

**Approved Minutes
May 19, 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 April 21, 2016. Board members present were: Amanda Truppa, Barbara Ciocci, Carol Eberhardt, Peg Mayerowitz, Ed Mullen, and Isha Vyas. Also present were Caroline Brown, Interim Library Director, and Patty Anderson, Assistant Library Director and Board Attorney Craig Coughlin.

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: Isha Vyas led the Pledge of Allegiance.

Reading of minutes: The Amended Minutes of 03/17/2016 were moved for approval by Ed Mullen, and seconded by Carol Eberhardt. The motion carried. Isha Vyas abstained.

Correspondence: Letter from a patron was included in packet and Interim Director Caroline Brown said she spoke with Board of Education Superintendent Dr. Robert Zega about this issue.

**Report of the Interim Director
April 2016**

Buildings: The parking lines at Iselin have been re-painted to mask the older, narrow lines in order to avoid accidents.

Ventures: In preparation for the April 29 training program for the Woodbridge Veterans, I met with the librarians of the reference department on March 22. Also, Patty Anderson scheduled a vendor demonstration on April 8 to provide them with a refresher on "Job and Career Accelerator," and we have scheduled a "dry run" for April 27.

Budget FY 16/17: Assistant Director Patty Anderson and I have received some requests from the supervisors regarding the next budget; we will meet with Andrew Bernath early next week to begin preparing a first-draft budget to bring to the library board.

Correspondence: In your packet is a letter from a citizen concerned about the noise level of tutoring at the Inman Branch. It is addressed to the president of the school board; I have a call in to Dr. Zega, the superintendent of schools, and will report further at the library board meeting.

**Caroline M. Brown
Interim Library Director**

REPORT OF THE ASSISTANT DIRECTOR

April 2016

VENTURES

- **The Next Chapter Book Club** continues to meet weekly. We will suspend meetings in early June until September. The Club is recruiting new volunteers for next September. They should contact Anne Taylor, Head of Reference, (ext. 7126) if interested. Being a volunteer requires devoting approximately two hours a week to an off-site club. There is some training provided. Experience working with people with disabilities or special needs is a strong plus. The club will be entering its third year in the fall.
- **The Assistant Director met with Robert Leggio, President of AVS Installations LLC** regarding new audio-visual equipment for the Main Library and the branches. Patty Anderson and Nancy O'Grady are working with Jeff Mayerowitz on a capital grant for AV improvements and Bob's company was responsible for the Training Lab renovations at Town Hall. He was recommended to the Assistant Director by Michael Esolda, head of the IT department for the township.
- **The Assistant Director arranged a training for the reference librarians on the Job & Career Accelerator and Learning Express on April 8th.** This was in preparation for a workshop for local Veterans that will be held on Friday, April 29th at the Main Library. A three hour workshop will cover interviewing tips and skills, as well as, resume-building and how to search for a job using the Job & Career Accelerator. The Assistant Director has been working closely with Ron Davie, the Coordinator for the Sansone Woodbridge Veteran's And Spouses Employment Assistance Center.
- **On Tuesday, April 12th, Administration sponsored a pizza party for staff in honor of National Library Worker's Day.** Approximately 65 employees attended. Gift cards to local restaurants were raffled off.

PERSONNEL/STAFF TRAINING

- **The Assistant Director hired Carol Tom, library assistant for the Iselin Branch Library.** Ms. Tom began her duties on Monday, April 4th. This opening came about because another employee was promoted to a Senior Library Assistant and was transferred to the Main Library Children's Department.
- **An all-day in-service will day place on Tuesday, May 10th from 9 a.m. to 4 p.m. The library will re-open at 5:00 p.m.** The training(s) will focus on Customer Service training and Mental Health training for staff.
- **Anti-harassment training has been re-scheduled from May 2nd to May 17th.** Staff have many choices of when they can attend training. Copies of the sign-in sheets will be forwarded to the Township for credit with the insurance company.
- **The NJLA Spring Library Conference will take place from May 16-18 at Harrah's in Atlantic City.** A few staff are participating on various aspects of the conference. Nancy O'Grady is on the Children's Book Award Committee. Patty Anderson is a member of the Emerging Technologies committee and will monitor a number of technology meetings. Caroline Brown, Carol Huber and Patty Anderson will be attending the conference in May, along with a number of librarians.

- **On Wednesday, April 13th, Caroline Brown and Patty Anderson held a general professional staff meeting.** A Certificate of Appreciation and some chocolates were given to Natalie McGrath for her excellent work. A local patron, Mona Fisher, called the Assistant Director to compliment Ms. McGrath for her excellent non-fiction selections. Ms. Fisher is a long-time patron and felt that many things have improved at the Henry Inman Branch in recent months. Congratulations to Natalie and to Marsha Quackenbush, Branch Head, for making many nice internal improvements.
- **Vacation**—the Assistant Director will be out of the library April 14 and 15.

Prepared by:
Patricia K. Anderson
 4/13/16

Report of Friends of the Libraries: None

Report of Board of Trustees President: None

Report of Board Members:

Board member Ed Mullen would like a budget committee set up and would like the committee to have input into the budget before it goes to the Town Council for approval.

Ed Mullen also stopped at the Henry Inman Branch and was very impressed with the Map of Literature.

Ed Mullen encouraged the library to improve the AV equipment. If we did not receive a grant for this, then he suggested that we use the money that is in the reserve account.

Ed Mullen also asked for an update on Leslie Burger. Board President Peg Mayerowitz said that she made a copy of the proposal for all board members.

Ed Mullen said that we are still having negative balances on the revenue report. He said that he will speak to Andrew Bernath.

Board Members Amanda Truppa and Carol Eberhardt asked questions in reference to the Personnel List.

Carol Eberhardt also asked if an item was purchased that was not budgeted for, where do we get the money from? Board member Ed Mullen explained overspending and transfers.

Ed Mullen also asked about the Library Foundation. A discussion followed between Ed Mullen and Assistant Director Patty Anderson.

Unfinished Business: None

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

Appointment

Heena Champaneri, Monitor, Iselin Branch Library, Part time, 10 hours per week, \$9.50 per hour, replacing Breanna Hernandez, effective 4/25/2016.

PROMOTION

Promote Angelo Rousos, from Librarian 1, to Librarian 2, Main Library, full time, 35 hours per week, Provisional, pending CSC procedures, salary \$63,941.85, effective 01/01/2016.

Promote Wenda Rottweiler from Librarian 2, Main Library to Librarian 3, Iselin Branch, full time, 35 hours per week, Provisional, pending CSC procedures, salary \$ 85,618.89, effective 04/25/2016.

End of Temporary Employment

Breanna Hernandez, Monitor, Iselin Branch, effective 04/02/2016.

Theresa Abner, Monitor, Fords Branch, effective 1/25/2016.

Bill Lists: The following Bill Lists were read and moved for approval by Ed Mullen, seconded by Isha Vyas, and carried. Barbara Ciocci abstained on the name Craig Coughlin.

Bill Lists - 04/21/2016

Bill List - 01	\$ 14,411.31
Bill List - 02	\$ 126,458.60
TOTAL	\$ 140,869.91

Such other matters as may come before the board: None

Good & welfare:

Public comments:

Anne Taylor, Somerset , New Jersey thanked the Board for approving the promotion of Angelo Rousos.

Ellen Bonacarti, President of AFSCME Local 2923 thanked the Board for having the board packet available at the beginning of the board meeting for whoever was in attendance. She also thanked the Board for the copy of the Proposal to the Woodbridge Public Library for the Development of a Strategic Blueprint for the Future 2017-2025.

CLOSED SESSION: None

Adjournment: There being no further business, Isha Vyas moved to adjourn the meeting, Barbara Ciocci seconded the motion, it carried, and the meeting was adjourned at 7:06 p.m.