Northfield Public Library Board of Trustees Meeting Minutes 01/12/17

Present:

Library Director Aubrey Gephardt, President Shannah Smith, Dan Reardon, Janet Marler, Vice President Andrea Haney, Mike Ruth, Treasurer Cindy Stafford

Gregory Basile from Signarama

Absent:

Northfield City Council Liaison Jim O’Neill, Northfield Mayor Erland Chau, NCS Superintendent representative Alyssa Leatherwood

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:17 pm.

- Mr. Basile gave a brief introduction about his company and present us with three proposals for an Electronic Message Center (EMC).
  
  1. Option $8,790
  2. Option $10,690
  3. Option $11,490

We also received another proposal from the people who originally made the library signs, we will be waiting for the third one to make a decision.

Reports:

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Library Director -

Statistics:

Attendance - December 2176
Circulation - December 2155
Fines/Fees - December $211.15

Programs/Attendance – December - Adult program attendance is 154 in 13 programs, Juvenile program attendance is 58 in 8 programs, Young Adult program attendance is 18 in 3 programs.
To date for 2016 there have been 301 programs with attendance totaling 3752 at a cost of $2,208.42

A motion was made to pay the bills, all approved.

- KOHA not ready yet.
- Director bought a cash register that will help keeping track of fines and more.
- Shannah informs that she had receive an answer from Google Canada, we are waiting for more information on the matter.
- Solar plan will need an audit first before we can start anything.
- The library opened a business account with Manhattan Bagels and Tilton Market, Aubrey will reach to Mazzeo’s to open an account there as well.

Board reorganization.
- Mike proposed Shannah for president, she accepted.
- Shannah proposed Andrea for Vice president, she accepted.
- Shannah proposed Cindy for treasurer, she accepted.
- Shannah proposed Ann for secretary, she accepted (by text message).

A motion was made for a 2% pay raise for the library staff. All in favor.

E-newsletter – will be sent in a link on the City of Northfield webpage/email blast.
The Board meeting dates need to be advertised.
Insurance notices need to be updated.
Shannah needs to check insurance for treasurer.

Aubrey inform that the fire extinguishers were already taken care of, and she will work on check it status every month.

Next meeting on 02/09/17.

[Signature]
2/9/17
Northfield Public Library Board of Trustees Meeting Minutes Feb. 9, 2017

Present: Board President Shannah Smith, Library Director Aubrey Gerhardt
Board Vice President Andrea Haney, Treasurer Cindy Stafford, Dan Reardon,
Mike Ruth, Janet Marler, Alyssa Leatherwood, 3 members of the public

Absent: Northfield City liason Jim O'Neill, Northfield Mayor Erland Chau
Board Secretary Anne Cancelmo

Meeting called to order at 6pm.

Minutes/ Correspondence- Minutes from previous meeting approved

No Mayor or City Council reports.

Shannah opened the floor to the public. 2 individuals spoke in
strong support of the recent program on World Hijab day. No one
had any unfavorable comments.

NCS Supt. Report – School is having a basketball tournament (NIT) this weekend

Motion was made to pay the bills; all approved

Library Director:
1. Created a new activity report
2. Two new internet stations (Raspberry $35/each)
3. Received two grants for teen technology
4. NJ Maker's Day – Friday and Saturday
5. Audit proposal from Ford Scott - $4400.
6. Friends meeting – will pay for stations
7. Still waiting for third proposal for outside sign

Old Business:
1. Waiting for response from Google World
2. Still working on solar unit proposal
3. In the future, all events will be submitted and approved by the Board

Meeting adjourned at 6:49 pm

[Signature]
3/9/17
Northfield Public Library Board of Trustees Meeting Minutes 3-9-17

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 6:00 pm. A motion was made to approve the minutes from the 2-9-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Mayor - update on JCC.

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. See Old Business regarding Verizon.

Committee Reports -
Friends of the Library - next meeting is April 6.

Strategic Plan - no report available.

Library Director -
Statistics:
Attendance - February 2458, March to date 739
Circulation - February 2930, March to date 637
Fines/Fees - February $211.59, March to date $79.75
Programs/Attendance - February Total Programs = 33, Total Attendance = 317, Total Cost = $65.00

Highlights:
Koha - still not overlaying with B&T On-Order records. Continued conversation with ByWater.
May need to shift how to purchase materials.

Still trying to capture email addresses and completing patron surveys.

NJ Maker Day coming up in March - Aubrey will connect with NCS to coordinate.

Hijab Day - no further response from the public.

Standing station and mini fridge - received as donations from Friends of the Library.
Overdue notices - spring notices to be sent.

Charging stations - discussed.

Fade into Books - will partner with local barbershops to encourage reading.

Aubrey agreed to sit on the Committee on State Aid for Public Libraries.

Old Business:
Google Canada hotspots - no response despite of repeated attempts. No further attempts will be made.

Signage - Shannah presented two proposals. Sign-A-Rama is $8790 while Eastern is $1000 less with a larger screen and includes electrical installation and permits. Mike made the motion to accept Eastern as long as they assist with permits and provide a red digital display. All in favor.

Telephone - voicemail fixed and Verizon bill increased to $200. The usual bill of $167.50 will be paid and Aubrey will contact Verizon.

Solar presentation - meeting scheduled for Monday March 13 at 3:30 pm for presentation from Chuck Rubinstein, Solar Consultant. All encouraged to attend. Anne proceeding with Energy Audit.

New Business:
Upcoming programming - scheduling in advance is in works so all concerned will have the same streamlined accurate information. Staff will finalize all plans a month in advance of Friends meetings. Aubrey and Alyssa will connect to hash out summer camp days.

Staff training - costs $1423 which includes personal training for each staff member and group training. Aubrey will apply to Library Link NJ asking for a grant up to $750. Mike made the motion to move forward with the training providing the grant is received. Shannah made the second. All in favor.

Carpet and chair cleaning estimate - Aubrey has a proposal for cleaning and will bring it to next meeting. Some chairs may need replacing.

Lawn service - renewing with Tru-Green for one year costs $476 so will continue. Aubrey will check with other companies to see if Tru-Green remains competitive.

Bid threshold - less than $2625 use sound judgment; $2626-$17,499 need at least two quotes; over $17,500 RFP needed.

WB Mason automatic towel dispenser - discussion on pros/cons. Sticking with current tri-fold towels.

Adult volunteer policy - by April meeting Aubrey will discuss policy after reviewing existing one

Shannah submitted letter of resignation effective close of December 2017 meeting unless a replacement is found sooner. If any current Board member is interested in filling the position
Northfield Public Library Board of Trustees Meeting Minutes 4-13-17

Present:
Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Dan Reardon, Mike Ruth, Northfield Mayor Erland Chau, Treasurer Cindy Stafford, Janet Marler

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

Minutes/Correspondence:
The meeting was called to order by Secretary Anne Cancelmo at 6:01pm. A motion was made to approve the minutes from the 3-9-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - reached out to Chuck Rubinstein for an update

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.
Bills are higher this month due to paying benefits for 1st and 2nd quarters (delay on City level). Goal of past month was to reach out to local banks gathering information regarding switching from Ocean First to another. No advantage to switch. Ocean First wants to keep business and will still have a local branch. Will stay with Ocean First and by end of year check back with them to see if there are any new options.
Capital Account = $177,843.74
Checking Account = $102,316.02

Committee Reports -
Friends of the Library - next meeting is May 4.

Strategic Plan - no report available.

Library Director -
Statistics:
Attendance - March 2685, April to date 916
Circulation - March 3043, April to date 1089
Fines/fees - March $247.23, April to date $113.95
Programs/Attendance - March Total Programs = 39, Total Attendance = 367, Total Cost = $71.00

Highlights:
-Friend of Library approved expenditure for maker space cabinet
-Working on getting staff to organize materials in storage room
-Getting vinyl cutter
- Applied for three grants last week based on list compiled by Jess
- Creating publicity page for website
- Printers/computers -
  Printer - a part ($656.21 and not covered under previous service contract) needs replacing. New copier is $850. Will contact Copiers Plus to see about trading current copier in for a credit to purchase a new copier.
  HP printer - move it behind the desk and designate as a WIFI printer. As it is more expensive to print from, its volume will be monitored and evaluated after 6 months
  Public PC needs replacing, been repeatedly repaired and is at least 4 years old.
  Computer tally - 5 adult, 4 youth services, 3 raspberry pies
  Will get Insero (formerly Groundswell) to evaluate computers and provide guidance. Contract is due for renewal in summer so will need to get multiple quotes for tech support.
  SCOSA - meets monthly and using voucher system for food and will use Hot Bagels & More ($35) in future
  Benefits - decreased by $7000 so under budget for benefits at the moment
  Staffing - Perla may be leaving so looking for replacement - cleaning only for 10hr./week 2hrs./day in morning. Currently short staffed. Maybe create substitute list or coordinate with Linwood
  Verizon - 4 lines in Library (i each - phone, alarm, fax, unknown). Will contact and have representative out to discuss options. Also, remainder of previous bill is paid.

Old Business:
Signage - Shannah is evaluating planning application (23 pages long)

Staff training - surveys and profiles completed, one-on-one appointments happening with entire staff training on April 23.

Upcoming programming - Aubrey will send monthly programming list with the bill list in preparation for Board meeting. She did verbal review from NPL Google calendar hitting highlights through August. Summer reading begins June 16. No community book talks until September.

Adult volunteer policy - Nothing definitive yet. Aubrey has spoken with other libraries and background checks are done. Usually volunteers pay and after a certain number of hours are reimbursed.

Employee background checks need to be done. Aubrey will check with Mary Canesi to see what City does.

Carpet and chair cleaning estimate - includes meeting room, library and all non-folding chairs
  Servicemaster - $952.75
  Stanley Steamer - $1410
  Janet made the motion to use $952.75 from the Capital Account to hire Servicemaster to clean. Mike seconded the motion. All in favor

Application for Board President - Mayor has had no response to advertisement on Northfield website. Janet Marler expressed interest if no one else is found by end of year; she will continue to consider.

New Business:
Solar presentation - Chuck Rubinstein did not show up

Meeting adjourned 7:23 pm

Next meeting May 11, 2017 at 6pm
Northfield Public Library Board of Trustees Meeting Minutes 5-11-17

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

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

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 4-13-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available

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.

$33,029.57 allocated for benefits - over budgeted due to changes in coverage.

Discrepancy in salary allocation - under budgeted by $2877.47.

Need a 30 day notice to cancel Bywater; this was not done but will be done in August. $2600 needed to pay them. To be discussed at June meeting.

Committee Reports -
Friends of the Library - sponsoring summer reading program and give outs at 4th of July program.

Strategic Plan - no report available.

Library Director -
*Statistics:
Attendance -
Circulation -
Fines/Fees -
Programs/Attendance -
* No report available. Aubrey will email data to the Board.

Highlights:
There are eight staff. Amy Moskovitz is officially a librarian so a motion was made by Janet and seconded by Shannah to change her job title change reflecting the change in status - there will be no increase in compensation. All in favor.

Staff will be given extra hours to cover time shortages.

Aubrey asked the Board to think of ways to show staff appreciation. She is going to spotlight a staff member in the monthly newsletter.

Air ducts need cleaning - swiffer kit and pole will be provided.

Meeting with Insero on May 17 to discuss tech plan. Contract = $7000/year.

Old Business:
Signage - Shannah and Mike from sign company will attend Planning Board meeting.

Adult volunteer policy - to be discussed at June meeting.

Carpet and chair cleaning - scheduled for May 21.

Verizon - Aubrey called to set up meeting but representative is out of town and voicemail is full. She will continue to reach out and will also contact Mary at City Hall to see who provides telephone services.

New Business:
Aubrey distributed Library business cards to Board members.

Shannah made the motion to move $2877.40 from the benefits Budget line to the salary Budget line. Cindy seconded. All in favor.

Upcoming programming - Aubrey reviewed. Shannah made motion to approve programming as discussed including a prepared script for the movie to be shown May 17 in case there are questions. All in favor.

Meeting adjourned 7:08pm

Next meeting June 8, 2017 at 6pm
Northfield Public Library Board of Trustees Meeting Minutes 6-8-17

Present:
President Shannah Smith, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Dan Reardon, Mike Ruth, Janet Marler

Absent:
Northfield City Council Liaison Jim O'Neill, NCS Superintendent Representative Alyssa Leatherwood, Northfield Mayor Erland Chau, Vice President Andrea Haney, Treasurer Cindy Stafford

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 5-11-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available

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.

Committee Reports -
Friends of the Library - no report available.

Strategic Plan - no report available. However, an update on computer technology and software is needed. Aubrey will contact Andrea.

Library Director -
Statistics:
Attendance - April 2175, May 2656, to date June 640
Circulation - April 2916, May 2906, to date June 641
Fines/Fees - April $245.85, May $235.80, to date June $85.55
Programs/Attendance - 35 programs (adult 15, YA 4, juvenile 15, family 1), 403 in attendance (adult 160, YA 110, juvenile 130, family 3), cost $30.00

Discussed obtaining a receipt printer and will contact other libraries about it. Printer less than $200; case of paper less than $50. Need to determine where in budget money can be allocated.

Ancero - meeting held May 17 with detailed and specific list regarding Library needs provided. Ancero needs to do quarterly KOHA updates because Bywater can't. A computer and software
update was provided. Waiting for contract. An email will be send again requesting contract
details cc’d to Erland and Shannah. Ancero needs a 60 day termination notice.

Old Business:
Signage - City owns the sign. Much red tape involved between Zoning Board, Planning Board,
City lawyer, City Council, and Fire Department. Janet made the motion to table pursuing an LED
sign until further notice. Mike seconded. All in favor. Shannah will contact sign company.

Adult volunteer policy - Aubrey is still working on it.

VOIP - Aubrey reached out to many companies including Ancero. Awaiting response.

Verizon - three devices = $75/month.

New Business:
Budget - Aubrey, Shannah and Cindy will review and report at July meeting.

Computers - Buying new computers not necessary at the moment. Need to update MS Office at
a future date as well as Adobe Pro. Need to review technology budget.

Audit - received and to be discussed at July meeting.

Upcoming programming - No report available.

January 2018 agenda - look at Ancero contract.

Meeting adjourned 7:12pm

Next meeting July 13, 2017 at 6pm
Northfield Public Library Board of Trustees Meeting Minutes 7-13-17

Present:
President Shannah Smith, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Dan Reardon, Mike Ruth, Janet Marler, Northfield Mayor Eriand Chau, Vice President Andrea Haney, Treasurer Cindy Stafford, and Beth Heinen (prospective Board member)

Absent:
Northfield City Council Liaison Jim O'Neill, 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 6-8-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available. Mayor did ask about JCC and NPL connection and was informed that there is more and more use between the two.

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.

Committee Reports -
Friends of the Library - no report available. Next meeting is September 7 and Anne will attend.

Strategic Plan - Andrea will get electronic version of updated plan as she only has a updated draft paper copy.

Library Director -
Statistics:
Attendance - June 2696, to date July 924
Circulation - June 4260, to date July 1426
Fines/Fees - June $304.35, to date July $105.75

Programs/Attendance - although program activities June 1-30 need updating current statistics report 20 programs and 227 attendees.

Ancero - cost is approx. $2000 for data retention and remote handling of server and computers. All of Aubrey's questions were answered so he agreement will be signed and payment will be made.

***At the August meeting discuss technology needs and contracting for services. Also need to send Bywater cancellation notice.***
VOIP - the response to inquiries are negative since the lines needed are minimal. Comcast was also contacted. After reviewing options the Library will revert to the phone plan that does not have voicemail at a savings of $80/month.

NCS visited on July 13 with 55 campers.

National Night out - August 1, 6-8 pm, Birch Grove Park.

Facebook page will be updated.

Perla submitted resignation as of July 31. Job will be posted - 6 hours/week, maintenance.

Vinyl cutter is in use.

Met with Stockton - they want to bring NPL on as community partner. Will pair Stockton student as an intern; paperwork is on the way. Currently, a Stockton student volunteers with coding and will be absorbed as Stockton program is initiated.

Old Business:
Adult volunteer policy - Aubrey is still working on it.

New Business:
Budget - Aubrey, Shannah and Cindy will review and report at July meeting.

Newsletter - July/August will be online as of July 13. It will be updated and then sent to Mary to post on City website.

Audit - discussed. Shannah made motion to accept the Audit for years ended December 31, 2016 and 2015. All in favor.

Upcoming programming - No report available.

Budget - discussed. The following three recommendations were made and discussed. Shannah made the motions to accept each and all were in favor.
Motion 1 - reallocate $2600 from Line 27 to Line 34.1 (to pay Bywater)
Motion 2 - reallocate $60.72 from Line 27 to Line 35 (for pest control/balances Quickbooks)
Motion 3 - reallocate $2000 from Line 27 to Line 35 (miscellaneous maintenance as a cushion for unexpected mainenance issues)
$6028.83 remains for reallocation

Meeting adjourned 7:12pm

Next meeting July 13, 2017 at 6pm
Northfield Public Library Board of Trustees Meeting Minutes 8-10-17

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

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

Minutes/Correspondence:
The meeting was called to order by President Shannah Smith at 6:04pm. A motion was made to approve the minutes from the 7-13-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available.

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. The NJLAA checks are not clearing. Aubrey will get Patty to make contact and resolve.

Committee Reports -
Friends of the Library - no report available. Next meeting is September 7 and Anne will attend.

Strategic Plan - Andrea has plan from 2015 and will update it through 2020.

Library Director -
Statistics:
Attendance - July 2815, to date August 536
Circulation - July 4487, to date August 729
Fines/Fees - July $317.11, to date August $36.15

Programs/Attendance July 1-31. Total programs 31. Total attendance 495. Total cost $0.

Copiers Plus bill is high for purchase of ink cartridges for new printer (approx. $800).

Paying City for maintenance agreement.

City is reviewing Stockton University affiliation agreement.

Lego League - reviewed program, in conjunction with 4H and Rutgers, 10 kids in program, Friends paying $300 start up cost.
Entranceway carpet - 5x9 sq. Area. Of eight vendors contacted only two provided quotes. Will take $193.98 (other quote $532.24) from Budget line miscellaneous maintenance for replacement.

Ancero - working on RFP.

Applying for grant for additional coding programming.

Gary being interviewed by Maker Camp for his program at NPL.

**Old Business:**

Adult volunteer policy - Aubrey is still working on it.

Bywater - send cancellation notice immediately.

Janet will look into tokens of staff appreciation.

Solar - the Mayor reached out to Anne about new leads to go solar. Discussion ensued. Awaiting contact info for AC Electric; once that is received Anne will reach out.

**New Business:**

As of this meeting Shannah will no longer preside as President although she will remain a Board member until the end of the year. Andrea Haney was nominated by Dan and seconded by Anne to become President. All in favor. Shannah nominated Mike Ruth to become Vice President replacing Andrea. All in favor. Transition will be in place by September meeting.

An advertisement for a regular Board member will be made on the Library website and Facebook page.

Newsletter - reviewed draft for September & October

Amy Moskovitz - accepted resignation. Library Assistant position will be posted. 15 hours/week at $10/hour.

Upcoming programming - No report available.

Josephine Reese made presentation to Board requesting a $3/hour raise. While a valued employee due to budgetary constraints the request could not be honored.

Meeting adjourned 7:30pm

**Next meeting September 14, 2017 at 6pm**
Northfield Public Library Board of Trustees Meeting Minutes 9-14-17

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

Absent:
Northfield City Council Liaison Jim O’Neill, Northfield Mayor Erland Chau, Shannah Smith, Dan Reardon

Minutes/Correspondence:
The meeting was called to order by President Andrea Haney at 6:13pm. A motion was made to approve the minutes from the 8-10-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - second week of school so gearing up for the year. Back-to-School Night is 9/18. Aubrey asked for a reach out if any NCS activities connect with the community.

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

Committee Reports -
Friends of the Library - Next meeting October 5.

Strategic Plan - completed. All the old goals have been met. Four new goals: 1.) Bring in millennials, 2.) Bring in more money, 3.) Create and foster volunteer programs, 4.) Remain committed to staff development. Janet suggested adding Board development as well.

Library Director -
Statistics:
Attendance - August 3445, September to date - 994
Circulation - August 3719, September to date - 1188
Fines/Fees - August $238.01, September to date - $109.89

Programs/Attendance August and September statistics are needed.

Jim O’Neill was in on 9/13 and is interested in repaving parking lot. While Aubrey liked that idea she also asked him to think about increasing library space for programming, especially Youth Services.
Talk Saves Lives, a suicide prevention program, is scheduled for November 1.

Friends of the Library - Holiday Concert is in December, paying for Lego League and Stockton intern, collecting scarves, hats and mittens for the Christmas tree, and looking for new officers.

Opioid Addiction Program may be scheduled for January/February. Checking with City making it a community program not Library specific.

Same programming continues.

Three new employees:
Don Green - maintenance @6 hours/week
Luann Chilcote - picking up Jo’s hours
Tatiana - P/T Library Assistant @15 hours/week

Received an email stating Library is being considered for a Ready to Code Grant.

Ancero - still working on creating RFP and will send to Board before October meeting at which time there will be discussion and move to approve.

**Old Business:**
Adult volunteer policy - policy provided to Board, discussed and changes made. Also sent to City for review as to legality/language of the policy and application and is awaiting response from Rich Gerber.

Bywater - cancellation notice sent. Contract ends in October.

**New Business:**
An advertisement for a regular Board member is posted on the Library website and Facebook page. No response

Upcoming programming - No report available.

Space - becoming an issue. Quinn from Public Works will be contacted to re-evaluate shelving and space needs. Discussed moving shelves around in Youth Services to free up space in that area, better use of scheduling and space, use of meeting room, having an off site location, putting on an addition, ADA compliance, and shifting what is already in existence.

Move to Closed Session.

Meeting adjourned 7:45pm

Next meeting October 12, 2017 at 6pm
Northfield Public Library Board of Trustees Meeting Minutes 10-12-17

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

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

Minutes/Correspondence:
The meeting was called to order by President Andrea Haney at 6:06pm. A motion was made to approve the minutes from the 9-14-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available.

City Council Representative - no report available.

NCS Superintendent Representative - no report available

Treasurer - reviewed Bill List. Two bills (NJALA and Gail Sengage) have yet to be cashed. Motion made to accept and pay bills. All in favor.

Committee Reports -
Strategic Plan - will be distributed at November meeting by Andrea.

Library Director -
Statistics:
Attendance - September 2630, October to date - 868
Circulation - September 2442, October to date - 468
Fines/Fees - September $263.74, October to date - $106.39

Programs/Attendance - September statistics: 28 programs, 314 attendance and zero cost.

Friends of the Library - Shannah attended and reviewed their programming. At the meeting Aubrey spoke of the desire to have a thermal printer since the Board said "no" to the request due to its cost. Next meeting November 2.

Old Business:
Stockton Intern - discussed issues as a result of Gerber insurance response to Stockton affiliation proposal. Aubrey will reach out will concerns but at this point in time "thanks but no thanks".

Adult volunteer policy - the Board is an "autonomous" agency and while it may use City policy as a basis the Board doesn't need City approval for any policy. The concern remains about
liability. At the November meeting the policy will be hashed out after searching for all information regarding what the Library may have on file.

**New Business:**
American Foundation for Suicide Prevention: Talk Saves Lives scheduled for November 6 is a separate program from the projected Opioid Addiction program scheduled for January/February 2018. Aubrey will have the the program proposals.

By end of year Aubrey will review programs and cost of each.

Aubrey is putting together a grant for book purchases for the Girls’ Book Club.

Reviewed draft of November/December newsletter.

Budget 2017 - there is a discrepancy and meeting is scheduled for October 18 at 6pm to rectify.

Budget 2018 - City levy decreasing by $7000; expected allocation is $298,559. Expected State aid is $3739. Total 2018 budget monies equal $305,298 (including fines).

Aubrey still working on creating RFP for technology services. Contact will be made with Mary Canesi for procedures to publish in newspaper. Mike will be the Board contact

Upcoming programming - No report available. At the November meeting Aubrey will provide a list of events for Board review.

Jo Reese resigned. A staff member is needed who is good with bookkeeping and that will be reflected in the ad. $10/hour for 20 hours/week. Luanne is filling in during the meantime and will remain on the payroll as a substitute after the position is filled.

Staff evaluations due in May are not completed.

Andrea is inviting prospective new Board member to November meeting.

Youth Services - Aubrey will contact City about re-arranging shelves, etc.

Andrea has key to alarm system and building. Shannah will contact security company to have Andrea contacted if needed.

Use this email for Andrea: nflibrarybot@gmail.com

Meeting adjourned 7:20pm

**Next meeting November 9, 2017 at 6pm**
Northfield Public Library Board of Trustees Meeting Minutes 11-9-17

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

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

Minutes/Correspondence:
The meeting was called to order by President Andrea Haney at 6:06pm. A motion was made to approve the minutes from the 10-12-17 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:
Period for public expression - none

Mayor - no report available.

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.

Committee Reports -
Strategic Plan - will be emailed to Board by Andrea.

Friends of the Library - November meeting centered on preparation for Book Sale. December meeting is Christmas party. Next meeting January 4, 2017. Anne will go.

Library Director -
Statistics:
Attendance - October 3294, November to date - 939
Circulation - October 2311, November to date - 543
Fines/Fees - October $359.99, November to date - $61.05

Programs/Attendance - September statistics: 42 programs, 404 attendance and $20 cost.

Need to adjust October Bill List from $22,063.52 to $21,876.03 (WB voided $286.44 and Midwest added $98.95). Shannah made the motion for the adjustment with Mike doing the second. All in favor.

Children's non-fiction needs improvement to cover basic school assignments.

Staffing -
Evaluations are completed.
Upcoming programming - No report available as Aubrey said she reviewed programming until end of 2017 at October meeting.

Prospective new Board member could not attend tonight's meeting. Anne will send her resume she received from the Mayor to the Board.

Policy Manual - Anne will review and discuss at January meeting.

Review Technology Plan at December meeting to address use of Capital Funds to purchase computers.

Meeting adjourned 7:55pm

Next meeting December 14, 2017 at 6pm
Northfield Public Library Board of Trustees Meeting Minutes 12/14/17

Present:
Library Director Aubrey Gehrhardt, President Andrea Haney, Vice President Mike Ruth, Treasurer Cindy Stafford, Dan Reardon, Janet Marler, Mayor Erland Chau, Alyson Dagen prospective board member

Absent:
City council liason Jim O'Neill, NCS Superintendent rep. Alyssa Leatherwood Secretary, Anne Cancelmo

Minutes/Correspondence:
The meeting was called to order at 6:05
Minutes from previous meeting need to be corrected to reflect voided check from WB Mason and Intuit and Midwest checks

Mayor asked that library newsletter be sent to city clerk, along with info on potential new board member
There will be a meeting in Somers Point to discuss opioids- we would be interested in hosting one in Northfield

Treasurers Report:
Note to Auditor- 2017 state aid shown on 2016 budget; 2018 state aid shown on 2017 budget

Bill list adjusted for cost of checks, which cannot be paid by check ($250.98 debit)
Motion made and approved to pay bills

No reports from NCS rep or City Council rep.

Library Director Report:
Motion made to dispose of computer items and miscellaneous furniture

Baker and Taylor has a bill in advance program which we will take advantage of

Capital Fund Balance- $177,093.74
Checking Account Balance- $129,152.38

Motion approved to transfer $7500 from line 26 to line 29
Approved use of new receipt paper for circulation desk
RFP for managed information services discussed- need to send it to newspaper and get response by January 30; old agreement expires April 11. Decision needs to be made by end of March

After discussion, motion approved to pay $6,099.96 out of capital funds to support new technology (IMAC) Approved rules regarding use of library
Meeting adjourned 7:31 pm