

Northfield Public Library Board of Trustees Meeting Minutes 1-11-2018

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, President Andrea Haney, Dan Reardon, Treasurer Cindy Stafford, Alyson Dagen

Absent:

Northfield City Council Liaison Susan Korngut, Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood, Janet Marler

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:05pm. A motion was made to approve the minutes from the 12-14-17 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. Motion made to accept and pay bills. All in favor. Three checks were written from the Capital Funds: \$600 to Aubrey Hiers who paid for Mobile Beacon, \$894.95 to SYNCBAmazon for 2 ChromeBoxes and \$1935 to TechSoup after Andrea made the motion to pay and Mike made the second with all in favor.

Committee Reports -

Strategic Plan - will be emailed to Board by Andrea.

Friends of the Library - The meeting on January 4, 2018 was cancelled due to snow. Next meeting February 1 at 6pm

Library Director -

Statistics:

Attendance - November 2614, December 2356, 2017 total 32,277

Circulation - November 1685, December 1751, 2017 total 35,608

Fines/Fees - November \$257.91, December \$274.60, 2017 total \$3333.82

Program Attendance - November 270, December 197, 2017 total 4194

December total programs 34, cost \$30

Staffing -

Evaluations are completed.

Northfield Public Library Board of Trustees Meeting Minutes 2-8-2018

Present:

Janet Marler, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, Dan Reardon, Treasurer Cindy Stafford, Northfield City Council Liaison Susan Korngut, Northfield Mayor Erland Chau

Absent:

NCS Superintendent Representative Alyssa Leatherwood, President Andrea Haney, Alyson Dagen

Minutes/Correspondence:

The meeting was called to order by Secretary Anne Cancelmo at 6:09pm. A motion was made to approve the minutes from the 1-11-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none

Mayor - City currently working on a temporary budget for 2018. Projected 2019 budget shows projected decrease in library funding. Mayor invited Aubrey to attend City Council meetings to speak on behalf of Library. Erland also spoke about possibility of solar panel donation. If City is supportive then Library is interested.

City Council Representative - Susan and Aubrey have met several times to acquaint Susan with Library and its services. Susan is working on matching senior citizens and veterans with Northfield residents to shovel sidewalks, etc. as needed.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Demko bill of \$85.83 will show a credit in the future. A water bill credit will appear as well since it was overpaid last month. Three bills - Ancero, Fortres and Bruno (tech updates) will be paid from Capital account. Motion made to accept and pay bills. All in favor.

Committee Reports -

Strategic Plan - will be given to Board by Aubrey

Friends of the Library - Aubrey and Cindy attended the February meeting. Next meeting March 1 at 6pm. Aubrey asked for a shredder and the Friends suggested a service. She will report her findings at their March meeting.

Library Director -

Statistics:

Attendance - January 1853, February to date 582

Circulation - January 1950, February to date 523

Fines/Fees - January \$329, February to date \$66.25

Statistics reflect bad weather for January

Northfield Public Library Board of Trustees Meeting Minutes 3-8-2018

Present:

President Andrea Haney, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, Dan Reardon, Treasurer Cindy Stafford, Northfield City Council Liaison Susan Korngut

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Alyson Dagen, Janet Marler, Northfield Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:01pm. A motion was made to approve the minutes from the 2-8-18 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 - in contact with the Mayor and Ocean Solar. Project is not totally cost free as previously thought and specifics need clarification. Discussed at length the possibility of solar for the Library. The Board again stated they are all for solar if the City backs the project. Anne will remain point person.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Cannot get signature on Apple bill so Aubrey will print acknowledgement agreement and attach to bill and also reach out to Linwood Library for their procedures. Ancero is \$1200.00 not \$12,000.00 therefore bill total reduces from \$31,799.58 to \$20,999.58. Motion made to accept and pay amended bill list. All in favor. Audit tentatively scheduled for end of March.

Committee Reports -

Strategic Plan - sent via email prior to meeting. Discussed. Aubrey will send again via GoogleDocs so comments can be made.

Friends of the Library - no report available. Next meeting is April 5.

Library Director -

Statistics:

Attendance - February 2318, March to date 487

Circulation - February 2468, March to date 662

Fines/Fees - February \$230.82, March to date \$0

Statistics reflect bad weather in February

Program Attendance - February - 393 (Adult - 151, YA - 16, Juvenile - 162 , Family - 64)

Total programs - 53 (Adult - 27, YA - 4, Juvenile - 17, Family - 5)

Northfield Public Library Board of Trustees Meeting Minutes 04/12/2018

Present:

Library Director Aubrey Gephart, President Andrea Haney, Vice President Michael Ruth, Janet Marler
Treasurer Cindy Stafford, City Council Liaison Susan Korngut, Alyson Dagen (via telephone), Library
Director Aubrey Gephart

Absent:

Northfield Mayor Erland Chau, NCS Superintendent representative Alyssa Leatherwood Dan Beardon
Secretary Anne Cangelmo

Minutes/Correspondence

The meeting was called to order by President Andrea Haney at 6:15

Bills were approved in the amount of \$31,576.99

Meeting adjourned at 6:25

Northfield Public Library Board of Trustees Meeting Minutes 6-14-2018

Present:

President Andrea Haney, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, Dan Reardon, Treasurer Cindy Stafford, Northfield City Council Liaison Susan Korngut, Alyson Dagen

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Northfield Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:00pm. A motion was made to approve the minutes from the 4-12-18 meeting and waive a formal reading of said minutes. Motion seconded and approved. There was no meeting on 5-10-18 or 5-18-18, no quorum.

Reports:

Period for public expression - none

Mayor - no report available

City Council Representative - solar discussed again. (Board continues support of going solar with support of City of Northfield. Will await information from the City. Until then the discussion is ended.)

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Andrea made the motion to pay \$36,026.61 from the May 7 Bill List and \$15,888.90 from the June 13 Bill List. All in favor.

Committee Reports -

Strategic Plan - Will be discussed at July meeting

Friends of the Library - no report available.

Library Director -

Statistics:

Attendance - March 2502, April 2878, May 3281, June to date 1083

Circulation - March 2998, April 3176, May 2904, June to date 849

Fines/Fees - March \$312.99, April \$265.51, May \$260.94, June to date \$0.00

Program Attendance - May 365 (Adult - 218, YA - 19, Juvenile - 119, Family - 9)

Total programs - May 51 (Adult - 28, YA - 5, Juvenile - 17, Family - 1)

Program cost- \$0

No program statistics for March or April

Upcoming programming - none discussed

Awaiting final report from Auditor.

Summer Reading program beginning.

Northfield Public Library Board of Trustees Meeting Minutes 7-12-2018

Present:

President Andrea Haney, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, Dan Reardon, Treasurer Cindy Stafford, Northfield City Council Liaison Susan Korngut, Northfield Mayor Erland Chau

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Alyson Dagen

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:24pm. A motion was made to approve the minutes from the 6-14-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none

Mayor - met with Emergency Management Coordinator and a workshop is in the planning stages to educate citizens about emergencies. Spoke about City including Library newsletter in blasts. Aubrey will resolve any issues.

City Council Representative - will speak with Council regarding trees, striping and rocks.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Motion to pay \$20,961.81. All in favor. Copy of Bill List is included with monthly agenda and minutes.

Committee Reports -

Strategic Plan - Discussed. Andrea made motion for approval. Mayor seconded. All in favor.

Friends of the Library - no report available.

Library Director -

Statistics:

Attendance - June 3449, July to date 4510

Circulation - June 3918, July to date 906

Fines/Fees - June \$330.04, July to date \$117.33

Program Attendance - June 559 (Adult - 264, YA - 30, Juvenile - 226, Family - 39)

Total programs - June 50 (Adult - 21, YA - 5, Juvenile - 20, Family - 4)

Program cost- \$45.00

Upcoming programming - July and August newsletter provided.

Old Business:

Staff evaluations (due 5/15) - Aubrey has completed all staff evaluations. They have been distributed and once signatures are obtained and returned to her she will email them to Andrea. Aubrey provided a clean copy of the 2018 Budget.

Northfield Public Library Board of Trustees Meeting Minutes 8-9-2018

Present:

President Andrea Haney, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, Treasurer Cindy Stafford, Northfield City Council Liaison Susan Korngut, Northfield Mayor Erland Chau, Janet Marler, Alyson Dagen

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Dan Reardon

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:05pm. A motion was made to approve the minutes from the 7-12-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none

Mayor - Zoning Officer needs to be contacted regarding parking lot trees before anything can be done

City Council Representative - updated information regarding striping, trees and rocks, still working on it.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Motion to pay updated amount of \$28,394 due to adjustment in Amazon account. All in favor.

Committee Reports -

Strategic Plan - two projects started - Bywater and water fountain (see below). Still working on Youth Services, trees, striping and rocks. Thinking of creating a patio area with seating and commemorative bricks. Specifications for seating and any structural changes need creation and contact with Zoning Officer.

Friends of the Library - no report available.

Library Director -

Statistics:

Attendance - July 3932, August to date 1014

Circulation - July 4820, August to date 977

Fines/Fees - July \$436.19, August to date \$71.09

Program Attendance - June 559 (Adult - 210, YA - 24, Juvenile - 109, Family - 216)

Total programs - July 55 (Adult - 20, YA - 8, Juvenile - 16, Family - 11)

Program cost- \$0.00

Highest circulation on record for the month of July (maybe because of Linwood Library flooding). More attendance at programs and many more library cards issued as well.

Northfield Public Library Board of Trustees Meeting Minutes 9-13-2018

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Northfield Mayor Erland Chau, Janet Marler, Alyson Dagen

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:05pm. A motion was made to approve the minutes from the 8-9-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none. Charles Wolfram attended.

Mayor - no report available.

City Council Representative - brought up at City Council as per Mayor issues regarding trees, striping and rocks. No comments were expressed by Council/Mayor. Zoning Officer contacted; okay to put in seating but behind the library.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Andrea made the motion with Mike giving the second to pay amended Bill List amount of \$21,052.66 due to a \$33.63 credit in XTel account. All in favor.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - no report available.

Library Director -

Statistics:

Attendance - August 3174, September to date 894

Circulation - August 3621, September to date 1345

Fines/Fees - August \$294.28, September to date \$218.25

Program Attendance - August 399 (Adult - 108, YA - 32, Juvenile - 224, Family - 35)

Total programs - August 36 (Adult - 7, YA - 5, Juvenile - 20, Family - 4)

Program cost- \$0.00

Upcoming programming - shared newsletter, spoke about Constitution program and a cursive writing class begins in November.

Old Business:

Awaiting RFP from Aubrey to revamp Youth Services.

Northfield Public Library Board of Trustees Meeting Minutes 10-11-2018

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Northfield Mayor Erland Chau (until 6:45pm), Treasurer Cindy Stafford, Secretary Anne Cancelmo, Christine Cleary (after being sworn in at 6:30pm)

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Alyson Dagen, Northfield City Council Liaison Susan Korngut

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:00pm. A motion was made to approve the minutes from the 9-13-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor - as a result of a complaint he received from someone on another Board he discussed selection of Library Board members. He finds prospective members, interviews, and appoints. There is no Board involvement. He still wants to run information by the Board. He interviewed two candidates and recommends Christine Cleary.

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Andrea made the motion to pay Bill List amount of \$32,807.12 All in favor.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - has approximately \$4000 in funds. Aubrey will ask for self-checkout scanner and printer. Book sale is November 1.

Library Director -

Statistics:

Attendance - September 2372, October to date 712

Circulation - September 3213, October to date 496

Fines/Fees - September \$343.12, October to date \$65.51

Program Attendance - September 313 (Adult - 151, YA - 0, Juvenile - 138, Family - 24)

Total programs - September 34 (Adult - 13, YA - 0, Juvenile - 20, Family - 1)

Program cost- \$0.00

Upcoming programming - no report available.

Northfield Public Library Board of Trustees Meeting Minutes 11-15-2018

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Northfield Mayor Erland Chau, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Alyson Dagen, Christine Cleary

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:05pm. A motion was made to approve the minutes from the 10-11-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor - brought maintenance document between City and NPL for 2019. Reported that of 3 prospective Board applicants only one responded with one more application coming in on November 15th. He is interviewing two on November 20th. He contacted two current Board members in violation of attendance via USPS.

City Council Representative - discussed what Mayor told her about prospective board members. Also, she reported to Council about maintenance issues.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Oriental Trading Co. is listed twice on the November 7th Bill List (2x's \$122.89). So one bill will be credited. The November 7th Bill List is \$16,036.33 and with additional bills and the credit the November 13th Bill List total is \$17,492.44. Andrea made the motion to pay the updated Bill List. All in favor.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - only ran sale on Friday as it is the bigger sale day.

Library Director -

Statistics:

Attendance - October 2427, November to date 514

Circulation - October 2013, November to date 481

Fines/Fees - October \$299.94, November to date \$85.95

Program Attendance - no information provided

Total programs - no information provided

Program cost- no information available

Upcoming programming - no report available.

Northfield Public Library Board of Trustees Meeting Minutes 12-13-2018

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Northfield Mayor Erland Chau, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Christine Cleary

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:50pm upon cessation of Closed Meeting at 6:00pm. A motion was made to approve the minutes from the 11-15-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor - has two applications for Board members and they are invited to the January meeting. Alyson Daren submitted her resignation letter.

City Council Representative - spoke about the trees and rocks. If it's an aesthetic issue the library is responsible; if it's a safety issue the City is responsible. She also spoke with NCS Council liaison about the lack of response from the NCS Superintendent and the liaison made contact.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. The Publishers Weekly check (\$172.49) from July has never been cashed, PW said it was sent back but never received. A stop check action will be instituted. Andrea made the motion to pay Bill List in the amount of \$17,003.20. All in favor.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - Aubrey will ask for a new podium with current technology since the current one has a non fixable broken wheel.

Library Director -

Statistics:

Attendance - November 2427, December to date 872

Circulation - November 2050, December to date 791

Fines/Fees - November \$301.70, December to date \$108.91

Program Attendance - no information provided

Total programs - no information provided

Program cost- no information available

Upcoming programming - no changes