

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, January 13, 2022 at 6:15pm

Otto Bruyns Public Library Meeting Room, 241 W. Mill Rd, Northfield 08225

This meeting was advertised in the Atlantic City Press and posted on the library website.

Present: President Jennifer Hale, Treasurer Melanie Brozosky, Secretary Andrea Merline, Library Director Aubrey Hiers, Mayor Erland Chau, City Council Liaison Carolyn Bucci, Wayne Palaia, Barbara Madden

Absent: Stephanie Giordano, NCS Representative Alyssa Caramenico

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:19pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the December meeting minutes with any corrections. Motion was seconded by Mayor Chau. All approved. No abstentions. Jennifer Hale made a motion to make an amendment to January 2021 minutes to reflect the date of January 2021. Wayne Palaia seconded the motion. All in favor. No abstentions.

Period for Public Expression: At 6:21pm there was an opportunity for public expression. None present.

Mayor's Report: Mayor Chau explained that at a recent planning board meeting there was discussion of creating walking residential access to the library through the parking lot fence area.

Superintendent's Report: Jennifer Hale did not receive an update from Mr. Bretones for this month. Jennifer Hale shared that the covid protocol guidelines have remained the same at the Northfield Community School since returning from winter break.

Treasurer's Report: The December 2021 bills were reported in the amount of \$21,264.53. Melanie Brozosky made a motion to approve the bills for December and Mayor Chau seconded the motion. All in favor. No abstentions.

Director's Report: Aubrey Hiers provided a report of monthly activities and statistics.

December 2021 Statistics:

Attendance: 338 people

Circulation: 931 items - 43 Ebooks, 61 Audiobooks

Fines/Fees: \$214.99

In Person Programs: 17

Total Attendance: 96

Aubrey Hiers explained the following library updates:

- The fire inspection has been completed. Emergency exit maps have been updated, the fire alarm was tested, and the EAP was updated and submitted to the inspector.
- An employee slipped on the ice outside the meeting room. A report was submitted to QualCare for reporting purposes only, the City of Northfield was informed, and Public Works put down more ice melt.
- Attendance at Story Time, Dungeons and Dragons, Romance Book Club, and the Writing

Salon has remained steady. Movie Matinees have not proved to be successful so they will be stopping them after this month's planned features. The Quilters have resumed meeting in the library on Tuesdays but will be taking the month of January off. The JCC will be hosting Tai Chi again beginning in February. In April, an introductory Art Class will be offered through the JCC. The Stockton Center on Successful Aging has continued it's monthly Poetry Class in a hybrid format both in person and with a Zoom option.

- The OBPL will be participating in a New Jersey State Library led initiative "NJHealthConnect@YourLibrary" called "Just for the Health of It" sponsored by American Rescue Plan Act Funds.

Aubrey Hiers explained the annual report and discussed overall circulation this past year. They are seeing that fiction is circulating and 75% of nonfiction purchased from last year did not circulate. Aubrey's first quarter approach is to buy the nonfiction that is circulating and to buy multiple copies of the popular fiction books. The report also highlighted the library inventory that was completed, the removal of outdated books and patron records, the new flooring project, etc. that were all completed within this past year.

Aubrey Hiers explained that the current mask policy is not mandatory, but there was an incident at the library over masks. Some patrons are expressing concerns over the mask policy. Jennifer Hale discussed creating a policy where depending upon the county's transmission rate, the library's policy could change. During a high or substantial county transmission rate time, patrons would be required to wear masks. During moderate and low transmission rate times, masks would be optional. Jennifer Hale made a motion that the library adopts a sliding scale mask policy based on the following criteria: Regardless of vaccination status and as per the CDC covid country tracker, during a high or substantial county transmission rate time, patrons are required to wear masks; During moderate and low transmission rate times, masks are optional. The county's status will be checked and updated weekly. Wayne Palaia seconded the motion. All in favor. No abstentions.

Aubrey Hiers explained that for the next meeting, she will put together a proposal or outline for a plan for reduced hours due to a staff shortage due to quarantine. Jennifer Hale made a motion that in the event that staff is reduced due to Covid, the library will switch to the reduced hours of 12-5, if necessary, and the director will make the board aware as soon as possible. Melanie Brozosky seconded the motion. All in favor. No abstentions.

Old Business: Aubrey Hiers explained that our current lawn sign is broken and explained the steps that were taken previously when interested in a lawn sign in 2016. Mayor Chau suggested that the library liaison, Carolyn Bucci, present the design ideas to the board before proceeding with the next step.

The following committee updates were discussed:

- Strategic Plan - Wayne Palaia explained that he has not consolidated the comments yet for the Strategic Plan. He cannot currently access the comments made on Google Docs.
- Personnel - The committee met again regarding the Personnel Manual and also asked Aubrey for feedback. The committee will be meeting again to continue review and hopes to have a manual to present to the board and for attorney review.
- Policy - Stephanie Giordano reached out and said she would like to join in working on the Policy Committee. Melanie explained that she was able to find some resources and a guide. Barbara Madden volunteered to also work on the policy committee as well.
- Cash Management - Avalon's library shared their cash management plan. The committee is working on using it as a guide and to help model our own cash management plan.

Melanie Brozoksy explained that she was able to go to Ocean First to get the paperwork to make the switch to online banking. She shared that if everyone signs the paperwork today, she will return the paperwork to Ocean First to get this up and running. The bank requires meeting minutes to be printed on letterhead from the library.

Jennifer Hale explained that each library board member received a copy of the Municipal Library By Laws today. Jennifer asked that we please read and review the By Laws prior to our next meeting.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Melanie Brozoksy. All in favor. No abstentions. The meeting adjourned at 8:31pm.

Next Meeting: The next meeting of the Board of Trustees will be on February 10th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.