

**Approved Minutes**  
**April 16, 2015**

**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 March 19, 2015. Board members present were: Barbara Ciocci, Ed Mullen, Amanda Truppa, Anthony Terebetsky, Carol Eberhardt, Rick Silbon, Isha Vyas and Ray Zirpolo. Also present were Christine Murchio, Library Director, and Patty Anderson, Assistant Library Director.

**Call to order:** Rick Silbon 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 February 19, 2015 were moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried.

**Correspondence:** None

**Director’s Report:**

**Finance**

Nothing new to report.

**Ventures**

The Woodbridge Public Library’s Next Chapter Book Club for NJ Libraries (NCBC4NJL) is well into its second book, *Because of Winn-Dixie*, with members now capable of reading one to two pages at a time. At the beginning of the club’s first book, some members could not read more than a sentence at a time.

The library has a Drupal-based website. Drupal software is used to manage website content and images, text, and video. A major hack attack was launched against up to 12M Drupal websites in October 2014. A bug in version 7 of Drupal allowed attackers to take control of servers or seed websites with malware to trap visitors. Attackers had the ability to copy data out of a website and use it maliciously.

Initially, it appeared that the library’s site was not affected by the attack, which could compromise the integrity of a site within hours if a patch was not applied. Now it appears the library’s website was attacked. Fortunately, the library website contains no personal data for any library users.

The official patch for the attack has been applied to the library’s website. The IT department has examined library system logs, and at this time it seems the library site was not impacted in any significant way by the attack. The IT department is consulting with the library’s hosting provider to investigate the system’s status further. Any necessary final clean-up of the site

should be completed by March 16<sup>th</sup>.

The annual financial disclosure survey for municipal board members will begin within the next two weeks. The municipal clerk will provide survey information to the library, which will then distribute it to library board members. Respondents will have about 4 weeks to complete the survey

Board members must use their pin number from the 2014 survey to get access to the current survey site, which is essentially unchanged from last year. If a person cannot find his or her pin, the state will provide an, as of now, unspecified process for obtaining it.

Assistant director Patty Anderson is reviewing directional and informational signage proposals for the Main Library. If possible, the library will seek grant funding for the work.

Patty Anderson and children's services librarian Nancy O'Grady are meeting with Township grant coordinator Jeff Mayerowitz to evaluate several grant application options for family literacy and pre-school through grade 5 literacy funding initiatives. Over the next four months, Jeff will manage grant applications for awards ranging from \$4K-\$20K. One of these applications will be for a circulating collection of iPads to foster pre-K through grade 5 literacy via technology use. The East Brunswick Public Library has a program that is meeting this goal.

The Township insurance commission office held the 1<sup>st</sup> quarter safety meeting on March 12<sup>th</sup>. No library staff safety incidents have been reported in 2015. The commission was awarded a \$2,000 grant to be used toward safety-related equipment in recognition of Woodbridge Township's successful safety program. As a result, the Township is going to consider reimbursing (\$200+) the library for replacement walkie talkie radios it purchased for maintenance staff based in the Main Library.

The library offered more than 24 anti-harassment training sessions. More than 80 employees (all but two of them) each selected and completed a session. All departments and locations participated in the training. Attendance documentation was sent to the Woodbridge Township compliance officer.

The library has wrapped up its exploration of options for an integrated library event calendar management system to replace existing and manual systems for scheduling events, programs, and meeting rooms, and for managing summer reading programs.

Patty Anderson and Nancy O'Grady have confirmed that the Evanced Solutions system offers the library the most event calendar management value for its cost. Other systems explored (e.g., Eventkeeper, Engaged Patron, Plymouth Rocket, SpringShare) do not have the functions and features Evanced provides to a library, the ability to manage transactions for a multi-branch system or the scalability to handle growth in operations. Evanced:

- Can accommodate libraries with multiple locations, not just one; large subscribers include the Somerset County Library (18 locations) and Bergen County Library Cooperative (79 libraries)
- Can handle the library's large number of scheduled annual programs and meeting room reservations (more than 2k), which is beyond the capacity of other systems explored

- Is already familiar (after 4 years of use) to many Woodbridge Library patrons who have used it for adult and children's summer reading programs
- Will enable librarians to book their own meeting rooms for programs without having to wait for confirmation of room availability
- Will make library events at all locations more visible to the public by showing the systems' calendar of events and will enable people to register for the events online
- Will enable patrons to get program alerts and put themselves on program waiting lists
- Is flexible and can be customized to the library's needs

As described earlier, the library would use the following Evanced products --

- **SignUp**: This event calendar management module helps promote library programs and community meetings, supplemented with descriptive information and visuals. Patrons can register for events without the need for staff data input. The module prevents scheduling conflicts, alerts employees and patrons to schedule changes, captures projected attendance numbers, and generates usage activity reports.
- **Spaces**: This module enables the library to manage meeting room bookings throughout the system and to control booking schedules and access to the rooms so it complies with library policies.
- **Summer Reader**: In addition to Summer Reader functionality described above, the reader module features in-house and online registration, tracking for reading and progress logging, prize management and distribution, prize drawings, mediated reviews of items read, and management report generation.

The three Evanced modules will reduce staff time spent in repeatedly booking and rebooking rooms for users, enable the library to notify patrons of schedule changes, and manage program registrations and waiting lists.

If the above Evanced modules are selected for the integrated library event / calendar / meeting room reservation system, the library estimates that it will take about 45 days to have the system in operation and to train the employee users of it.

### **Physical Plant**

Due to snow, the library was closed at 3 p.m. on Sunday, March 1<sup>st</sup>, and was closed all day on Thursday, March 5<sup>th</sup>.

Due to freezing conditions, the Henry Inman sidewalk slab at the Inman Avenue entrance has heaved up a few inches. The affected section of the sidewalk has been taped off, and will be back in use after the ground thaws.

The clothing recycling bin at the Iselin branch was reported stolen by its sponsor on March 12<sup>th</sup>. The sponsor said two additional bins had been stolen within the Township.

The Buildings and Grounds Department will begin the Main Library J room carpeting project in April. The carpet pattern has been selected. The project has been expanded to include replacing the ceiling tiles in the room. Brian Burke is managing work crews and the purchase of materials.

**Report of Friends of the Libraries:** None

**Report of Board of Trustees President:** None

**Report of Board Members:**

Board Member Ed Mullen reminded board members that the NJLA Convention is going to be held in Long Branch on April 21<sup>st</sup> and 22<sup>nd</sup>. He said that he usually attends the conference and recommended that other Board members attend if possible.

Mr. Mullen raised the issue of the library's shared services agreement with the Township for the provision of accounting services from the CFO office. He stated that if a vote to renew the arrangement were scheduled for the current (March 19<sup>th</sup>) meeting, he would vote to reject it, and that if the service does not improve, he will fight the agreement's renewal tooth-and-nail. He would encourage other Board members to reject the agreement as well. He said Board members were put in a difficult position last year when they had to vote on the Township proposal on short notice in order to ensure continuity of accounting services and the Board had no Plan B. He expressed his satisfaction that the Township had agreed to only a one-year duration for the arrangement unless the Board agrees to extend it.

Mr. Mullen stated he does not like the content and form of the financial reports provided in the board package. Mr. Mullen feels the reports are too long and do not contain the information he wants in the format he prefers. He said that although supporting documentation (e.g., POs /Vouchers) for the bill lists is provided, it's not provided in the same order as previously. The documentation also does not contain the payment stubs that were provided in the past (a function of the check stock used by the CFO office). He wants the vendor checks to be prepared and printed prior to the Board meeting so he can sign them the night of the meeting.

Mr. Mullen dislikes the fact that the accounting function is performed not by a library employee, but by a CFO department employee whose work he feels he cannot direct. He proposed that the Board make a motion to advertise the position of Principal Account Clerk and require candidates to hold a bachelor's or A.A. degree. The Board would interview candidates and inform them there might be an opening for a job in a couple of months. Board member Ray Zirpolo seconded the motion.

Mr. Zirpolo asked if the issues with the agreement could not be resolved. He and Board member Isha Vyas asked Mr. Mullen about the financial reports provided by the CFO department. Mr. Mullen stated he is not getting the reports he's requested, and that the salary of the former employee in the position is still in the budget and could be used to hire a library employee to perform the job.

Board Secretary Rick Silbon transferred authority to run the meeting to Board Vice President Isha Vyas upon her arrival.

Patty Anderson asked that library administration personnel have input into any changes regarding the accounting function. Mr. Mullen suggested that a committee be formed to address the matter. Ms. Vyas suggested that Board president Peg Mayerowitz (not present at meeting) be the one to form a committee and that any members interested in serving on it please inform Ms. Mayerowitz of their interest.

Board member Anthony Terebetsky would like Bob Landolfi (Township Business Administrator), Manny Fernandez (Township CFO), and Andrew Bernath (Township CFO department) present for any Board discussion of the renewal of the shared services agreement.

Mr. Mullen withdrew his motion to post the accounting position.

Board member Ray Zirpolo asked about the price differences of the quotes received for the Library Calendar services. Patty Anderson explained that not all companies were apples to apples and she explained the differences. Board member Carol Eberhardt asked a question about the server.

**Unfinished Business:** None

**Closed Session:**

Rick Silbon read the Resolution for closed session, the motion to go into closed session was moved by Carol Eberhardt, and seconded by Barbara Ciocci at 7:00 pm.

The motion to end closed session was moved by Barbara Ciocci, and seconded by Anthony Terebetsky at 7:18 p.m.

The motion to reconvene the open portion of the meeting was moved by Ed Mullen, and seconded by Anthony Terebetsky at 7:20 p.m.

**New Business:**

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

**Resolution 03 - 2015.01**

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

**RESOLUTION**

**Whereas, Jean Retkwa** is retiring from active service as a Woodbridge Public Library MAIN SENIOR LIBRARIAN on April 1, 2015, after 31 years and 9 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 Jean Retkwa.

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President, Board of Trustees

**March 19, 2015**

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

19-March-15

**RESOLUTION 03 - 2015.02**

**LIBRARY EVENT CALENDAR MANAGEMENT SYSTEM**

**WHEREAS,** quotations were solicited from the following for an integrated library event calendar management system to replace existing unintegrated and manual systems for scheduling events, programs, and meeting rooms, and for managing summer reading programs:

Evanced Solutions, LLC

\$11,750.00

701 East New York Street  
Indianapolis, IN 46202

Plymouth Rocket, Inc. \$1,057.50  
42 Bay Shore Drive  
Plymouth, MA 02360

SpringShare \$696.00  
801 Brickell Avenue, Suite #900  
Miami, FL 33131

**NOW, THEREFORE BE IT RESOLVED** that the quotation of Evanced Solutions, LLC, in the amount of \$11,750 be accepted.

**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-Mar-15.

To be paid from account # 528-10.

From: Administration

Approved at the meeting of 19-Mar-15

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Frederick W. Silbon, Jr., Secretary

**Personnel:** The following personnel items were read by Director Christine Murchio; motion to accept was made by Ed Mullen, seconded by Rick Silbon and carried:

Appoint Cassie Southard, Library Assistant, Main Library, Full time, 35 hours per week, \$30,000 annual, replacing Gloria Rowin, pending DOP procedures, effective 3/2/2015.

Appoint Kimberly Teehan, Library Assistant, Main Library, Full time, 35 hours per week, \$30,000 annual, replacing, Neeta Pereira, pending DOP procedures and physical and drug screening, effective 03/16/2015.

**RETIREMENT**

Jean Retkwa, Senior Librarian, Main Library, effective 04/01/2015

**END OF TEMPORARY EMPLOYMENT**

Cassie Southard, Monitor, Main, effective 03/01/2015.

Sarah Estriplet, Monitor, Henry Inman Branch, effective 03/13/2015.

**Bill Lists:** The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Anthony Terebetsky, and carried

**Bill Lists - 03/19/2015**

Bill List - 01	\$ 6,408.33
Bill List - 02	\$ 184,059.44
TOTAL	\$ 190,467.77

**Such other matters as may come before the board:** None

**Good & welfare:** None

**Public comments:**

Anne Taylor, staff member from Somerset, New Jersey, asked if the retiring librarians' positions are going to be filled. Assistant director Patty Anderson said no replacements are anticipated at this time. The duties of retiring librarians have been reassigned to other librarians. The assistant director will speak with librarians if any staffing issues arise.

Main librarian April Kane is very happy with the Evanced Solutions event calendar management system. Patty Anderson said Evanced users will see the advantages of using the system.

Board member Rick Silbon asked about the trustees tracking their training hours for the state report. Director Chris Murchio said she will be sending out a reminder to Board members to report their training time. Board member Carol Eberhardt said there is a NJ State Library webinar for Board members that can be used to meet the training requirement. Board member Isha Vyas said the NJ Historical Society has an event scheduled on April 24<sup>th</sup> that can also meet Board training requirements.

**Adjournment:** There being no further business, Ray Zirpolo moved to adjourn the meeting, Barbara Ciocci seconded the motion, it carried, and the meeting was adjourned at 7:34 p.m.