

Northfield Public Library Board of Trustees Meeting Minutes 01-14-16

Present:

President Shannah Smith, Northfield Mayor Erland Chau, Dan Reardon, Mike Ruth, Vice President Andrea Haney, Library Director Aubrey Gerhardt, Treasurer Elaine Meglathery.

Absent:

Secretary Anne Cancelmo, Northfield City Council Liaison Jim O'Neill, Amy Moskovitz, NCS Superintendent Representative Alyssa Leatherwood,

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:05 pm. A motion was made to approve the minutes from December meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor – Inform the Board thaty Council Kim O'Neill is the one appointed for the library

City Council Representative - no report available

NCS Superintendent Representative - no report available

President - motion to pay bills - all in favor. 35, 687.77 \$

Library Director - reviewed report

-Working on new events that will feed into the web calendar, and also will try to make more articles in the press

-35,378 is the library collection, all this will go into the new catalog

-Some data have been already imported into KOHA and is being uploaded to the “test catalog”that is up and running.

-We agree for next meeting to make a motion to move 12,819.96 \$ to Capital

Motion was made by Shannah to move \$2,200 from line #27 Benefits to line #29 Library materials; Move \$2,802 from line #27 Benefits to line #35 Plants Ops.

About the interior roof issue , Aubrey inform Cathy from City Hall and we are still waiting on the answer

Old Business:

Strategic Plan – We are waiting on Amy to attend the meeting.

Northfield Public Library Board of Trustees Meeting Minutes 02-11-16

Present:

President Shannah Smith, Northfield Mayor Erland Chau, Dan Reardon, Mike Ruth, Vice President Andrea Haney, Linda in name of the Library Director, NCS Superintendent Representative Alyssa Leatherwood.

Absent:

Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Northfield City Council Liaison Jim O'Neill, Amy Moskovitz,

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:13 pm. A motion was made to approve the minutes from January meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor- Inform the Board that Cathy is aware of the roof situation; regarding the Solar Panels, if the library want them, the Board have to finance it (this will be on hold until check the roof situation)

City Council Representative - no report available

NCS Superintendent Representative – Basketball season to start; summer ca,p will consider have a once per week visit to the library.

President - motion to pay bills - all in favor.

Library Director - reviewed report. Considering to hire a landscaper for \$643.20, but we will wait to figure a cheaper price. (a mail to Councilman Dewees will be send to compare fees)

Koha reviews: work on the catalog is continuing and is open for suggestions.

We opened the audit proposal only one was received "Ford Scott - \$4400.00"

Shannah will contact Ford Scott to discuss a timeline so we can expect the audit in an specific date.

Old Business:

Strategic Plan – We are waiting on Amy to attend the meeting.

Meeting end at 6.49pm

Northfield Public Library Board of Trustees Meeting Minutes 3-10-16

Present:

Secretary Anne Cancelmo, Mike Ruth, Dan Reardon, Library Director Aubrey Gephardt, NCS Superintendent Representative Alyssa Leatherwood, President Shannah Smith, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Treasurer Elaine Meglathery, Vice President Andrea Haney, Northfield Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:04 pm. A motion was made to approve the minutes from the 2-11-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - Dave's Day is approaching, Flea Market March 11, Alyssa will coordinate with Aubrey to bring school groups to library.

Treasurer - AC Electric bill appears higher since it was not included in the February bills. Additional bills reviewed, discussed. Motion to pay bill list - all in favor.

Library Director - KOHA will be in sync with the Library webpage and going live 3-11-16. A demonstration for patrons is scheduled for March 23 with a second to follow. Aubrey will send info to Alyssa at NCS to share with everyone.

State report is due March 14.

Due to Gary's injury the Thursday/Friday programming is merging and alternating week to week. Mary is also facing physical problems. Perla, the cleaner, will be in as a substitute on an as needed basis.

Linda contacted lawn services for estimates. TruGreen - \$476. Lawn Doctor - \$684. Will contract with TruGreen.

Old Business:

Strategic Plan - Amy reported the Plan was created in December 2015 with Andrea who has the finished product.

Interior roof - no one from City has come to check it out. Aubrey will email Mary again and cc Shannah and Erland.

Friends of Library - Shannah gave update from February meeting: Bake&Book Sale is April 1 (3-7pm) and April 2 (10am-2pm). Activities galore in April and May. Next meeting is April 7, 2016 at 6pm. Amy will attend. Anne will attend the May 5th meeting.

New Business:

Meeting room policy amended to state "All meetings will appear on the Library calendar. A representative must provide contact information that can be distributed to the public upon request."

Budget - Shannah made the motion to move the remaining balance of the 2015 budget (\$12,819.96) to the Capital account. All in favor.

Groundswell contract renewal is coming up in May.

Meeting adjourned 6:45pm

Next meeting April 14, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 4/14/16

Present:

Mike Ruth, Library Director Aubrey Gephardt, NCS Superintendent Representative Alyssa Leatherwood, President Shannah Smith, Amy Moskovitz, Anne Cancelmo via speakerphone

Absent:

Northfield City Council Liaison Jim O'Neill, Treasurer Elaine Meglathery, Vice President Andrea Haney, Northfield Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:22 pm. A motion was made to approve the minutes from the 3/10/16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative – Tabled until next meeting.

Treasurer –Bill list was amended to include Bywater invoice, new total \$34498.29. Motion to pay bill list - all in favor.

Library Director – Tabled until next meeting

Old Business:

Tabled until next meeting

New Business:

Motion made to accept resignation of Elaine Meglathery. City Hall will post information regarding need for new Treasurer on website, as will Northfield library to their website and Facebook page. Interested parties should send a letter of interest with capabilities to nflibrarybot@gmail.com attn.: Shannah Smith – Board President

Meeting adjourned 6:24pm

Next meeting May 12, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 5-12-16

Present:

Secretary Anne Cancelmo, Mike Ruth, Vice President Andrea Haney, Library Director Aubrey Gephardt, President Shannah Smith, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Northfield Mayor Erland Chau, Dan Reardon, NCS Superintendent Representative Alyssa Leatherwood,

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:05pm. A motion was made to approve the minutes from the 4-14-16 meeting and waive a formal reading of said minutes.

Motion seconded and approved.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Treasurer - Shannah made the motion to pay bill list - all in favor.

Library Director -

reviewed statistics - general upward trend

April: Attendance - 3090, Circulation - 2472, Fines/Fees - \$334.57

Linda Hecht will be re-instructed to complete 1099 forms. Historically she does them but has not for 2 years (has been reminded before).

KOHA - addressing glitches, more staff training coming in the future.

Adopt-A-Book includes individuals and businesses. Reviewed forms. Aubrey working on clarity regarding her soliciting donations.

Old Business:

Interior roof and light bulb replacement - City working on it.

Friends of Library - Anne went to May meeting. Shannah going to June.

New Business:

Discussion about complaints from patrons regarding cuts in service due to budget cuts voiced at City Council meetings. Shannah distributed info sheet explaining "How Library Funding Works" especially the mil system. Will be posted at Front Desk and also on website.

Staff needs continued sensitivity/customer service training. Costs will be covered if needed.

Anne will look into getting free training.

Reviewed the two Treasurer applications - Joseph Della Sala and Cindy Stafford. As Northfield resident Cindy was selected and Shannah will notify her and the Mayor. To be sworn in at June meeting.

Customer Service Satisfaction Survey will be created. 2 main topics - Tell us how we did and How can we improve.

Mary needs surgery so has submitted her resignation. Shannah will send a letter thanking her for her service since 2004.

Shannah made a motion to advertise for a new Library Staff position to replace Mary - 18hrs./week (M3-8, T4-8, W3-8, Th4-8), \$10/hr., to help with press releases and newsletter, skills - Google docs, Publisher, image editing, PR skills. To be advertised on Library website, Facebook, in house and also in AC Press (costing no more than \$200). All in favor.

2014/2015 Audit received and distributed. Review and discussion at June meeting. Shannah will complete her part to place the overage into Capital Funds.

May 21 is Read All Day day.

July 4 parade - Library participating with Ready. Set. Go exercise theme.

Meeting adjourned 7:45pm

Next meeting June 9, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 6-9-16

Present:

Secretary Anne Cancelmo, Vice President Andrea Haney, Library Director Aubrey Gephardt, President Shannah Smith, Amy Moskovitz, Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood

Absent:

Northfield City Council Liaison Jim O'Neill, Dan Reardon, Mike Ruth

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:11pm. A motion was made to approve the minutes from the 5-12-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - asked that any communication with the public include full disclosure/information (concerned about info being disseminated regarding budget cuts). Swore in Cindy Stafford as new Board member and will have Mary provide Shannah with copy of paperwork.

City Council Representative - no report available.

NCS Superintendent Representative - school year is winding down and NCS is gearing up for summer with plans to visit library as part of programming. Current superintendent is leaving and replacement is from EHT.

Treasurer - Shannah reviewed bill list. Discussed Copiers Plus billing: \$295 maintenance fee on printer in the front that the public uses constantly with an \$84.89 fee for printer in back. Aubrey will contact Copiers Plus about the front copier and \$84.89 will be paid in the mean time. The bill list was amended to reflect a total of \$16,279.03. Shannah made the motion to pay bill list - all in favor.

Library Director -

At a staff meeting she provided information for talking points regarding budget and had staff sign off that they received the information.

Many well qualified applicants were received for the advertised Library Assistant position. Three were interviewed. Shared why she wanted to hire who she did.

Monthly statistics will be emailed to Board.

Youth Services section - general idea is to re-configure the area to accommodate 6 computers and open up table space. DVD's will be re-shelved. Capital funds will be used for new items. Technical and electrical issues will be investigated.

Koha - glitches persist in record keeping. Baker and Taylor issues appear resolved. Issues with Bywater are continuing and its support is tenuous. Aubrey will contact Atlantic City to speak about issues they may have with Koha.

Adopt-a-Book - no employee is allowed to solicit for Library donations. However, donations can be made through the Friends and Aubrey can go along with a member to solicit. Aubrey will see if Board can solicit. The Friends of the Library have declined to support this fundraising effort.

Old Business:

Maintenance issues persist: interior roof, lights in office, parking lot lights and outside pipes. Mayor will check on finally getting resolution.

New Business:

Shannah made the motion to have Cindy Stafford become the new Treasurer. All in favor.

Shannah made the motion to hire Jessica Lynn Dickey for a probationary period of 90 days starting 6-13-16 at a rate of \$10/hr for 18 hrs./week.

Shannah went to Friends meeting and explained the 1/3 mil and how it affects the budget.

Shannah made the motion after discussion to accept the Audit dated "Years ended 12-31-15 and 2014". All in favor. Audit information to be published.

Discussion about Article VII wording. Change to "... At a Board meeting within 90 days of their start date." Shannah made the motion to amend the Article. All in favor.

Performance reviews are due in May. Aubrey has completed 2 out of 5 using standard evaluation forms.

Perla - cleaning 1 morning for 2 hours and 2 evenings for 4 hours total. In addition she is working Monday and Tuesday evenings for 6 hours. Total - 12 hours/week. Once Jessica starts Perla will return to 6 hours/week cleaning only.

Customer service - Anne is awaiting specifics from Aubrey. Amy will send via email information from the MSW program at Stockton that may be able to provide training.

Suggestion box - work in progress

4th of July float - Aubrey organizing

Ahimsa Acres - located in Buena. Amy asked for consideration to have Library partner with them as an educational outreach.

National Night Out - to be held on Burton Ave near Fire House on August 2. A new tent is needed for the event.

Meeting adjourned 7:26pm

Next meeting July 14, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 7-14-16

Present:

Secretary Anne Cancelmo, Vice President Andrea Haney, Library Director Aubrey Gephardt, President Shannah Smith, Northfield Mayor Erland Chau, Dan Reardon, Mike Ruth, Treasurer Cindy Stafford

Absent:

Northfield City Council Liaison Jim O'Neill, Amy Moskovitz, NCS Superintendent Representative Alyssa Leatherwood

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:03pm. A motion was made to approve the minutes from the 6-9-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - is following up with maintenance issues and if there are any issues they must be reported ASAP to Kathy Smith. National Night Out any have two possible changes: location (Birch Grove Park or Fire Station) date change (unlikely, but...)

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Treasurer - Nothing to report. Shannah reviewed bill list. Aubrey discussed Copiers+. She has not contacted them regarding the fees for the public printer in the front. Cindy will follow up for Aubrey. The bill list was amended to reflect a total of \$19,280.63. Oriental Trading bill reflects purchases for the 4th of July and Summer Reading program. About \$900 remains in the programming budget. Shannah made the motion to pay bill list - all in favor.

Library Director -

The Library is a Poke' Gym.

NCS summer camp was in on 7-13 with 65 campers. The mayor suggested contacting the ambulance squad for additional activities.

Maintenance - multiple leaks in hot water pipes have been fixed and replaced, mold issues resolved, flooring in process of replacement, hard copies of maintenance issues on file in office categorized by issue.

Friends of the Library will reimburse the purchase of a pop up tent. Shannah will make purchase.

Discussed getting a picnic table for placement near entrance. Mayor suggested contacting ACUA, Mary Canesi and Rich Gerber regarding type of structure, liability, etc.

Discussed putting banners on light poles in parking lot (similar to those in Somers Point and Linwood). Consider soliciting sponsors.

Still looking at youth services furniture.

There is one and maybe soon to be two student volunteers.
Bike rally about safety is July 15 at 10am. AAA will be contacted for the rally next year.
JCC has programming (12 wk. tai chi) through SCOSA and may partner with the Library.
Library is a location for Girls Who Code starting in September. Facilitator needed.

June 2016 Attendance - 2548, Circulation - 3910, Fines/Fees - \$450.18
June 2015 Attendance - 2795, Circulation - 3504, Fines/Fees - \$266.60
June 2014 Attendance - 2913, Circulation - 3009, Fines/Fees - \$364.58
June 2103 Attendance - 1587, Circulation - 2385, Fines/Fees - \$180.50

Old Business:

Performance reviews were due in May. Aubrey has completed 2 out of 6 (Linda, Gary) using standard evaluation forms.

Koha - still working on transitioning. There is a need to purchase a premium package of services from Baker and Taylor to update records, however, Gary is looking into writing the script for records that may be shared as open source for Koha.

Anne has made contact with the Director of the MSW program at Stockton as well as an independent consultant for staff training. Update at August meeting.

New Business:

Aubrey would like to start a social media budget that would pull down \$150 from the Computer budget line 34.1 to buy a pre-paid Visa card for Pokemon lures and Facebook boosts. Shannah made the motion to designate a line item for Social Media under Computers to take \$150 from line item 34.1 for a year thus going from \$12,800 to \$12,650. All in favor.

Reviewed Linda Hecht's letter of resignation effective July 31, 2016. Shannah made the motion to accept the resignation. All in favor.

Aubrey made presentation for staffing as a result of Linda's resignation:
\$17,945 is the remainder of Linda's salary for 2016.
Aubrey wants \$10,000 as a salary raise for 2017.
\$14,547.60 will go to employees salary boost for the remainder of 2016.
Tentative hours for Schafer and Dickey will increase to 25, Reese to 24, Printz to 20, and Martinez to 13 hours at current salaries.
Hire a PT staff person to provide desk coverage and other general library tasks.
None of these proposals exceeds the total monies in the Budget.

Shannah made the motion to hire a part-time staff person at 12-15 hours/week at \$10/hour doing general library duties and possibly children's programming. All in favor. Aubrey will post the opening.

Board members cannot be employed by the Library.

Library Workshop for Board members is all day 9-10-17 in East Windsor. See Shannah if interested.

Meeting adjourned 7:40pm

Next meeting August 11, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 8-11-16

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, President Shannah Smith, Northfield Mayor Erland Chau, Dan Reardon, Mike Ruth, Treasurer Cindy Stafford

Absent:

Northfield City Council Liaison Jim O'Neill, NCS Superintendent Representative Alyssa Leatherwood, Vice President Andrea Haney

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:05pm. A motion was made to approve the minutes from the 7-14-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor[1] - wrote note to Amy thanking her for her service, solar power will not be pursued by City so Library can proceed on their own, National Night Out successful and will probably continue at Birch Grove Park, guidelines established for maintenance communication between Aubrey and Kathy Smith.

City[2] Council[3] Representative[4] - no report available.

NCS[5] Superintendent[6] Representative[7] - no report available.

Treasurer[8] - reviewed Copiers+ contract information previously sent in e-mail specifically regarding public printer. Contract expired 2 months ago. Cindy spoke with representative to detail what is included in service contract (\$295 annually). No service needed in 2015 or 2016. \$135 plus parts if contract is not renewed (even with contract only certain parts are covered). New toner is being purchased since last purchase was September 2015. Cindy will contact Copiers+ to see who owns copier.

Bill List amended to subtract Copiers+ contract amount and add petty cash. Motion made to accept amended Bill List totaling \$27,792.73 and pay bills. All in favor.

Library[9] Director[10] -

Space Week in progress.

A return to regular scheduling/JCC programming starts in September.

Although keeping attendance numbers at programs the book will be brought to monthly meetings.

In process of monthly e-newsletter.

Information is sent to City for website/email but it comes out unreadable. Shannah will speak with Mary about Library's concern.

Working to put Library link on City website.

Piping being replaced in middle room with painting to be done.

Old Business:

Shannah followed up on performance reviews due in May. Aubrey needs to complete remaining evaluations.

Koha - still working on transitioning. Baker and Taylor needs payment to get script. Gary cannot do script himself and do transfer without it. Aubrey is working on it. Aubrey stated student volunteers are co-ordinating barcodes with Koha.

Anne will again contact with the Director of the MSW program at Stockton and ask that future contact be made between Director and Aubrey to address staffing needs. Independent consultant for staff training provided to Aubrey and Shannah.

Interior roof still getting fixed.

New Business:

Friends of the Library - no meeting until September.

Strategic Plan - no report available.

Amy Morowitz's resignation from the Board received. Shannah made the motion to accept the resignation. All in favor.

Posting for a new Board member will be made through Erland on City website.

Shannah made the motion to hire Amy Morowitz to fill the part-time staff position starting in September. All in favor.

Shannah reminded Aubrey to schedule the Meeting Room on a monthly basis for Board meetings.

Capital Improvement list needs generating for City to take care of in future. Suggestions (ongoing):

- 1 - lights in parking lot need to be fixed
- 2 - repair parking lot median
- 3 - solar covers in parking lot (Anne will investigate)
- 4 - outside water access (ex: outside faucet)
- 5 - more suggestions needed for September meeting

Moved to Closed Session.

Meeting adjourned 8:14pm

Next meeting September 8, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 9-8-16

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, President Shannah Smith, Dan Reardon, Mike Ruth, Treasurer Cindy Stafford, NCS Superintendent Representative Alyssa Leatherwood, Vice President Andrea Haney, Janet Marler

Absent:

Northfield City Council Liaison Jim O'Neill, Northfield Mayor Erland Chau,

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:02pm. A motion was made to approve the minutes from the 8-11-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - just getting into the new school year.

Treasurer - City wants Library Director health benefits paid yearly, not quarterly. Monthly electric bill has yet to arrive so electric bill to be paid in October will be large. Motion made to accept and pay bills. All in favor.

Library Director -
Glen Robbins leaving as a principal of NCS.

Updating policies - proposed Lost and Found policy distributed with discussion at October meeting.

Copiers Plus - Library does own copier. Letter will be sent to Copiers Plus ending service contract.

Statistics:

Attendance - August 2875, to date in September 239

Circulation - August 4116, to date in September 461

Fines/Fees - August \$391.84, to date in September \$34.07

Programs/Attendance - Adult August program attendance is 131 in 7 programs, Juvenile August program attendance is 301 in 16 programs, there were no Young Adult programs in August

To date for 2016 there have been 183 programs with attendance totaling 2511 at a cost of \$1482.38.

Summer Reading Programs - 99 adults and 142 students participated. The 3 winners received Barnes & Noble gift cards.

Two Library volunteers will each receive a letter of appreciation from the Board. Aubrey will draft the letters including specifics and Shannah will sign.

Processing room repairs are still underway. A written follow up will document recent conversation between Aubrey and City Hall regarding this.

Employee procedures are being reviewed and updated.

Signage proposal is being prepared.

Upgrading Youth Services area and the proposal should be ready for October meeting.

Bill vouchers are converting to electronic transmission.

Would like to start a Spanish book/materials collection. Discussion will continue in October. Once program starts information will be distributed, esp. to ESL school teachers.

Google Making & Science gifts are valued over \$2000. As a result one time/month their will be a program limited to 12 participants using the gifts and Motorola phones.

Old Business:

Aubrey has completed employee evaluations.

Shannah made the motion to dissolve contract with Copiers Plus. Dan made the second. All in favor.

Koha - still working on transitioning. Baker and Taylor needs payment to get script so Aubrey will contact them regarding price.

Capital Improvement list suggestions (ongoing):

- 1 - lights in parking lot need to be fixed
- 2 - repair parking lot median - replace with lighted sidewalk
- 3 - solar covers in parking lot
- 4 - outside water access (ex: outside faucet)

Monthly e-newsletter in progress.

Solar - contact has been made and proposal is being developed.

Strategic Plan - no report available.

New Business:

Friends of the Library - no report available.

Shannah spoke with Mary regarding the Library link on the City website. Once the City resolves its issues Library link will be attached.

Introductions with new Library Board member, Janet Marler, who was sworn in previous to current meeting. Her library involvement extends back to 1976 as a professional and volunteer.

Discussion on Perla's job title. Currently it is Maintenance Associate. Shannah made motion to change title to Maintenance Associate/Library Assistant. First responsibility remains as Maintenance Associate. All in favor.

Holiday pay - City FT employees work full day prior to holidays; Library past practice is Library is closed 1/2 day prior to Christmas. Discussion on what to follow - past practice or City. Shannah made the motion to amend Handbook Policy 602 Holidays to read that there will be early closure on the eve of Thanksgiving, Christmas and New Year's for FT Library employees. All in favor. Shannah has been and will continue to be in contact with Ray regarding this.

Alarm Code Policy - discussed the amended policy (3 times not following policy necessitates room use sanctions). Problems have ceased since policy was amended.

Google Canada hotspots - Shannah has contacted Toronto, Canada library as they are a hotspot for information regarding Northfield library becoming a Google hotspot.

Shannah made the motion to transfer \$4000 from Line 26 Salaries to Line 29 Library Materials. This will augment the expected \$2000 from the Friends of the Library to purchase books. Budget allotments cannot exceed monies designated. All in favor.

The 2017 Budget needs to reflect \$16,000 for Library materials (\$4000/season).

DeepFreeze - manages computer security and sweep features. The Budget would increase by \$1500 to use DeepFreeze. Aubrey will investigate the cost per patron for using DeepFreeze. Discussion at October meeting.

New procedure for payroll for Library Director. Written documentation of days/hours/times worked. Submit to Shannah and then City.

Moved to Closed Session.

Meeting adjourned 8:14pm

DATE CHANGE!!!!!!!!!!!!!!!!!!!!!!
Next meeting October 20, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 10-20-16

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, President Shannah Smith, Dan Reardon, Treasurer Cindy Stafford, NCS Superintendent Representative Alyssa Leatherwood, Janet Marler

Absent:

Northfield City Council Liaison Jim O'Neill, Northfield Mayor Erland Chau, Vice President Andrea Haney, Mike Ruth

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:03 pm. A motion was made to

approve the minutes from the 9-8-16 meeting and waive a formal reading of said minutes.

Motion seconded and approved.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - elections are on 11-8-16 and the school is holding a mini camp that day.

Treasurer -

An invitation will be extended to Elaine to confer with Cindy and Shannah regarding Treasurer duties.

2017 budget needs preparation. Aubrey will create and then meet with Cindy and Shannah so budget can be presented at November meeting.

Ray has been sending emails about Aubrey's benefits. Total monthly cost - \$2757.73 - \$2209.79

medical, \$547.94 prescription. The auditor is coming in to check for accuracy.

Motion made to accept and pay bills. All in favor.

Library Director -

Statistics:

Attendance - September 2730, to date in October 1475

Circulation - September 2790, to date in October 1570

Fines/Fees - September \$258.22, to date in October \$145.85

Programs/Attendance - Adult September program attendance is 258 in 22 programs, Juvenile September program attendance is 97 in 10 programs, there were no Young Adult programs in September.

To date for 2016 there have been 215 programs with attendance totaling 2866 at a cost of \$1482.38.

Reviewed changes in Library policies (Lost & Found, Employees & Social Media, Student Volunteers). Aubrey will email the Board after this meeting.

Amy created a Youth Services proposal. Aubrey will email the Board.

Aubrey will email the Board information about Fortress.

Science Action Club - applying for a grant and if awarded Aubrey will institute program.

YELSA - Amy and Aubrey attended the meeting today.

Old Business:

Solar - moving forward with Trinity and Anne will contact other companies for comparison bids.

Strategic Plan - no report available. Clarification needed from either Andrea or Amy (Aubrey will contact) as to its status/revision.

Google Canada hotspots - Shannah has contacted Google Canada twice and is awaiting response.

New Business:

Friends of the Library - Janet attended October meeting and reported they still plan to donate

\$2000 to purchase books. Shannah will attend November 3.

Signage proposal - still working on it.

Shannah received Maintenance agreement from City on 10-19-2016 for the time frame 1-1-2017 through 12-31-2018. The \$20,500/year remains the same. Shannah made the motion to approve the current maintenance agreement at the current cost for two years while within a year a committee will form to review the contract for the future. All in favor.

Meeting adjourned 6:59 pm

Next meeting November 10, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 11-10-16

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, President Shannah Smith, Dan Reardon, Janet Marler, Vice President Andrea Haney, Mike Ruth

Absent:

Northfield City Council Liaison Jim O'Neill, Northfield Mayor Erland Chau, Treasurer Cindy Stafford, NCS Superintendent Representative Alyssa Leatherwood

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:03 pm. A motion was made to approve the minutes from the 10-20-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Treasurer - discussed payment to Aubrey for food items. She will contact Manhattan Bagels to set up account with them (if possible) for payment instead of using petty cash. Motion made to accept and pay bills. All in favor.

Library Director -

Statistics:

Attendance - October 2533, to date in November 585

Circulation - October 2479, to date in November 752

Fines/Fees - October \$253.26, to date in November \$91.52

Programs/Attendance - October - Adult program attendance is 236 in 23 programs, Juvenile program attendance is 112 in 11 programs, Young Adult program attendance is 52 in 4 programs.

To date for 2016 there have been 253 programs with attendance totaling 3266 at a cost of \$1482.38.

Barcode corrections for KOHA are about halfway done.

Food for fines will take place around Thanksgiving.

24 hour gaming had about 60 participants. Aubrey may reach out to Friends to use the event as a fundraiser for the Library on a yearly basis. Event is currently bi-annual.

Old Business:

Reviewed changes in Library policies (Lost & Found, Employees & Social Media, Student Volunteers) as emailed. Discussed. #6 in Employees & Social Media will be deleted.

Proofreading corrections will be made. Motion made by Shannah to accept with corrections. All in favor.

Processing Room repairs - completed.

Solar - Appointment set up with Kevin Hamm from Geoscapes on Thursday November 17 at 3:30.

Deep freeze - pursuing.

Strategic Plan - reviewed. Aubrey will go through and edit as needed. Three changes: p.8, 1 not 2 FT employees; p.11, about funding, p.19; website. Will continue review at December meeting.

Google Canada hotspots - Shannah has made contact and is working on it.

Signage proposal - still working on it. Shannah has made several calls and awaiting response.

Youth Services has been upgraded. Layout re-arranged. Aubrey still pricing tables.

Print newsletter - distributed.

E-newsletter - the first one starts January 2017 with a live link on the City of Northfield webpage/ email blast.

New Business:

Aubrey's hours - discussion about how Shannah needs to know when Aubrey is working or out of the building. Aubrey will send schedule for 2016, send payroll sheets bi-weekly for staff including herself, will give advance notice if she will be out of the building, and is adding Shannah to the staff Google calendar.

Friends of the Library - paid the \$1300 Baker and Taylor bill for books. December meeting is cancelled. Book sale is November 18 and 19. Discussed programming.

Discussed request from employee for \$6/hour raise. Unfeasible at the moment.

2017 Budget proposal. City levy is \$307,581 a gain of about \$3000 from 2016. Total income is \$314,333. Total expenses are \$314,238.79. Board members are to compare proposal with the Profit & Loss Budget vs. Actual Budget dated 10/20/2016 and be prepared to discuss at December meeting.

Telephone - when the line is busy it automatically diverts to the fax machine and staff has to speak through the fax. Aubrey will look into resolving that.

Capital improvement additions - reprint lines in parking lot, charging stations. Anne will compile comprehensive list of what's suggested and what's completed. Lights are fixed in parking lot.

Meeting adjourned 7:25 pm

Next meeting November 10, 2016 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 12-8-16

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, President Shannah Smith, Dan Reardon, Mike Ruth, Northfield Mayor Erland Chau, Treasurer Cindy Stafford

Absent:

Northfield City Council Liaison Jim O'Neill, NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Vice President Andrea Haney

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:06 pm. A motion was made to approve the minutes from the 11-10-16 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - Mike Ruth and Cindy Stafford were appointed to five year terms ending 12-31-21. Updated Board member list will be shared.

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Treasurer - Reviewed Bill List. Motion made to accept and pay bills. All in favor.

Library Director -

Statistics:

Attendance - November 2848, to date in December 586

Circulation - November 2543, to date in December 466

Fines/Fees - November \$280.9, to date in December \$50.60

Programs/Attendance - November - Adult program attendance is 213 in 17 programs, Juvenile program attendance is 43 in 7 programs, there were no Young Adult programs.

To date for 2016 there have been 277 programs with attendance totaling 3522 at a cost of \$2109.

Programming continues to do well.

Library themed Thoughtfulness calendar reviewed.

Aubrey spoke with employee who requested the raise, explaining that it was not feasible. All is okay.

Evaluation of Amy Moskovitz is coming up.

Three library tables ordered at \$99 each vs. the original \$325 each.

Updating Minecraft for free.

Groundswell has been bought out. 2017 contract is expected to remain the same with 2018 negotiable.

KOHA - resolving bugs before contract expires.

E-newsletter is ready for January 2017.

Old Business:

Google Canada hotspots - no response despite of repeated attempts.

Signage - Shannah has met with 2 companies for specs and is scheduling a meeting for the same with a third company. Once proposals are received they will be presented.

2017 Budget - reviewed and discussed. Groundswell price is currently \$7000 down from \$9500 as Bywater services will be discontinued. Dan made the motion to accept the 2017 Budget as it stands. Mayor and Mike made the second. All in favor.

Telephone - Aubrey still looking into resolving that.

Manhattan Bagel account - Aubrey still working on setting up account.

New Business:

Solar presentation - Kevin Hamm from Geoscapes made a full presentation for the Library going solar. Discussion followed. Follow up will ensue.

The Mayor made a motion to transfer \$70,000 from the Library checking account to the Capital account. Shannah and Cindy along with Aubrey will go to Ocean First on 12/14 to physically do the transfer.

Friends of the Library - next meeting is January.

Capital improvements - add re-stripping parking lot to the list. Send list to Dawn.

Mayor made the motion to accept 2017 Board of Directors meeting dates.

January 2017 - advertise for Audit and do fire safety inspection.

No one qualifies for a 1099 distribution.

Meeting adjourned 8:18 pm

Next meeting January 12, 2017 at 6pm

*Shannah Smith
1/12/17*