

**Approved Minutes
February 18, 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 January 21, 2016. Board members present were: Amanda Truppa, Barbara Ciocci, Carol Eberhardt, Ed Mullen, Anthony Terebetsky, Rick Silbon, and Isha Vyas. Also present were Caroline Brown, Interim Library Director, and Patty Anderson, Assistant Library Director.

Call to order: Isha Vyas called the meeting to order at 6:34 p.m. and read the "Adequate Notice of Meeting" statement.

Vice President Isha Vyas ran the meeting and offered condolences to President Peg Mayerowitz and her family on the death of her father.

Pledge of Allegiance: Barbara Ciocci led the Pledge of Allegiance.

Election of Officers and Swearing in of Officers:

On the recommendation of the nominating committee Carol Eberhardt nominated Peg Mayerowitz as President, Isha Vyas as Vice President, Rick Silbon as Secretary, and Ed Mullen as Treasurer. Isha Vyas asked if there were any other nominations from the floor. There were no other nominations. Anthony Terebetsky made the motion to approve the slate as presented and Barbara Ciocci seconded the motion. The motion carried.

Craig Coughlin, Board Attorney, duly swore in Isha Vyas, Rick Silbon and Ed Mullen as officers of the Board of Trustees.

Reading of minutes: The Open Minutes of December 17, 2015 were moved for approval by Carol Eberhardt, and seconded by Barbara Ciocci. The motion carried. The minutes of Closed Session were moved for approval by Ed Mullen, seconded by Rick Silbon. The motion carried.

Anthony Terebetsky asked that the minutes be amended to reflect that his name be added as being present at the December 17, 2015 board meeting. Barbara Ciocci made the motion to amend the minutes, Carol Eberhardt seconded the motion. The motion carried.

Correspondence: Interim Director Caroline Brown spoke about the letters that were received.

Interim Director's Report:

Since my arrival on January 5th, I have had opportunities to meet many of the staff and several trustees, to tour the main library and the three branches, to meet with the administrative team and the general staff, and to attend the mayor's weekly meeting. I will be on site three days per week, and can be reached at ext. 7099 or at cbrown@woodbridgelibrary.org. I look forward to working with the trustees, staff and township during this transition period.

Christine Murchio's final report was through November 2015, Patty Anderson's report as assistant director for this meeting covers December 2015 and the initial January 2016 period.

During my first several weeks, we have dealt with several personnel issues on which we will report in brief, in closed session.

**Caroline Brown, Interim Director
13 January 2016**

Physical Plant

Brian Burke reports that:

Two out of three replacement boilers have been installed: the third will be installed next year "or sooner"

The Water meter at Inman has been replaced, but not at Fords.

Lighting: the interior and exterior lighting that could retrofitted with new LED lighting has been done, at the Main and the Branches. This was done through the Direct Install Energy Program.

A new exit sign and emergency light have been installed in the inter-library loan area on the first floor of the Main Library.

Interim Director Caroline Brown also told the board that after speaking with Brian Burke the Library will be closed on Saturday, January 23, 2016 because of the anticipated heavy snow that is predicted for Friday night into Saturday.

Interim Director also told the board the carpeting at the Iselin Branch will be cleaned and that there is a boy scout project.

Assistant Director's Report:

Report of the Assistant Director December/January

Finance

- The Fiscal year 2015 audit has been completed.

Ventures

- On December 3rd, Patty Anderson, Assistant Director attended the monthly meeting of the Woodbridge/Perth Amboy Rotary Club. Patty was the luncheon speaker introducing the library's latest new service: Lynda.com. This award-winning learning service offers 4,000 videos to help patrons become proficient in over one hundred topics. Any valid cardholder may log on to the library website and take part in a course from any location, home or office. Sample courses include: Microsoft Suite (Word, Excel, Powerpoint, Publisher), Adobe Creative Suite (Photoshop, Illustrator),

Operating systems (Windows 10, Apple Mac OSX & IOS, Google Android, Amazon Kindle Fire OS, and more.)

- The Next Chapter Book Club suspended meetings on December 9th for the holidays. The participants completed another book and will resume meetings in January 2016.
- In response to a DMCA copyright infringement notice from Comcast (which provides the public with wifi broadband access at the Main Library), IT Supervisor Jerry Holtz has taken a number of steps to block illegal downloads to the extent possible. New configurations were put in place to block P2P, the protocol typically used for illegal downloading. Jerry also changed the schedule of availability so that public wifi is turned off 15 minutes before we open and shuts off at closing. And last, he has configured all access points to block all Web File Sharing, which is a blacklist of websites typically used for illegal downloads, and which is maintained by Meraki.
- In December we acquired over 120 boxes of books from the recently closed Our Lady of Peace school library. The Assistant Director has offered the books to many groups including: the township Recreation after school program, the Libraries of Middlesex County, the Libraries of Union County, the Patterson Public Library, and locally through several Township Council contacts. There are still about 80 boxes of books left. Some of the books will be donated to more non-profits and the remainder will be given to the Friends to dispose of. We continue to receive 10 cents a pound for discards.
- All local organizations who use the library meeting room facilities have been entered in to the online Evanced system. We have been “testing” the reservation system and have had a few outside organizations be our test cases. It is all working as designed and we anticipate the “go live” date to the general public to be January 25, 2016. Nancy O’Grady is training all the librarians on the spaces module.
- In early December, Patty Anderson, Assistant Director, conducted the quarterly Safety Meeting. There were no new safety incidences.
- In mid-December, Patty Anderson, Carol Huber and Neeta Pereira (payroll clerk) treated Ms. Murchio to dinner at IL Castelllos restaurant in downtown Woodbridge. We thanked her for her service and wished her well.
- On December 15th, Patty Anderson arranged a continental breakfast for the entire staff at the Main Library to welcome the two new librarians to the Woodbridge Library System. Bagels, coffee, tea and juice were supplied for under \$75.00. The Assistant Director was told by staff members that this

was the first time they could remember Administration ever hosting a welcome breakfast.

- Patty Anderson and Carol Huber purchased poinsettias for the Main Library and all branches and delivered them to the branches.
- On January 5th, Patty Anderson and Board President Peg Mayerowitz, welcomed Caroline Brown, the new Interim Director.
- On January 8th, Patty Anderson and Caroline Brown drove out to two of the library branches, Henry Inman and Fords, so Caroline could meet the staff and get a visual of each branch.
- On January 13, Patty Anderson and Caroline Brown conducted the Professional Staff Meeting. Patty passed out the training schedule for the next Anti-Harassment training in February and she also gave out a Certificate of Appreciation to Ellen Bonacarti, Senior Librarian. Long-time library patrons, Mr. and Mrs. Petrelis requested a meeting with the Assistant Director to praise the excellent service they have received over the years from Ms. Bonacarti. They felt the Board should know what a terrific job she does and I told them I would pass on their compliments.

Physical Plant

- Two of the three boilers have been replaced. The third boiler will be replaced late this year or early next year.
- The water meter at the Inman Branch was replaced.
- All interior and exterior lighting that could be replaced with new LED fixtures was completed by the maintenance department. This new lighting was completed under the Direct Install Energy Program.
- New exit signs and emergency lighting was installed in the IT department at the Main Library.

Prepared 1/15/16

Report of Friends of the Libraries: None

Report of Board of Trustees Vice President: Isha Vyas introduced Caroline Brown as the Interim Director to the board members.

Report of Board Members: Ed Mullen said the Audit will be approved at the next board meeting. Assistant Director said the audit looked good.

Board Member Amanda Truppa said she visited the Fords Branch Library and was blown away by what she saw. She was very impressed with the bright and cheery look of the library and

the library collection. She said it was a great experience for her children and she wanted to commend the Children's Librarian and the head Librarian at the branch.

Ed Mullen commented that his daughter is resigning from the library. She was at the library for a long time and was very happy working at the Main Library, but very happy to get a position in her field.

Unfinished Business: None

New Business:

PERSONNEL: The following Personnel items were read by Interim Director Caroline Brown; motion to accept was made by Rick Silbon, seconded by Carol Eberhardt, and carried.

RESIGNATION

Kristen Mullen, Senior Library Assistant, Main Children's Room, effective 01/22/2016.
Jeanetta Singleton, Librarian II, Part time, Main Library, Sunday Librarian effective 01/01/2016.

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

Bill Lists - 01/21/2016

Bill List - 01	\$ 205,509.65
Bill List - 02	\$ 101,539.90
TOTAL	\$ 307,049.55

Board member Ed Mullen said the he had a question about the UPS invoice and asked Patty Anderson if she can ask Andrew Bernath about the invoice.

Such other matters as may come before the board: None

Good & welfare: None

Public comments:

Anne Taylor, Somerset , New Jersey had a question about the July 2015 closed session minutes. Anne also asked if the report of the Interim Director and Assistant Director can be made public before the Board Meeting.

CLOSED SESSION:

Carol Eberhardt made the motion to go into closed session; Barbara Ciocci seconded this motion at 6:59 p.m.

Ed Mullen made the motion to end the closed session; Anthony Terebetsky seconded the motion at 7:22 p.m.

Barbara Ciocchi made the motion to reconvene the Board meeting; by Rick Silbon seconded the motion at 7:23 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 7:24 p.m.