

**Approved Minutes  
May 21, 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 April 16, 2015. Board members present were: Barbara Ciocci, Ed Mullen, Amanda Truppa, Anthony Terebetsky, Carol Eberhardt, Peg Mayerowitz, Rick Silbon, Isha Vyas 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 6:33 p.m. and read the "Adequate Notice of Meeting" statement.

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

**Audit Presentation:** Jo Ann Boos, CPA, PSA, from the firm of Hodulik & Morrison, P.A., gave the Audit Presentation and reported there were no audit comments.

**Reading of minutes:** The open minutes of 03/19/15 were moved for approval by Rick Silbon and seconded by Barbara Ciocci.

Board member Ed Mullen asked that the March minutes be amended to reflect that Isha Vyas, not Ed, had suggested a committee be formed to address issues regarding the 2014 shared services agreement for the library's accounting function that he'd raised. A motion to amend the minutes was made by Rick Silbon, seconded by Ed Mullen, and carried. Peg Mayerowitz abstained. A motion to accept the minutes as amended was made by Ed Mullen, seconded by Carol Eberhardt, and carried. Peg Mayerowitz abstained.

The closed session minutes of 03/19/2015 were moved for approval by Carol Eberhardt, seconded by Barbara Ciocci, and carried. Peg Mayerowitz abstained.

**Correspondence:** None

**Director's Report:**

**Finance**

Nothing new to report.

**Ventures**

The library's Next Chapter Book Club for NJ Libraries (NCBC4NJL) is nearing the end of its second book, *Because of Winn-Dixie*. Club members will probably be able to complete a third book before summer recess. The NJ Institute for Disabilities is beginning to focus on next year's club participants and recruiting volunteers to help with year two of the program.

Director Christine Murchio provided the state's instructions for completing the annual NJ Financial Disclosure Statements to Board members on March 31<sup>st</sup>. The state deadline for submitting completed statements is April 30<sup>th</sup>.

Assistant director Patty Anderson and children's services supervisor Nancy O'Grady continue to meet with Township grant coordinator Jeff Mayerowitz to explore various literacy grant proposals. The library is seeking a \$4,000 grant toward iPad literacy kits and graphic novel content. The application deadline is May 21<sup>st</sup>. Additional grant applications will be submitted over the following months.

The director made arrangements with the East Brunswick Public Library for the assistant director to meet with the East Brunswick literacy program manager for a briefing on that library's literacy program, a demonstration of the technology used, and an overview of the content.

The assistant director spoke at the April 2<sup>nd</sup> Woodbridge - Perth Amboy Rotary Club meeting, where she outlined the content of the Standard & Poor's NetAdvantage database and how users get access to it.

The database is available at no cost to all valid Woodbridge Library cardholders either at the library or from external locations. The database contains thousands of company reports, valuations, stock prices, mutual funds, and more. There is a link to the database on the library's homepage under "Research Databases."

The library's reference staff can provide personal introductions or tutorials to those interested in using the database. Main librarian Ellen Bonacarti is well-versed in the database's content and can provide assistance in the database's use.

Patty Anderson, Nancy O'Grady, and administrative clerk Neeta Pereira have begun implementation training for the new Evanced meeting room reservation system. The training should be completed by the beginning of May.

This year's summer reading program registration and reporting processes will remain the same as last year's since the Evanced Summer Reader program module is the one the library has used for several years. Not only are employees and program participants familiar with the Summer Reader module from previous years, but the summer reading data for the past several years remains intact within the system.

The assistant director continues to review directional and informational signage proposals for the Main Library. She has solicited sample graphics from several vendors.

The director completed and transmitted the library's NJ State Library annual report data to the state. The state will issue a report based on libraries' data within the next several months. In addition to the director, data for the report were contributed by Main Library supervisor Linda Cooper, children's services supervisor Nancy O'Grady, IT supervisor Jerry Holtz, TS supervisor Lynne Merz, and administrative secretary Carol Huber. Andrew Bernath prepared all of the report's financial data.

The library's policy subcommittee, chaired by the assistant director and composed of Linda Cooper, Nancy O'Grady, Ellen Bonacarti, MaryLou Matassino, Jennifer Kolb, and Maureen DeAngelo reviewed and updated collection, patron, and circulation policies. Further ILL (circulation) policy information was provided by Main librarians Jean Retkwa and Wendi Rottweiler. The director rewrote and edited the updated library policies.

The updated collection and patron policies are included in the April 2015 Board packet for member review and approval at the Board meeting. The updated circulation policies should be ready for Board review and approval at the June meeting.

The policy subcommittee will begin reviewing the Internet access policies next.

The Main Library is participating in the Berkeley College Community Service Day on June 5<sup>th</sup>. Four student volunteers will work under the supervision of supervising library assistant Maryellen Santorelli, who will assign and coordinate their shelf maintenance and shelf-reading activities.

### **Physical Plant**

One of the Main Library's boilers failed at the beginning of April. The boiler is the original one installed 40 years ago. The Township is going to use emergency funds to pay for its replacement and other (unspecified) funds to replace the remaining boiler, which is still functioning.

The Buildings and Grounds Department is still scheduled to begin installing the new carpeting and ceiling tiles in the Main Library children's room beginning at the end of April.

Prep work will include posting signs to alert patrons to the upcoming work, disconnecting and reconnecting the room's ceiling-mounted fire detection sensors, cleaning and repainting the existing ceiling tile support grid, patching deteriorated sections of the room's subflooring, setting up a temporary circulation desk in the meeting room, and activating telecommunications lines within the meeting room so patrons can reach library staff and circulation function computers are online.

### **Staff**

A thank-you pizza party was held on April 8<sup>th</sup> in the Fords branch in appreciation of staff members' successful class visit program for the Ford Avenue, Lafayette Estates, and Menlo Park Terrace elementary schools. In 2015, there have been about 87 class visits for 1,669 children at the branch. Almost 300 new library cards have been issued to students.

**Report of Friends of the Libraries:** Kathryn Brown reported that the Friends of the Libraries donated monies for the Youth Day Program and kick-off programs for the Summer Reading Program. She also told the board that the Friends will be funding the Museum Pass Program for the Woodbridge Public Library and she said the Friends are having their annual book sale from April 23<sup>rd</sup> - 26<sup>th</sup>.

**Report of Board of Trustees President:** President Peg Mayerowitz reminded all board members to file their financial disclosure forms by April 30, 2015.

**Report of Board Members:** Ray Zirpolo said that Assistant director Patty Anderson presented a wonderful program at the Woodbridge - Perth Amboy Rotary Club meeting. All members present said it was the best program of the year and members are still talking about it.

Ed Mullen talked about his meeting at Town Hall with Bob Landolfi and Manny Fernandez in reference to the issues relating to the accounting reports. Ed also spoke about the check register and revenue report formats.

Amanda Truppa asked if a cover letter explaining or summarizing the changes in the Policies could be sent to the board members.

**Unfinished Business:** None

**New Business:** None

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

16-Apr-15

#### **RESOLUTION 4 - 2015.03**

#### **RESOLUTION ACCEPTING FISCAL YEAR 2013 - 2014 AUDIT**

**BE IT RESOLVED** by the Board of Trustees of the Free Public Library of Woodbridge to accept the audit for fiscal year 2013 - 2014 as submitted by Hodulik & Morrison, P.A.

#### **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 16-Apr-15.

From: Administration

Approved at the meeting of 16-Apr-15

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Frederick W. Silbon, Jr., Secretary

After discussion by Board members Resolution 04-2105.04 (Approve WPL Revised Collection Policies), and Resolution 04-2015.05 (Approve WPL Revised Patron Policies) will be tabled until next Board Meeting of May 21, 2015.

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

**APPOINTMENT**

Appoint Karli Huber-Sharkus, Monitor, Main Library, Part time, 10 hours per week, \$8.38 per hour, replacing Cassi Southard, effective 03/24/2015.

Appoint Joseph Allen, Monitor, Henry Inman Branch, Part time, 10 hours per week, \$8.38 per hour, replacing Sarah Estriplet, effective 03/30/2015

**END OF TEMPORARY EMPLOYMENT**

Johnathan Hemmans, Monitor, Main, effective 11/15/2014.

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

**Bill Lists - 04/16/2015**

Bill List - 01	\$ 6,587.33
Bill List - 02	\$ 132.50
Bill List – 03	\$187,157.43
TOTAL	\$193,877.26

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

**Good & welfare:** None

**Public comments:**

Karen Haase-Gray, Basking Ridge, NJ, stated the March minutes were incorrect and asked that they be changed. She also confirmed the Board attorney and Board members had received her email to them.

**Adjournment:** There being no further business, Carol Eberhardt moved to adjourn the meeting Isha Vyas seconded the motion, it carried, and the meeting was adjourned at 7:39 p.m.