

## **Northfield Public Library Board of Trustees Meeting Minutes**

**Thursday, February 10, 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, Vice President Wayne Palaia, Library Director Aubrey Hiers, City Council Liaison Carolyn Bucci, Barbara Madden, Stephanie Giordano

**Absent:** Mayor Erland Chau, NCS Representative Alyssa Caramenico

**Minutes/Correspondence:** The meeting was called to order by President Jennifer Hale at 6:18 pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the January meeting minutes with any corrections. Motion was seconded by Stephanie Giordano. All approved. No abstentions.

**Period for Public Expression:** At 6:43pm there was an opportunity for public expression. None present.

**Superintendent's Report:** Mr. Bretones shared that the Northfield Community School will be hosting the Northfield Invitational Basketball Tournament (NIT) on February 15th, 16th, 23rd, 24th, and 25th. The Northfield Community School is closed for February 18th and 21st for President's Day.

**Treasurer's Report:** The January 2022 bills were reported in the amount of \$16,783.48. Jennifer Hale made a motion to approve the bills for January in the amount of \$16,783.48 and Barbara Madden seconded the motion. All in favor. No abstentions.

Melanie Brozosky issued the Treasurer's report. Melanie stated that we have not received a printed bank statement since October 2021. Melanie will follow up with Ocean First regarding the missing statements. Melanie explained that based on our balances as of October 2021, and reviewing bills paid for November 2021 through January 2022, our balances are currently approximately \$55,200 and the Capital Account balance is \$51,474.62. Wayne Palaia went to Ocean First and was added as a signer to the banking accounts. We are waiting on Mayor Chau's signature to submit.

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

January 2022 Statistics:

Attendance: 329 people

Circulation: 975 items - 54 Ebooks, 54 Audiobooks

Fines/Fees: \$201.75

In Person Programs: 0

Total Attendance: 0

Aubrey Hiers explained there are still issues with the computer patches and our wireless device and she is looking into technical support to resolve these issues. Aubrey also made note of a new annual wireless device fee from Meraki. Aubrey stated that in the past, this fee may have been paid via

Ancero. Aubrey will follow up with more information regarding this fee at our next meeting.

Aubrey Hiers outlined a grand reopening schedule of events for April for OBPL. The events would begin the week of April 3rd and run through April 21st.

**Old Business:** KC Sign and Awnings presented various sign options during the meeting. They answered all the questions we had about the signs. Sign needs were discussed and Jennifer Hale tabled this discussion until the next meeting.

The following committee updates were discussed:

- Strategic Plan - Wayne Palaia completed the merge of information and shared the edits of the Strategic Plan with the board. Jennifer Hale asked the board to review the Strategic Plan and it's current edits prior to our next meeting.
- Personnel - Jennifer Hale appointed Wayne Palaia to the Personnel committee. There are employee evaluations to be reviewed over the course of the next month. The Personnel manual is still to be revised and the committee is hoping to complete revisions soon to be sent off to attorneys for review.
- Policy - Melanie Brozosky explained that the committee met and outlined how they are going to work through the policy by working through sections at a time. Everything will be presented for review after more policies have been reviewed by the committee. The committee discussed that they would like to create a calendar of review timelines for policies going forward.
- Cash Management - The committee has worked on a resolution for review. Jennifer Hale will look into the guidelines necessary for deposits.

**New Business:** Jennifer Hale created a template of annual tasks. The board will review for adoption at the next meeting.

Aubrey Hiers explained more about the NJ Health Connect @ Your Library iPad Program and the iPads the library will receive for the program. Aubrey Hiers recommended activating an additional hotspot to allow one hotspot per iPad. This would bring the total hotspot count to three. Aubrey anticipates the program will send out the ipads in February and the program may begin in March. The ipads will be labeled and barcoded. The program will be marketed on social media and the iPads can be checked out for a week, the same amount of time as a hotspot check out. Jennifer Hale tabled this discussion until our next meeting. At that meeting more information will be provided about the program and it will not begin until approved.

Jennifer Hale explained that PTO for part time employees has increased to 48 hours in the new year. Part time employees will be awarded 12 hours of PTO at the beginning of each quarter with the option to borrow up to an additional 6 hours from the subsequent quarter, if needed. The policy committee and personnel committee will update documents to reflect this updated policy.

Jennifer Hale explained previous interest in a timeclock in 2020. The library staff is currently using paper time sheets. Jennifer Hale suggested looking into purchasing a time clock for employees to check in and checkout for accountability of written timesheets.

Jennifer Hale made a motion to approve the bid from Ford, Scott, and Associates in the amount of \$4,500.00 for the annual 2021 audit. Seconded by Barbara Madden. All in favor. No abstentions.

Jennifer Hale explained that there are items to address prior to the director's annual review. Aubrey

Hiers was issued a RICE notice on January 13, 2022 to include discussion at the February and March board meetings. The board discussed that BOT meetings have previously been included as part of the 40 hour work week on submitted timesheets. As per Aubrey Hier's contract, hours of work is defined as: the normal work week for the director shall consist of 40 hours, not including mandatory attendance of the BOT monthly meetings. As per the contract, the board meetings will continue to not be included in the director's hours.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Melanie Brozosky. All in favor. No abstentions. The meeting adjourned at 8:51pm.

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

The meeting minutes were prepared by Andrea Merline.