

**Approved Minutes  
April 28, 2022**

**Meeting and Attendance:** The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held at 6:30pm on March 24, 2022, in the BEC Room at the Main Library. Board members who attended were Isha Vyas, Qiana Davis, Ed Mullen, Rick Silbon, Carol Eberhardt, Taylor DeLeo. Board Attorney Christopher Zingaro, Library Director Monica Eppinger, Assistant Director Maryann Ralph were also in attendance.

**Call to Order:** Board President Isha Vyas called the meeting to order at 6:30 pm and read the “Adequate Notice of Meeting” statement.

**Pledge of Allegiance:** Qiana Davis led the Pledge of Allegiance.

**Reading of Minutes:**

Approval of the Minutes of the Meeting of 02/24/2022 were moved by Rick Silbon, seconded by Carol Eberhardt. The motion carried.

A roll call was taken for approval:

Qiana Davis - Aye

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon – Aye

Ed Mullen - Aye

Taylor DeLeo - Abstained

The motion carried.

**Correspondence:** Library Director Monica Eppinger read a letter addressed to the Woodbridge Library Staff thanking all for their help and dedication to library visitors.

**Report of the Library Director:**

**Director’s Report: March, 2022**

**General Operations**

- The NJ State Aid Application was submitted this month. Awards are generally announced in September. Highlights include:
  - Woodbridge Township library card holders have access to 1,567,548 items through Woodbridge Public Library with the addition of licenses for online books, audiobooks, movies, comics, TV series and magazines with no increase to the materials budget in the past five years.

- During FY 2021, July 1, 2021, to June 30, 2020, the libraries produced programs virtually and with grab and go activities, that provided 874 programs which benefitted 15,406 library patrons.
- Virtual programs which were produced during FY 2021, the first full year of a new effort in programming for WPL, there were 9,694 views of programs that are recorded and posted to the library's YouTube channel.
- Circulation for the Fiscal Year was similar to the previous Fiscal Year, during which the library was closed by Governor's Order for the pandemic.
- LiteracyNJ will offer ESL and Digital Literacy classes, Beginner ESL, ESL Conversation Group, Technology for the Job Search and Preparing for the Job Search, and Individualized Instruction with a Community Literacy & Career Pathway Grant for 2022 beginning May 1.
- A second Hublet Station with six pre-loaded tablets for use inside the library has been installed at the Iselin Branch.
- Online Library Card Registration went live the first of March. The link is live on the library website and the library catalog. When a patron completes the form, they receive a temporary digital card that gives them immediate access to library resources digital and physical. A permanent card is sent with a welcome kit after the application is reviewed by staff.
- The Mayor has announced that there are many scouts hoping to do projects for the Township as part of their Eagle Scout or Gold Award. Brian Burke and Supervisors are working on ideas to submit.
- April 3-9, 2022, is National Library Week. There will be a Staff Luncheon on Tuesday, April 5<sup>th</sup>, to celebrate National Library Workers Day.

### **Buildings and Grounds Update**

- On Tuesday, March 22, Middlesex County OEM Director Patrick Kenny and Building Supervisor Brian Burke will meet with a FEMA representative at Henry Inman Library to address the losses that were not covered by insurance.
- The Township Maintenance Department purchased a power washer for library maintenance to use on sidewalks and an attachment to wash the windows in all buildings.

## **Outreach & Community Engagement**

- The Programming and Community Engagement Department is scheduled to cover Earth Day in April and the Senior Summit in May.
- The Next Chapter Book Club is scheduled to begin in April.
- Dr. and Mrs. Harendra Mehta of Colonia donated travel art and souvenirs to the library. A reception was held to open a display at the Library on Tuesday, March 15. The Mayor and Township Council honored the Mehta Family with a proclamation to thank them. The display can be seen through April 30<sup>th</sup>.
- An informal meeting was held at Greenway Success Center on Thursday, March 3, to discuss co-promotion of events.
- April Kane suggested that Woodbridge Library reach out to Woodbridge Center Mall to ask if they would post that Woodbridge Public Library will celebrate National Library Week on the marquis from April 3-9. Woodbridge Center Mall Management has offered to find a space to promote library services within the mall during the week.

Library Director Monica Eppinger went over her report. She mentioned that the Library App now has, in addition to English and Spanish, we will add Hindi, Portuguese, Polish and Chinese as options. Library Director Monica Eppinger noted that Lauren Clemens is adding these different languages to our App. She then asked Assistant Director Maryann Ralph to update the Board on the on-line registration. Assistant Director Maryann Ralph also explained the process for registration. Assistant Director Maryann Ralph gave an update on the activities that were happening at the Fords Branch and Inman Branch. She mentioned that a window was replaced at the Iselin Branch and Rutgers's volunteer students will be helping at the Rain Garden at the Iselin Branch this Saturday.

**Report of the Friends of the Library:** Library Director Monica Eppinger reported that the Friends were working on the Museum Passes.

**Report of the Board of Trustees President:** Board President Isha Vyas said that Board member Ana Marie Cruz was resigning from her position as a board member. She also spoke about the Township recognizing Women in Government.

Board President Isha Vyas asked Assistant Director Maryann Ralph to give an update on the Implementation Plan. Maryann said she would provide a report of the 1<sup>st</sup> quarter progress the next Board Meeting.

### **Report of the Board Members:**

Board member Rick Silbon went past the Henry Inman Library. Board member Ed Mullen said he went past the building and noticed some activity. Machinery from the township was there doing work on the creek.

Board member Qiana Davis said she was working with the Township on Juneteenth Day. She said Juneteenth Day will be celebrated on Saturday June 18. She asked if the Library can set up a table to promote the Library.

Board member Taylor DeLeo mentioned that the library can reach out to Woodbridge High School students to volunteer for different community projects. Some of the student might need volunteer hours.

Board member Ed Mullen asked about retro checks. Library Director Monica Eppinger said they will be distributed on April 1<sup>st</sup>. He also said that the Union would like to start negotiations early. Library Director Monica Eppinger said she has some dates on the calendar.

Board member Carol Eberhardt spoke about the different topics that were discussed at the Labor Management Meeting. She wanted to compliment Jamison for the excellent minutes that were written. Board President Isha Vyas read the Building and Grounds report that was submitted by Board member Anthony Terebetsky.

**Unfinished Business:** None

**New Business:**

**Approval Of Bills**

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

**Bill Lists - 03/24/2022**

Bill List - 01	\$ 150,187.62
Bill List - 02	\$ 26,760.07
<b>TOTAL</b>	<b>\$ 176,947.69</b>

A roll call was taken for approval:

Carol Eberhardt - Aye

Isha Vyas - Aye

Rick Silbon - Aye

Qiana Davis - Aye

Ed Mullen - Aye

Taylor DeLeo - Aye

The motion carried.

Board members Ed Mullen , Carol Eberhardt and Rick Silbon asked a question with regard to the Bill List. Library Director Monica Eppinger answered their questions.

**Such matters as may come before the Board:**

**Good and Welfare:** Board member Taylor DeLeo had a question about Personnel. She noticed that there have been resignations and no hiring of support staff. Library Director answered her that because the Henry Inman Branch is closed she is using that personnel to staff the Main Library and branches. She did not have to lay any personnel off.

There also was a discussion about improving access to the Library for the Seniors.

**Public Comments:** Susan Fichtelberg, President, AFSCME Local 2923, wanted all to know that during National Library Week and Earth Day, the Children's Department and Young Adults will have special programs.

**CLOSED SESSION:** None

**Adjournment:** A motion to adjourn the board meeting was made by Ed Mullen; Taylor DeLeo seconded the motion. The meeting was adjourned at 7:30 p.m.