpers—best practices for parents

Feature a library service each month and highlight on website: (ILL, Readers Advisory,

Reference, Children's, Administration, etc)

Email: Still very effective (Millennials)

94% use it

77% of people prefer getting marketing material this way

4300% RETURN ON INVESTMENT FOR THE MARKETING CO.

#1 thing Millennials do on their cell phone—read email and marketing ads

TIPS for marketing:

- Coupons are very effective. People love them. Give out free coupon for one free movie, computer class or library tour
- Personalize the message
- Create a "Call to Action"—ask people to do something, e.g. SIGN UP FOR CARD TODAY or REGISTER FOR ...

Best Practices:

- Be mobile ready
- Set a consistent delivery ____
- Simplify with Templates
- Add Social Media/Sharing Buttons
- Have a Social Media Strategy—speak, connect, personalize, promote

- Social Media defines your brand message –businesses spend about an hour a day on Social Media. Marketers found that as little as six hours a week was enough to increase sales.

Facebook: 1.49 Billion active users

1.31 Active mobile users

71% adults are on Facebook

Seniors (65 & over) 56% are on Facebook

Women 77%

Median # of Friends 155 (millennials—250 friends median)

Teens 71% (#1 choice for Social Media)

SIX WAYS TO IMPRESS A JOURNALIST

- Research each journalist
- Customize your pitch
- Respond immediately to requests
- Ask what's your deadline?
- Send photos and charts
- Invite them to events

PRIVACY AND SECURITY

ROBERT LACKIE—Dept. Chair, Library Ryder University

783 Breaches of Security in recent months

5000 over the past 10 years

818 million individual accounts have been compromised (300 million in US)

Tips to Protect Yourself:

Clear cache and your temp files often

Lock down your mobile devices—consider password protection

Consider services like LoJack

Get a copy of your credit reports for free annually: <https://www.annualcreditreport.com>

To reduce credit card fraud (opt out of pre-screen offers) www.optoutprescreen.com

www.donotcall.gov or call 1-888-382-1222

Get less unsolicited email/commercial mail www.dmachoice.org

To check the strength of your passwords go to: <https://www.privacyrights.org>

STOP USING YOUR DEBIT CARD NOW—due to a totally different law governing debit cards (wire transfers or something) if you detect fraud on this card, you ONLY have 72 hours to report it to your bank. **CREDIT CARDS**—you have up to sixty (60) days to report. **STOP USING YOUR DEBIT CARD NOW**

Prepared by,

Patty Anderson, Assistant Director

11/13/15

Report of Friends of the Libraries: None

Report of Board of Trustees President: President Peggy Mayerowitz thanked Director Christine Murchio for her service to the Woodbridge Public Library.

Report of Board Members: Board member Rick Silbon reported that there were leaves on the sidewalks at the Inman and Iselin branches. He said that this could cause a very slippery situation.

Board member Anthony Terebetsky apologized for missing several board meetings due to his work schedule. He congratulated Director Christine Murchio on her retirement. Anthony also asked that the American flag at the Henry Inman Branch be replaced because of its worn condition. Carol Eberhardt, Barbara Ciocci, and Ray Zirpolo also thanked Chris for her service at the library.

Board members will each be sent a copy of the signed Teamsters contract.

Board member Ed Mullen said he told Andrew Bernath to mail out all the signed November 2015 checks prior to Board approval in December so that no late fees would be incurred.

Ed Mullen said he'd called Jersey Professional Management with questions in regard to the Board's contract with them and explained the payment schedule to the Board. Ed also talked about bringing in the interim director and what her job will be while they are searching for a new director.

Board member Ray Zirpolo asked why the library was hiring an interim library director. Board President Peg Mayerowitz said that this was the way to go at this time. Board attorney Craig Coughlin answered that the Township was looking into the future vision for the Woodbridge Public Library.

Assistant Director Patty Anderson asked if there would be a job description for the interim director. Attorney Craig Coughlin replied that it is up to the board and that there should be a job description.

Ed Mullen asked that the minutes from the September Board Meeting be amended to reflect that Director Christine Murchio announced that that she will be retiring on January 1, 2016. No formal motion or second motion was made to amend the minutes. A copy of the director's retirement letter was included in this board packet.

Unfinished Business: None

New Business:

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen , seconded by Barbara Ciocci, and carried:

19-November-2015

RESOLUTION 11 - 2015.16

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
ELEVATOR MAINTENANCE CONTRACT**

WHEREAS, quotations were solicited for Burlington Oildraulic Passenger Elevator maintenance service for the Woodbridge Main Library for the year 2016 from the following:

Sharp Elevator Company, Inc. 1545 Route 37 West, Suite 4 P.O. Box 443 Toms River, NJ 08754	\$1,464
R.M.R. Elevator Co., Inc. 1401 Roselle Street Linden, NJ 07036	No response
Clifton Elevator Service Co., Inc. 4401 South Clinton Avenue South Plainfield, NJ 07080	No response
Jersey Elevator Company 657 Line Road Aberdeen, NJ 07747	No response

NOW, THEREFORE, BE IT RESOLVED that the quotation of Sharp Elevator Company, Inc., in the amount of \$1,464 be accepted. To be paid from account #530.

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 19-Nov-15.

From: Administration

Approved at the meeting of 19-Nov-15

Frederick W. Silbon, Jr., Secretary

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

19 -November-2015

RESOLUTION 11 - 2015.17

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
PEST CONTROL CONTRACT**

WHEREAS, quotations were solicited for pest control services at Main and the Fords, Henry Inman, and Iselin branches for the year 2016 from the following:

A-Academy Termite and Pest Control 2760 Route 9 South Howell, NJ 07731	\$1,140
Bowco Labs. 75 Freeman Street Woodbridge, NJ 07095	\$1,740
East Coast Pest Control 64 Woodbridge Avenue Sewaren, NJ 07077	No response
J.C. Ehrlich Co., Inc. 249 Homestead Road Hillsborough, NJ 08844	\$4,260

NOW, THEREFORE, BE IT RESOLVED that the quotation of A-Academy Termite and Pest Control, in the amount of \$1,140 be accepted. To be paid from account #528.

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 19-Nov-15.

From: Administration

Approved at the meeting of 19-Nov-15

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Barbara Ciocci, seconded by Carol Eberhardt, and carried:

19 -November-2015

RESOLUTION 11 - 2015.18

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
TEMPERATURE CONTROL MAINTENANCE CONTRACT**

WHEREAS, quotations were solicited for maintenance of temperature control equipment for the Woodbridge Main Library for the year 2016 from the following:

Honeywell, Inc. 115 Tabor Road Morris Plains, NJ 07950	\$10,540
Howman Controls 12 Garden Street Edison, NJ 08818	No response
PKM Panel Systems Corp. 43 Ferry Street #1 South River, NJ 08882	No response

NOW, THEREFORE, BE IT RESOLVED that the quotation of Honeywell, Inc., in the amount of \$10,540 be accepted. To be paid from account #510.

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 19-Nov-15.

From: Administration

Approved at the meeting of 19-Nov-15

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried:

19 -November-2015

RESOLUTION 11 - 2015.19

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MAIN LIBRARY BOILER WATER TREATMENT**

WHEREAS, quotations were solicited for boiler water treatment service for the Woodbridge Main Library for the year 2016 from the following:

Cascade Water Services, Inc. 114 West Harvey Street Philadelphia, PA 19144	No response
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Chem-Aqua 34 Stoots Lane Monmouth Junction, NJ 08852	No response
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Garratt-Callahan, Inc. 306 Talmadge Road Edison, NJ 08818	No response
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Scientific Water Conditioning Attn: Clement Manyeka 515 Pennsylvania Avenue Linden, NJ 07036	\$2,450
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NOW, THEREFORE, BE IT RESOLVED that the quotation of Scientific Water Conditioning, in the amount of \$2,450 be accepted. To be paid from account #318.

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 19-Nov-15.

From: Administration

Approved at the meeting of 19-Nov-15

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried:

19 -November-2015

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
BRANCH HVAC MAINTENANCE CONTRACT**

WHEREAS, quotations were solicited for preventative maintenance service for heating and air conditioning at the Fords, Henry Inman, and Iselin branches for the year 2016 from the following:

Air-Tec Service, Inc. 685 St. George Avenue Woodbridge, NJ 07095	\$2,535
C-K Air Conditioning, Inc. P.O. box 2817 Clifton, NJ 07015-2817	No Response
York International 264 Fernwood Avenue Edison, NJ 08837	No Response

NOW, THEREFORE, BE IT RESOLVED that the quotation of Air-Tec Service, Inc., in the amount of \$2,535 be accepted. To be paid from account #530.

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 19-Nov-15.

From: Administration

Approved at the meeting of 19-Nov-15

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried:

19 -November-2015

**RESOLUTION APPROVING WOODBRIDGE PUBLIC LIBRARY
MAIN LIBRARY CHILLER MAINTENANCE CONTRACT**

WHEREAS, quotations were solicited for maintenance service for the York chiller at the Main Library for the year 2016 from the following:

Air Tec Service, Inc. 685 St. George Avenue Woodbridge, NJ 07095	No Response
C-K Air Conditioning, Inc. P.O. Box 2817 Clifton, NJ 07015-2817	\$4,510
Johnson Controls / York International 264 Fernwood Avenue Edison, NJ 08837	\$5,700

NOW, THEREFORE, BE IT RESOLVED that the quotation of C-K Air Conditioning, Inc., in the amount of \$4,510 be accepted. To be paid from account #530.

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 19-Nov-15

From: Administration

Approved at the meeting of 19-Nov-15

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Peggy Mayerowitz, moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried:

Resolution 11 - 2015.22

RESOLUTION

Whereas, Christine Murchio is retiring from active service as Woodbridge Public Library DIRECTOR on January 1, 2016, after 7 years and 7 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 Christine Murchio.

President, Board of Trustees

November 19, 2015

The following Resolution was read by Rick Silbon, moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried:

RESOLUTION 11-2015.23

AUTHORIZING AN AGREEMENT WITH CHRISTINE MURCHIO

WHEREAS, Christine Murchio has indicated to the Free Public Library of Woodbridge (the

“Library”) that she will retire as of December 31, 2015; and

WHEREAS, Library has determined that the cooperation and assistance of Christine Murchio may be helpful or necessary in handling matters that may arise; and the Library wishes to defend and hold Christine Murchio harmless from and against all claims arising out of incidents that arose during her tenure with the Library;

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that the contract with Christine Murchio, attached to this resolution as Schedule 1 is hereby approved.

BE IT FURTHER RESOLVED, that the Library Board President is hereby authorized and directed to execute the agreement.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on December 17, 2015.

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Rick Silbon, moved for approval by Ed Mullen, seconded by Carol Eberhardt, and carried: Ray Zipolo voted no.

RESOLUTION 11-2015.24

APPROVING AN REQUEST FOR PROPOSAL FOR A LIBRARY CONSULTANT AND AUTHORIZING THE TOWNSHIP PURCHASING AGENT TO SECURE REQUESTS FOR PROPOSAL

WHEREAS, the Free Public Library of Woodbridge (the “Library”) is desirous of developing a comprehensive plan for the Library’s future; and

WHEREAS, in order to accomplish the goal the Library has determined to enlist the assistance of a consultant; and

WHEREAS, the Township of Woodbridge’s purchasing agent (the “Purchasing Agent”) has

prepared specification, attached as schedule 1, (the "RFP") to be used to solicit requests for proposals from potential consultants; and

WHEREAS, the Purchasing Agent has the experience and wherewithal to administer the process of soliciting, gathering and reviewing for compliance RFP's in connection with this project.

NOW, THEREFORE, BE IT RESOLVED BY THE TRUSTEES OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE that the RFP, attached to this resolution as Schedule 1 is hereby approved.

BE IT FURTHER RESOLVED, that the Purchasing Agent is hereby directed to undertake the process of soliciting, gathering responses and reviewing responses; and administering the selection process.

BE IT FURTHER RESOLVED, that this Resolution shall take effect immediately.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Trustees of the Free Public Library of Woodbridge at their Regular Meeting held on December 17, 2015.

Frederick W. Silbon, Jr., Secretary

The following Resolution was read by Peg Mayerowitz, moved for approval by Ed Mullen, seconded by Barbara Ciocci, and carried:

RESOLUTION NO. 11-2015.25

FREE PUBLIC LIBRARY OF WOODBRIDGE

RESOLUTION APPOINTING JERSEY PROFESSIONAL MANAGEMENT TO PERFORM RECRUITMENT AND TEMPORARY EMPLOYEES SERVICES THROUGH A NON-FAIR AND OPEN PROCESS

WHEREAS, the Directors of the Free Public Library of Woodbridge (the "Board") have determined there exists a need for consulting services to assist the Board in recruiting and selecting a new Library Director; and

WHEREAS, the Board has also determined there exists a need for an interim library

director while the search is conducted; and

WHEREAS, the services to be provided by Jersey Professional Management (“JPM”) are specialized and qualitative in nature, require expertise, extensive training and proven reputation in the field; and

WHEREAS, the services are extraordinary unspecified services exempt from the requirement of public bidding pursuant to N.J.S.A. 40A:11-5 (1) (et seq.).

NOW, THEREFORE BE IT RESOLVED, the Board does hereby approve the appointment of JPM to provide consulting and recruitment services in accordance with the proposal attached as schedule 1, in an amount not to exceed \$61,500.00 billable in accordance with the attached schedule 1.

BE IT FURTHER RESOLVED, that the Library Director or the Board President, and the Board Secretary (as required) are hereby authorized to execute a contract, providing for the hereinabove described services.

IT IS FURTHER RESOLVED, that the contract is awarded without competitive bids in accordance with N.J.S.A. 40A:11-5 (1) (et seq.) due to the specialized nature of the service provided.

IT IS FURTHER RESOLVED, that the award of this contract is subject to the certification by the Board’s Treasurer of available funds.

IT IS FURTHER RESOLVED, that the Agency Secretary is hereby authorized and directed to cause notice of this resolution to be published as required by N.J.S.A. 40A:11-5 (1) (et seq.).

Peggy Mayerowitz, President

PERSONNEL: The following personnel items were read by Director Christine Murchio; motion to accept was made by Carol Eberhardt, seconded by Barbara Cioffi, and carried

Appoint Brinda Patel, Librarian 1, Main Library Children’s Room, Full time, 35 hours per week, salary \$ 55,525 annual, pending DOP procedures, physical and drug screening and residency waiver, effective 11/23/2015.

Appoint Deidra Garcia, Librarian 1, Main Library, Full time, 35 hours per week, salary \$ 55,525 annual, pending DOP procedures, physical and drug screening and residency waiver, effective 11/24/2015.

SALARY CORRECTION

Derek Supp, from Data Processing Technician, Main, to Data Processing Programmer, Main, Provisional, pending CSC procedures, 35 hours per week, salary \$ 54,574.30 to \$57,303.01, effective 07/06/2015.

RETIREMENT

Christine Murchio, Library Director, effective 1/1/2016

Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Rick Silbon, and carried.

Bill Lists - 11/19/2015

Bill List - 01	\$ 50,670.31
Bill List - 02	\$ 98,039.61
TOTAL	\$ 148,709.92

Such other matters as may come before the board: None

Good & welfare: None

Board Member Ed Mullen made the motion to go into closed session, seconded by Anthony Terebetsky. This motion was tabled because it was agreed at a previous board meeting to have the Public Comments come before the Closed Session.

Public comments: Ellen Bonacarti, employee of Woodbridge Public Library, asked about a time frame for hiring a new director. Attorney Craig Coughlin answered that the Interim Director will be in place very soon, and a new Director should be appointed within 4-6 months.

Karen Haase-Gray, employee of Woodbridge Public Library, asked when the interim director will start. Library attorney Craig Coughlin stated the interim director will start very soon, in the very near future. Karen asked who will be in charge when the Interim Director is not present. Craig Coughlin stated that Patty Anderson will be in charge, same as if Christine Murchio was on vacation.

CLOSED SESSION:

Ed Mullen made the motion to untable the motion to go into closed session; Anthony Terebetsky seconded this motion at 7:19 p.m.

Ed Mullen made the motion to end the closed session; Anthony Terebetsky seconded the motion at 7:43 p.m.

Carol Eberhardt made the motion to reconvene the Board meeting; by Barbara Ciocci seconded the motion at 7:44 p.m.

Adjournment: There being no further business, Ed Mullen moved to adjourn the meeting, Anthony Terebetsky seconded the motion, it carried, and the meeting was adjourned at 7:44 p.m.