

**Approved Minutes
December 4, 2025**

Meeting and Attendance: The regular meeting of the Board of Trustees of the Free Public Library of Woodbridge was held at 6:30pm on October 23, 2025, in the BEC Room at the Main Library. Board members who attended were Ann Dinicola, Isha Vyas, Sabriena Tarboush, Qiana Davis, Rick Silbon, Taylor DeLeo, Damarys Cover and Father Smith. Board Attorney Alex Avellan, 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 6:30pm and read the "Adequate Notice of Meeting" statement.

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

Approval of Minutes:

Approval of the Minutes of the Meeting of 09/25/2025 was moved by Sabriena Tarboush, seconded by Quiana Davis. The motion carried.

A roll call was taken for approval:

Qiana Davis – Aye
Ann Dinicola - Aye
Isha Vyas – Aye
Sabriena Tarboush – Aye
Taylor DeLeo – Abstained
Rick Silbon – Abstained
Father Smith – Abstained
Damary Cover - Aye
The motion carried.

Correspondence: None

Report of the Library Director:

Director's Report: October 23, 2025

General Operations

- A Roadmap Implementation Plan for 2025-26 has been prepared and launched by Assistant Library Director Maryann Ralph and is part of the meeting packet.
- Members from the Woodbridge Township Historical Preservation Commission (WTHPC) and Woodbridge History Museum were invited to

take part in a Mini Local History Exhibition, to be held at the Main Library tentatively one Friday afternoon in May 2026. Participants will have a table to present information about their organizations, and/or have a small display. This event is intended to form part of a collaborative series of programming between the Library and local historical organizations in the Township to celebrate the 250th Anniversary of the Revolution. Additionally, the WTHPC passed a motion to sponsor two Revolutionary War related historical programs for 2026, to be held at the Main Library, for a total of \$450.

- Pharmacist Daniel Shifrin mounted an exhibit of his collection of Pharmacy Stamp First Day Covers at the Woodbridge Public Library from October 15 through November 15, 2025. The exhibit coincides with National Pharmacy Week, celebrated this year from October 19–25, 2025, recognizing the vital contributions pharmacists make to healthcare and their communities.
- Three staff members completed training as notaries and will be sworn in this month or in early November. One new passport acceptance agent also completed training and will begin this month.
- WPL Childrens Departments have written successful applications to participate in the Smithsonian Institute’s leader training for the YouthAstroNet program in partnership with Harvard University. YouthAstroNet empowers youth to explore the universe using remotely controlled robotic telescopes and easy-to-use image-processing software tools to enhance their own (and NASA’s) astronomical images. More information is available at <https://youthastronet.sites.cfa.harvard.edu/>
- Computers for the Fords Branch received their last update for Windows 10, and will be replaced with Windows 11 computers which have been ordered.

Monthly and FY 2025-26 Fiscal Year End State Aid Statistics are available:

[WPL State Aid Statistics 2025-2026](#)

Buildings & Grounds

- Henry Inman Branch Library was closed on Monday, October 13, to allow for flood gates to be raised during the nor'easter that flooded the New Jersey coast north and south of the Woodbridge Township.
- Paul Ludwig of Library Maintenance cleaned the ducts in the Main Library second floor ceiling and cleaned the second floor glass.

Community Engagement

- The following volunteers were awarded a Mayor's Volunteer Appreciation Certificate on Sunday, October 5th:
 - Tom and Diane Giordano (Teddy & Garth), The Seeing Eye
 - Amber Castillo, Fords Branch Library
 - Akshara Kathikeyan, Main Library Children's Services
 - Michaela Vendiola, Henry Inman Branch Library
 - Dyuti Hira, Iselin Branch Library
- WPL is a partner in the second annual Central Jersey Book Festival, which will be held Saturday, November 15th, 11:am – 3 pm, Ross Street School, Woodbridge, and is administered by the Woodbridge Chamber of Commerce. The capacity for author tables has increased to 70, and there will be a panel discussion and readings this year.
- The Library has put out a box for a Sewa Diwali food collection in all locations for the Hindu Swayamsevak Sangh, and a coat collection box for the Rotary Club. The library also accepts yarn and crocheted "granny squares" for the Crochet for a Cause organization.
- Main Library Digital Help Desk manager Tony Genna will organize a Halloween themed art contest again during the last week of November for patrons and staff to vote for their favorites. Last year the contest drew nearly 500 votes.

Library Director Monica Eppinger went over her report and added information about the Hunterdon County Cooperative Pricing Agreement. She also mentioned the notes she received from the Literacy Volunteers.

Assistant Library Director Maryann Ralph updated the board on the situation with Baker and Taylor, our book distributors. They are closing and the library had to find different distributors to buy books.

Report of the Friends of the Library: None

Report of the Board of Trustees President: Board President Isha Vyas asked the board to look over the Implementation Plan before the next board meeting. She also congratulated the volunteers from the Library who were awarded the Mayor's Volunteer Appreciation Certificate.

Board President Isha Vyas mentioned the Mural that was painted at the Fords Branch and encouraged all to try and see it. She also shared the flyer promoting the Central Jersey Book Festival to be held on Saturday, November 15, 2025.

Report of the Board Members: Board Member Rick Silbon asked about the leaves falling from the trees at the Iselin Branch and the light situation at the Inman Branch.

Board Member Father Smith gave an update on his Buildings and Grounds committee meeting.

Board Member Sabriena Tarboush asked about payments to Baker and Taylor. Assistant Director Maryann Ralph was able to answer her questions.

Unfinished Business: None

New Business:

The following Resolution was read by Damarys Cover, moved for approval by Father Smith, seconded by Rick Silbon, the motion carried.

23-October-2025

RESOLUTION 10-2025.17

LIBRARY FACILITIES RESERVE FUNDED PROJECTS

UPGRADE FOR PEOPLE COUNTERS AND MAIN LIBRARY RESTROOM IMPROVEMENTS

WHEREAS, the Library Board Buildings and Grounds Committee has identified two needs that should be addressed with funds outside of the operating budget; and

WHEREAS, the Main Library, Iselin and Fords Branch restrooms would offer better service to the public if they were deep cleaned, painted and refitted for accessories; and

WHEREAS, the cost to improve the restrooms will not exceed \$6,000; and

WHEREAS, Traftsys, LLC, foot traffic counters are end of life; and

WHEREAS, Traftsys, LLC, foot traffic counters are eligible for an upgrade that will improve the accuracy without replacing the system; and

WHEREAS, the cost to upgrade the traffic counters will not exceed \$6,000; and

WHEREAS, funding for the Project is available in the Library Facilities Reserve, #01-217-10; and

NOW, THEREFORE, BE IT RESOLVED BY THE LIBRARY BOARD OF THE FREE PUBLIC LIBRARY OF WOODBRIDGE, that the Library Board members concur that said funds be used for refitting the Main Library restrooms and the upgrade of foot traffic counters.

ADOPTED:

I hereby certify that the above is a true and exact copy of the Resolution adopted by the Library Board of the Free Public Library of Woodbridge at their Meeting held on 23-October-2025.

From the Account: #01-217-00

Approved at the meeting of 23-October-2025

Damaris Cover, Secretary

A roll call was taken for approval:

Sabriena Tarboush– Aye

Ann Dinicola - Aye

Qiana Davis – Aye

Isha Vyas – Aye

Damarys Cover – Aye

Taylor DeLeo – Aye

Rick Silbon – Aye

Father Smith -Aye

The motion carried.

The following Resolution was read by Damarys Cover, moved for approval by Sabriena Tarboush, seconded by Rick Silbon, the motion carried.

23-October-2025

RESOLUTION 10-2025.18

A RESOLUTION AUTHORIZING THE WOODBRIDGE PUBLIC LIBRARY BOARD OF TRUSTEES TO ENTER INTO A COOPERATIVE PRICING AGREEMENT

WHEREAS, N.J.S.A. 40A:11-11(5) authorizes contracting units to establish a Cooperative Pricing System and to enter into Cooperative Pricing Agreements for its administration; and

WHEREAS, the Hunterdon County Educational Services Commission, hereinafter referred to as the "Lead Agency " has offered voluntary participation in a Cooperative Pricing System for the purchase of goods and services;

WHEREAS, on October 23, 2025, the governing body of the Board of Trustees of the Free Public Library of Woodbridge Township, County of Middlesex, State of New Jersey, duly considered participation in a Cooperative Pricing System for the provision and performance of goods and services;

NOW, THEREFORE BE IT RESOLVED as follows:

TITLE

This RESOLUTION shall be known and may be cited as the Cooperative Pricing Resolution of the Board of Trustees of the Free Public Library of Woodbridge Township

AUTHORITY

Pursuant to the provisions of *N.J.S.A. 40A:11-11(5)*, the Library Director Monica Eppinger is hereby authorized to enter into a Cooperative Pricing Agreement with the Lead Agency.

CONTRACTING UNIT

The Lead Agency shall be responsible for complying with the provisions of the *Local Public Contracts Law (N.J.S.A. 40A:11-1 et seq.)* and all other provisions of the revised statutes of the State of New Jersey.

EFFECTIVE DATE

This resolution shall take effect immediately upon passage.

CERTIFICATION

BY : _____ DATE: _____
Isha Vyas, Library Board President

ATTEST BY: _____ DATE: _____
Damarys Cover, Library Board Secretary

The following Personnel Report was read by Monica Eppinger, moved for approval by Damarys Cover, seconded by An Dinicola, the motion carried.

Personnel:

PERSONNEL

October 23, 2025

APPOINTMENT

Appoint Lily Amaya, Library Assistant, Main Library, Digital, Part time, 19 hours per week, \$17.98 per hour, pending CSC Procedures and physical/drug screening, replacing Sara Attia, effective 10/20/2025.

RESIGNATION

Dan Dias, Library Assistant, Part time Main Library, effective 09/26/2025.

A roll call was taken for approval:

Sabriena Tarboush– Aye

Ann Dinicola - Aye

Qiana Davis – Aye

Isha Vyas – Aye

Father Smith – Aye

Damarys Cover -Aye

Rick Silbon -Aye

Taylor Smith -Aye

The motion carried.

Bill Lists: The following Bill Lists were read and moved for approval by Rick Silbon, Seconded by Taylor Deleo, the motion carried.

Bill Lists - 10/23/2025

Bill List - 01	\$ 111,894.16
Bill List - 02	\$ 21,238.50
TOTAL	\$ 133,132.66

A roll call was taken for approval:

Sabriena Tarboush– Aye

Ann Dinicola - Aye

Qiana Davis – Aye

Isha Vyas – Aye

Father Smith- Aye
Damaris Cover -Aye
Rick Silbon -Aye
The motion carried.

Good and Welfare: None

Public Comments: None

CLOSED SESSION: None

Adjournment: A motion to adjourn the board meeting was made by Qiana Davis, Ann Dinicola, seconded the motion. The meeting was adjourned at 7:16 p.m.