

Northfield Public Library Board of Trustees Meeting Minutes 1-10-2019

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 and after being sworn in - Lisa Pastore and Steve Irish

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, 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 12-13-18 meeting and waive a formal reading of said minutes.

Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor - swore in two Board members after they introduced themselves - Lisa Pastore and Steve Irish.

City Council Representative - was re-appointed as Liaison at the Council re-organization meeting and was appointed as liaison to NCS as well. Talked about shoveling snow for seniors and is looking for seniors needing service and volunteers to shovel. Wants to hold a MLK Day event in Community Room on January 20. Replay "I Have a Dream" speech, sing songs and children's activities. Board is okay with event.

NCS Superintendent Representative - no report available. Andrea still needs to send follow up certified letter to Superintendent. Susan will also follow up.

Treasurer - reviewed Bill List. The Publishers Weekly check (\$172.49) from July was returned by them and found so there is no need to do a stop check action. Andrea made the motion to pay Bill List in the amount of \$31,703.50. All in favor. Cindy also transferred \$3489.83 from 2017 budget to Capital Funds.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - no report available

Library Director -

Statistics:

Attendance - December 2018 - 2046, total 2018 - 31,709

Circulation - December 2018 - 1945, total 2018 - 35,076

Fines/Fees - December 2018 - \$252.09, total 2018 - \$3656.31

Program Attendance - December - 308 (Adult - 177, Juvenile- 104, YA - 27), total 2018 - 4693

Total programs - December - 40 (Adult - 23, Juvenile - 13, YA - 4), total 2018 - 525

Program cost- \$0

Upcoming programming - reviewed January/February newsletter

Reviewed Annual Report

Census Training - holding two sessions - January 30 from 6-8pm and February 19 from 2-5pm.

April/May - wants to invite three poets to come and speak about their new poetry books (Nduka, Arriue-King, Peter Murphy)

The Big Read - working on writing the grant (\$5-\$15K awarded to libraries) for a county-wide program in April 2020. Aubrey's book pick - "A Small Story About the Sky" by Alberto Rio.

Old Business:

Trees - Anne called Tree Works and is awaiting estimate. So far Tree Works says Tree 1 - roots intruding onto parking lot, Tree 2 - dying, Tree 4 - dead. Recommend cutting down Trees 1 and 4 and grind roots to stop underground growth. Trim and shape Trees 2,3,5,6. Trim pines. Two more estimates will be gotten.

RFP for Youth Services - Aubrey will ask Mary Canesi for RFP template the City uses. Aubrey will also provide specifics for what she wants/needs for YS. After the library receives the information and discusses the RFP will be passed on to the City engineer for review.

Atlantic Coast Alarm - still getting estimates.

VOIP - Vonnage requires the first two months of service be paid with a credit card, after that a PO can be set up. Andrea made the motion to order a pre-paid credit card in the amount of \$350 through a library vendor in order to pay the starter fee and two months of service for Vonnage. All in favor.

New Business:

NCS students fighting on Library grounds, patron shooed them away and informed Aubrey.

Aubrey is seeing events at NCS continuing to spill over onto Library grounds.

Audit - Ford Scott is the only response to advertisement.

Ancero - cancellation notification 90 days (January 29) prior to end of contract. An RFP for IT services will be published.

Lawn Care - Aubrey still needs to provide 3 quotes.

2019 Budget

Aubrey reported PT position is not feasible after review of staff salaries.

Bywater contact not clearly stated in budget.

Moved to closed session at 7:50pm. Adjourned 8:15pm

Open session re-started 8:19pm

Vacation time - currently Aubrey has 2.5 vacation days deducted from her 2019 use due to

overuse in 2018. Aubrey must keep track of her days and/or contact Mary Canesi for vacation/sick day usage. Adhering to City guidelines is warranted.

Andrea made the following motions with the second coming from Erland:

- * The use of pre-signed time sheets will no longer be allowed. Andrea will come in to Library every two weeks to sign time sheets when there are ready. A day's notice will be given for her signature.

- * Aubrey will notify Andrea about taking sick day(s) and give prior notice of vacation day use.

- * Continue to follow City policy regarding sick/vacation days and if days are exceeded City policy will be followed. (Andrea will contact Mary)

- * Raise Bilazzo salary to \$11/hour

- * Raise Sochocky salary to \$11/hour

- * Every other employee receives a 2% raise

- * Approve the 2019 Budget in the amount of \$312,622

All motions approved.

Meeting adjourned 8:28 pm

Next meeting February 14 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 2-14-2019

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Northfield Mayor Erland Chau, Treasurer Cindy Stafford, Secretary Anne Cancelmo (via phone), Northfield City Council Liaison Susan Korngut, Lisa Pastore and Steve Irish

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Christine Cleary, Vice President Mike Ruth

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:02pm. A motion was made to approve the minutes from the 1-10-19 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor - continues contact with American Red Cross who continue their interest in providing programs to the Library - especially a blood drive. Aubrey asked they email her with details.

City Council Representative -

* Kudos to Aubrey for helping with the organization of the MLK Day celebration. About 50 people attended. Recognized in several newspapers.

* Went to most recent NCS school board event and also re-sent the email from Andrea about attendance. Superintendent will contact Alyssa.

* Starting "Girls in Government" for middle school girls. Meet once a month in library.

* Superintendent states teachers never told students to go to library or was an announcement made to go to library after recent lock-out. Also, if NCS students are fighting Library staff are to call police.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Bywater was paid from Capital Funds so \$2600 is removed from Bill List. Andrea made the motion to pay an amended Bill List in the amount of \$34,893.40. All in favor. Ancero has been notified contracts are out for bids.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - Princess Tea Party is 2/16 and the Girls' Book Club is teaming up with the Friends for the event. Book sale is first Friday and Saturday in April. They have approved two Library payments one of which is for new attendance trackers.

Library Director -

Statistics:

Attendance - January 2019 - 3096, February to date - 1677

Circulation - January 2019 - 2281, February to date - 953

Fines/Fees - January- \$271, February to date - \$139.60

Program Attendance - January 1-20 - 198 (Family - 31, Adult - 80, Juvenile- 65, YA - 22)

Total programs - January 1-20 - 22 (Family - 1, Adult - 11, Juvenile - 7, YA - 3)

Program cost- \$0

Upcoming programming - listed in the March/April newsletter. Of note are: Women in WWII, Nerdvana game store will hold a once/month board game night and library can buy games at cost if interested, and MRHS Tri-M Honor Society is scheduled to hold its first monthly music night on February 26 (subsequent meetings will be on 3rd Wednesday/month)

Old Business:

Trees - Reviewed 3 proposals - Treeworks, JA Tree Service and The Tree Man. Discussion. Going with Treeworks. Anne will contact all.

RFP for Youth Services - Andrea spoke with Mary regarding template the City may use for RFPs. Mary is researching.

Alarm - Aubrey still needs to get estimates.

VOIP - pre-paid credit card purchased. Not acceptable to Vonnage. Will use card for Amazon payments. Will continue with Verizon. At next COIL meeting Aubrey will ask about library credit card accounts and available balance limits.

Lawn Care - Aubrey reported: Cutting Edge - no response. Active Green Lawn Care say they can't provide service as it is not feasible price-wise and suggested Lawn Doctor. Lawn Doctor - \$438. Tru-Green - \$700+. Comparison of LD and TG is not apples to apples though. Aubrey suggests changing from Tru-Green to with Lawn Doctor - they recommend four treatments. Maybe also consider combining lawn care and sprinkler care. If anyone has suggestions email Aubrey by 2/21. Discuss at March meeting.

New Business:

Discussed Aubrey's email of January 13 regarding increase in minimum wage to \$15/hour (legally by 2024, maybe sooner for library). In conjunction, discussed discrepancy in the salary of an employee who was thought to receive a raise based on long-standing inaccurate information when in actuality employee's hourly rate exceeded raise before the raise. Aubrey will provide accurate hourly rates of all employees at March meeting.

Andrea made the motion to increase salary of MABi from \$11.13/hour to \$11.50/hour. All in favor.

Bu - since December 2018 employee has a pattern of excessive lates and unexcused

absences. Has been written up twice. Pattern continues. Aubrey recommends termination.

Andrea made the motion to accept Aubrey's recommendation to terminate B. All in favor.

New Hire - Aubrey presented her candidate's resume. He is a library patron. Discussion.

Moved to closed session at 7:39pm. Adjourned 8:05pm

Open session re-started 8:06pm

The following items were conveyed to Aubrey:

*Terminate B

*Advertise for a new employee, interview, hire, and Board will review at March meeting. New employee will be \$10/hour at 22hours/week.

* Email current employees to see if they can fill in until new employee hired (they can't be considered FT) Hours to cover - Monday, Tuesday and Thursday 3-8pm and all day Saturday.

Aubrey stated she is unavailable to work Monday and Tuesday and says no one else is available.

Meeting adjourned 8:12 pm

Next meeting March14 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 3-14-2019

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Lisa Pastore, Steve Irish, NCS Superintendent Representative Alyssa Leatherwood and Christine Cleary

Absent:

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 2-14-18 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 - 2020 Budget introduced at City Council meeting.

NCS Superintendent Representative - Alyssa explained her responsibilities and programs.

Aubrey expressed her concerns regarding poor behavior of middle school students who come to Library after school. Alyssa will share NCS discipline policy. Aubrey also asked to be placed on NCS communication list for updates.

Treasurer - reviewed Bill List. Petty cash paid for new employee background checks. Mobile

Beacon - where the 5 mobile hotspots are located at a cost of \$600/year, Aubrey recommended funding only 2 based on use. Andrea made the motion to approve the bills totaling \$17,563.17.

Mike provided the second. All in favor.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - Cindy going to April 4 meeting. Book and Bake Sale April 5 and 6.

Library Director -

Statistics:

Attendance - February - 3366, March to date - 1684

Circulation - February - 2054, March to date - 973

Fines/Fees - February - \$289.35, March to date - \$171.45

Program Attendance - February - 415 (Adult - 201, Juvenile- 146, YA - 28, Family - 40)

Total programs - February - 42 (Adult - 22, Juvenile - 12, YA - 4, Family - 4)

Program cost- \$0

Upcoming programming - Flyers for March 16 - magic show and coding magic show, NJ

Women in WWII on March 28, and April is National Poetry Month.

Attendance tracker - more accurate and there is now one at back door. Does not differentiate people who immediately come and go.

Old Business:

Credit card - Cindy will research Ocean First for obtaining a credit card with a \$500 limit.

RFP for Youth Services - no update.

Alarm system - no update.

VOIP - Vonage will accept checks if monthly bill is greater than \$100.

Lawn Care - Lawn Doctor will provide 4 fertilizer/weed control treatments/year for \$467.16 plus cost of weed control. Tru-Green is \$287.16/year plus cost of weed control. Natural Lawn Care is \$333 for 4 treatments/year or \$216 plus \$170 for weed treatments 2 times/year. Grasso and Active Care said they were not cost effective. Andrea made the motion to hire Natural Lawn Care for \$333/year. All in favor.

Employees - one employee terminated. Gary resigned to pursue a career in robotics but will join The Friends of the Library to volunteer his services in robotics with their support.

BoT email - Old Board members still cannot access email addresses Aubrey has established so she will update passwords and send information to all Board members for their use.

New Business:

Date to review Aubrey's 2018 Evaluation is March 21 at 6PM. Attending - Aubrey, Andrea, Mike, and Anne TBD.

NPL Policy mirrors City of Northfield from 2014. City's has been updated so then does Library's. Anne and Lisa will review and update.

Rocks in parking lot - Anne will contact Ronnie's and Bayview.

Outdoor furniture - Aubrey will bring what she wants to April meeting.

Minimum wage - discussed impact as it increases.

Hiring - advertise, application, interview, background check, hire, probation with Board approval.

Personnel Committee created to review hiring practices and procedures. Review interview questions, application, background check. Cindy, Anne, Lisa and Andrea.

Library webpage - updated Board Information needed.

Janet Marler - has exceeded the attendance Policy. Mayor needs to address.

Technology RFP - PCS - \$28,500/year. Miles - \$17,148/year. PrinterT - \$14,000/year. Ancero - \$11,000/year. All contracts provide same services. Andrea made the motion to accept the renewal of Ancero RFP for \$11,000 to provide 1 year tech services. Steve seconded. All in favor.

Technology Budget Plan - Aubrey shared her Plan that will use money from Capital Funds.

Discussion at April meeting.

Moved to closed session at 7:50pm. Adjourned 8:40pm

Open session re-started 8:41pm

Resignation of Gary Schaefer accepted with last day as March 23.

Accepted Aubrey's recommendation to hire Deepa McCabe at \$10/hour at 12 hours/week and Sharae Maso at \$10/hour at 22 hours/week.

Meeting adjourned 8:45pm

Next meeting April 11 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 4-11-2019

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Lisa Pastore, Steve Irish, NCS Superintendent Peter Bretones, Christine Cleary, and Northfield Mayor Erland Chau

Absent:

Janet Marler, NCS Superintendent Representative Alyssa Leatherwood

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 3-11-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor - has sent a letter to Janet Marler about her attendance and has had no response. There has not been a response from posting a BoT position on City website.

City Council Representative - 2020 Budget approved with a half cent increase. Birch Grove Park will host Hooked on Fishing (April 27) and an Easter Egg Hunt.

NCS Superintendent - spring break is week after Easter. Next BOE meeting is April 29. Five Pre-K classes started January 4, 2019 and will continue next year, current eligible students will remain with a lottery system to fill the rest of the 70 seats. Registration information will be shared with Library as well as posted on the NCS webpage. Special Ed. Pre-K is a separate entity. Emergency situations - Library can be added for email and phone call updates. Aubrey will be contacted for Library phone # and email address. If NCS students are fighting at library then call the police. If NCS students are cyber bullying call the NCS principals at the school's main #. The STOP IT app is being used at the middle school for reporting troublesome issues. Programs addressing vaping have been held with the NCS policy posted on the website.

Treasurer - reviewed Bill List. Aubrey is on Bill List for petty cash reimbursement. Mobile Beacon check hasn't cleared and Aubrey has completed the paperwork so it can. Andrea made the motion to approve the bills totaling \$21,145.68. Mike provided the second. All in favor.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - Cindy attended April 4 meeting. Talk centered on book/bake sale, tea party, and possible library satellite at Birch Grove Park.

Library Director -

Statistics:

Attendance - March - 3910, April to date - 1836

Circulation - March - 2279, April to date - 743

Fines/Fees - March - \$ 416.04, April to date - \$131.54

Program Attendance - March - 554 (Adult - 181, Juvenile - 261, YA - 20, Family - 92)

Total programs - March - 47 (Adult - 25, Juvenile - 15, YA - 3, Family - 4)

Program cost- \$38

Upcoming programming - reviewed May/June newsletter. May/June documentary titles will be provided at May meeting.

If a checked out overdue book is moved to the "lost" category it no longer appears in the "fines" category.

Attending: Seaview Science Fair, a library law seminar and an NJLA event where Aubrey will also make a presentation on Maker Space.

Old Business:

RFP for Youth Services - no update.

Alarm system - revived three proposals: Jersey Shore CCTV, Atlantic Coast Alarm and Schuler. Slices requested: 2 outdoor and 6 indoor cameras with a DVR. Mike made the motion to accept the proposal from Atlantic Coast Alarm for surveillance cameras to be paid from Capital Funds. Andrea made the second. All in favor.

VOIP - Library needs a procurement card because it cannot legally have a credit card. Aubrey will contact Mary Canesi regarding the procurement card since the City has one.

BoT email - addresses will be: first initial of first name then last name@NFL.org. Aubrey will resend information to access account with new email addresses. Go live at May 9 BoT meeting.

Rocks in parking lot - Anne contacted Ronnie's - they do not do landscaping and Bayview - wanted to know the budget and awaiting quote. Also contacted Action Supply - measurements of rock area needed in order to get estimate.

Outdoor furniture - Aubrey presented options for review. Andrea made the motion to purchase outdoor furniture at a cost of \$950 to be paid from Capital Funds. All in favor.

Technology Budget Plan - information provided at March meeting will be discussed at May meeting.

Library webpage - updated Board Information.

New Business:

Financial disclosures due.

Alarm system needs updated user list and passcodes. If password changes tell Andrea.

New hire/Benefits - Aubrey will put together a proposal for a new FT position with benefits.

Staff schedules/hours/job descriptions - discussion at May meeting

RICE notice - 48 hour notice required. Aubrey received and returned the May notice. She will distribute and collect notices to other employees.

NCS Summer Program Discipline Policy - shared for review.

Meeting Room lights have been updated and are brighter.

Public copier - broken. Don Osborn of Osborn copiers says there's a 2% chance of fixing it , but he will continue providing the free repair service.

City Policy Sections 1 and 2 - reviewed updates.

Moved to closed session at 844pm. Adjourned 902pm

Open session re-started 903pm

Meeting adjourned 904pm

Next meeting May 9 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 5-9-2019

Present:

President Andrea Haney, Library Director Aubrey Gephardt, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Lisa Pastore, Steve Irish, Vice President Mike Ruth, NCS Superintendent Representative Alyssa Leatherwood

Absent:

Janet Marler, Christine Cleary, Northfield Mayor Erland Chau, Northfield City Council Liaison Susan Korngut

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:02pm. A motion was made to approve the minutes from the 4-11-19 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 - graduation is June 19 at 5 pm. Sumer program runs June 24 - August 9.

Treasurer - reviewed Bill List totaling \$40,393.77. Andrea made the motion to pay and Mike made the second. All in favor. Cindy went to OceanFirst inquiring about P-card and they are not involved with such. Aubrey will speak with other Directors about their P-cards.

Committee Reports -

Strategic Plan - working on implementation of goals.

Friends of the Library - Tea party cancelled due to health issues of the two members who run it.

Library Director -

Statistics:

Attendance - April 2019 - 4268 , May to date - 504

Circulation - April 2019 - 2021, May to date - 313

Fines/Fees - April - \$431.79, May to date - \$21.45

Program Attendance - April - 529 (Family - 0, Adult - 288, Juvenile- 82, YA - 159)

Total programs - April - 48 (Family - 0, Adult - 28, Juvenile - 11, YA - 9)

Program cost- \$0

Upcoming programming - listed in the May/June newsletter.

Directors' Workshop - Aubrey and 3 staffers going in late May.

Picnic table - is in use.

Osborn - looking for replacement copier.

Youth Services - book order placed.

Summer plans - Aubrey reached out to Christine for possible adult/child paint parties. Other possibilities include robot rumbles, Mars rover, Girls' Book Club, escape room, astronomy nights, adult non-fiction book club, insectopolis.

Summer reading - Universe of Stories theme. Deepa approaching local businesses for donations.

Old Business:

VOIP - on hold until P-card is obtained.

Surveillance cameras - installed and working.

Rocks - estimate from Bayview (\$7200) discussed. Anne will check into AE Stone and Action Supply.

Review/Amending hiring policy - discussed. Aubrey provided info regarding salaries/benefits.

New Business:

Employee time sheets - Andrea signed.

Employee schedules - they are the same every week and are on Google calendar.

Lawyer - Library needs a lawyer and 2020 budget needs a line item for such.

Youth Services furniture - Aubrey reviewed quotes. Andrea made the motion to buy three 36" chairs and one table at \$2574 from WB Mason using Capital Funds. Lisa made the second. All in favor.

Technology - Aubrey will check on prices of a server in the cloud, server options, and workstations (10 public, 3 staff)

Bywater - contract due September 2019. It maintains KOHA and continues to fix glitches.

Decision will be made at June meeting to stay or not. Must cancel by July 1.

Meeting adjourned 8:05 pm

Next meeting June 13 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 6-13-2019

Present:

President Andrea Haney, Treasurer Cindy Stafford, Lisa Pastore, Steve Irish, Library Director Aubrey Gephardt, Northfield Mayor Erland Chau, Northfield City Council Liaison Susan Korngut

Absent:

Secretary Anne Cancelmo, Vice President Mike Ruth, Janet Marler, Christine Cleary, NCS Superintendent/Representative

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:12pm. A motion was made to approve the minutes from the 5-9-19 meeting and waive a formal reading of said minutes.

Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor – no responses to board vacancy announcement.

City Council Representative – there will be a revote on the city budget due to an administrative error, however no changes will be made.

NCS Superintendent – no report available.

Treasurer - reviewed Bill List totaling \$20,520.47. There was a motion to pay and it was seconded. All in favor. Wells Fargo account need to be opened if we get a P-Card through them. Cindy will call.

Committee Reports –

Strategic Plan –

Friends of the Library –

Library Director -

Statistics:

Attendance - May 2019 – 3,655, June to date – 1,476

Circulation - May 2019 – 1,992, June to date - 926

Fines/Fees - May - \$366.85, June to date - \$123.65

Program Attendance - May - 428 (no program breakdown provided)

Total programs - May - 53 (no program breakdown provided)

Program cost -

Upcoming programming – include the Escape the Stacks (\$5/person via Friends of the Library), Kids Art Class, and Paint Party – information listed in the July/August newsletter.

Picnic table - in use.

Copiers – Mr. Osborn would like to charge \$0.25 per copy (was \$0.15). Library not responsible

for equipment, no objection from the board.

Summer reading - Universe of Stories theme. Continuing to solicit local businesses for donations.

RFP for Youth Space – No RFP yet. Per Aubrey, most libraries will do large projects using state contractors. She looked into the Library Construction Bond application. Bond would cover renovation of space. They could pair accessibility upgrades to the front doors with the renovation of the youth space and try to get matching funds from the state. Estimated cost savings of \$45k (from \$90k). There would be no cost for the proposal and no RFP needed because using state contractors. Aubrey will bring a presentation to next meeting.

4th of July – float in process. Theme is the Universe of Mars

2026 – work has started on the 100-year anniversary. Interviews have begun and more are scheduled.

Old Business:

VOIP - on hold until P-card is obtained.

Surveillance cameras – one camera replaced under warranty by Atlantic Coast.

Rocks – Anne received the following estimates: AE Stone – no estimate, they do not do rocks, Bayview - \$7200 discussed at previous meeting. Action Supply – 25 tons of 1-3” rocks \$1,397.50 plus \$99.50 for delivery. Motion made to approve the purchase of rocks from Action Supply up to \$2,000. No objection. Approved by the board.

Review/Amending hiring policy – nothing new discussed

Youth Services furniture – Ordered. Delivery will be soon.

Technology - Aubrey spoke to HP. \$1,004 each for a total of \$13,052. She prefers to go with Dell. No direct quote can be provided by Dell since we are working with one of their IT partners (Ancero). Ancero quoted \$15,355 including Dell workstations, Dell monitors, install, MS Office, and Windows. Motion to approve purchase through Ancero up to \$15,500. No objections.

Approved by the board.

Lawyer – Susan is going to call Erin K. Law who is the attorney for Longport library. Also will discuss trustee insurance/liability.

Bywater - *** Need to amend for update. No notes taken on subject *** contract due September 2019. It maintains KOHA and continues to fix glitches. Decision will be made at June meeting to stay or not. Must cancel by July 1.

New Business:

Employee time sheets - Andrea signed.

Weeds – Aubrey will call NaturaLawn regarding the weeds

Technology – Cloud services. Aubrey spoke to Ancero who said that the library is not a fit at

\$4,550/month. Therefore cloud services are not an alternative to a new server. Server cost is \$10,600 and the life is about 5 years. Motion to approve purchase of server for \$10,600. No objections. Approved by the board.

Volunteer Policy – review policy regarding background checks

Late fees – Discuss at next meeting

Meeting adjourned 7:46 pm

Next meeting July 11 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 7-11-2019

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

Absent: Janet Marler, Christine Cleary, NCS Superintendent/Representative

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 6-13-19 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor – spoke about City tax increase (ex. A \$100,000 house will see a \$61 increase in taxes).

City Council Representative – recapped 4th of July parade; commended Aubrey on “Universe of Learning” float.

NCS Superintendent/Representative – no report available.

Treasurer - reviewed amended Bill List totaling \$23,651.96. Andrea made the motion to pay and it was seconded by Mike. All in favor. JCC pays for Tai-chi except summer months.

Committee Reports –

Strategic Plan – none

Friends of the Library – no meetings in the summer

Library Director -

Statistics:

Attendance - June – 4936, July to date - 1061

Circulation - June - 2796, July to date - 800

Fines/Fees - June - \$355.15, July to date - \$113.89

Program Attendance - June - 419 (Adult - 274, YA - 52, Juvenile - 93)

Program cost - \$0

Upcoming programming – summer programming continues with Fall programming in planning stages, National Night Out is August 6 at Birch Grove Park and children’s books are needed.

Old Business:

VOIP - on hold until P-card is obtained. Cindy contacted Wells Fargo, but it’s still a credit card. Cindy will contact a state representative who handles P-cards for more information.

Weeds - Aubrey will get them killed.

Rocks - Delivery will be scheduled as soon as Action Supply gets the rocks. Tentatively week of July 14.

Chairs - arrived and in use.

Work stations and server - have arrived. Aubrey called Ancero for installation of server and then workstations. \$600 total workstation cost.

Software - TechSoup needs payment before delivery. Payment will be included in August Bill List.

Attorney update - Susan will reach out for attorney retainer contract. She will also reach out to Avalon and Longport libraries about the attorney and what services are provided at what cost.

Name tags - in use.

Time sheets - Mike signed.

New Business:

Students who are over 18 and want to volunteer - until further notice only the current 3 who are interested will be allowed to volunteer pending background check. The policy warrants more discussion.

Late fees for juvenile card holders - will remain in effect.

State contract - Aubrey will contact 2 companies that are approved NJ State contractors regarding carpeting, Youth Services and front door accessibility reporting back at August meeting.

Summer reading program - 135 kids and 71 adults are involved with 1733 books checked out in past two weeks.

Claire Moyer - books being donated to library.

Bywater - contract continues.

Meeting adjourned 7:31 pm

Next meeting August 8 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 8-8-2019

Present: President Andrea Haney, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Lisa Pastore, Library Director Aubrey Gephardt, Northfield Mayor Erland Chau, Christine Cleary, NCS Superintendent Pete Bretones, Northfield City Council Liaison Susan Korngut

Absent: Janet Marler, Steve Irish, Vice President Mike Ruth

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 7-11-19 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none.

Mayor – new police officer is from Colombia and Aubrey may want to reach out to include him in upcoming programming.

City Council Representative – spoke about National Night Out. She has contacted the selected library attorney, has the agreement, there is no retainer fee just hourly rate, another library who uses this attorney has a budget line item of \$10,000

NCS Superintendent/Representative – shared 2019-2020 NCS calendar. Aubrey provided her business card so Library can be included in NCS communications.

Treasurer - Atlantic Coast Alarm check has yet to clear. Reviewed Bill List totaling \$63,584.59 of which \$27,806.68 comes from Capital Funds (work stations, furniture, rocks, tech upgrades).

Discussed petty cash reimbursement to Aubrey - she turns in receipts with voucher, in future breakdown will be provided. Check is made out to Aubrey so it can be cashed and returned to petty cash. Cindy made the motion to pay \$35, 777.91 and seconded by Erland. All in favor.

Committee Reports –

Strategic Plan – none

Friends of the Library – no meetings in the summer

Library Director -

Statistics:

Attendance - July 4394, August to date - 1097

Circulation - July- 3290, August to date - 623

Fines/Fees - July \$397.30, August to date - \$81.45

Program Attendance - July- 542 (total programs 63, but no breakdown - Adult - , YA - , Juvenile -)

Program cost - no information provided

Upcoming programming – SCOSA and JCC programming restart in September. October 5 - Hispanic Heritage Festival. Multicultural Fair in November. Met with Tilton Fitness to discuss

programming.

Old Business:

Summer reading program - 172 kids and 95 adults are involved with 500 books read.

Escape Room - held three nights, made \$100, easy to replicate, market as family friendly.

P-card - Cindy contacted state representative who handles P-cards and received paperwork.

Now she's talking with Bank of America.

Weeds - dead.

Rocks - Delivered. Discussion. Anne made motion to order another 1/2 load of rocks to not exceed \$1000. Erland made second. All in favor.

New Business:

A prospective Eagle Scout would like to create a multi-language section.

Aubrey is working on a grant through the Yiddish Cultural Center to create a grade 5-7 book club following the theme "Coming to America". The Center provides 3 out the 4 books that will be read. The provided 3 are translated from Yiddish. The fourth book is a library choice.

A patron hit a light pole in the parking lot and snapped it off base. City handling claims and insurance and are getting evaluation of replacement costs of not only the damaged light but others as well since they are so old. Currently all electricity is shut off and there are no parking lot lights.

The City sent people to evaluate parking lot being for possible repaving and re-striping.

Rafter windows keep popping open so City may disconnect electricity to prevent future pops.

Tech update - Aubrey spoke with new Ancero account manager since inaccurate information was provided for the update. Many programs need updating or can't be updated. Internet is slow and gig switches need replacement. Program updates/replacements will be made and bills provided at September meeting.

Computers - Erland made the motion to purchase two more computers to make all computers (6 in total) up-to-date and connected to the network. Lisa made the second. All in favor.

Old computers - Cindy made the motion with Christine making the second to donate all outdated electronics to the Friends of the Library. All in favor.

Audit report - received years ending 12/31/18 and 2017 and distributed for review. Discuss at September meeting and if accepted a motion will be made to move remaining funds to Capital account.

Time sheets - Andrea signed.

State contract - Aubrey will report in September.

Personnel evaluations - done and provided to Andrea.

Steve Irish concerns discussed and Andrea will contact him.

September meeting date - the meeting date (9/12) and secondary date (9/19) are unfeasible due to Back-to-School Nights and travel so the September meeting is rescheduled to Wednesday September 11. RSVP to Andrea by September 1 about attendance. Aubrey will advertise new meeting date.

Trustee meeting - September 7 in Cherry Hill. Erland, Lisa and Christine will attend. Andrea will coordinate.

Meeting adjourned 7:37pm

Next meeting September 11 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 09-11-2019

Present:

President Andrea Haney, Vice President Mike Ruth, Treasurer Cindy Stafford, Lisa Pastore, Christine Cleary, Library Director Aubrey Hiers, Northfield Mayor Erland Chau

Absent:

Secretary Anne Cancelmo, Janet Marler, Steve Irish, NCS Superintendent/Representative, Northfield City Council Liaison Susan Korngut

Minutes/Correspondence:

The meeting was called to order by President Andrea Haney at 6:02pm. Mayor Chau made a motion to approve the minutes from the 08-08-2019 meeting and waive a formal reading of said minutes. Mr. Ruth 2nd the motion. All in favor. Motion approved.

Reports:

Period for public expression - none.

Mayor –

Along with Ms. Cleary and Ms. Pastore, reported on the training attended on 09-07-2019. Topics included staggered terms for trustees, the requirement to remove trustees that violate statute, developing/updating the strategic plan, posting the meeting schedule in the library, hiring a grant writer and a library architect to apply for project funding through the NJ Library Construction Bond Act, and Directors and Officers Liability Insurance & Employment Practices Liability Insurance.

As a result of the training, the current practice of the City holding funds at the end of the year was also discussed. President Haney will send a letter to the City requesting all funds be released on time, quarterly, as required by statute. We also discussed the current minimum age policy of 9 years old for unaccompanied minors and the possible vision to reconfigure the interior space of the library using the NJ Library Construction Bond Act project funding.

City Council Representative – (Mayor Chau reported) 3 new city police officers were hired.

NCS Superintendent – no report available.

Treasurer - reviewed Bill List totaling \$40,809.36. Mayor Chau made a motion to approve the bill list. Mr. Ruth 2nd the motion. All in favor. Motion approved. No progress made getting a P-Card.

Note: Ms. Cleary left the meeting at this point - 7:01pm.

Committee Reports – Completed a 1st draft of the policies and procedure manual. Next step is to have Attorney Erin K. Law review it.

Strategic Plan – no report

Friends of the Library – no report

President's Report – To date, Mr. Irish has yet to open library emails through the library email system. Ms. Haney will again send him, via his personal email address, the instructions on how to access the system. This was his 2nd meeting not in attendance.

Library Director -

Statistics:

Attendance - August 2019 – 4,233, September to date – 965, Year to date – 32,822

Circulation – August 2019 – 2,810, September to date – 584, Year to date – 20,107

Fines/Fees – August 2019 – \$500.85, September to date – \$121.55, Year to date – \$3,150.34

Program Attendance – August 2019 – 515, Year to date – 3937 (no program breakdown provided)

Total programs – August 2019 – 61 – Year to date – 404 (no program breakdown provided)

Program cost – not provided

Upcoming programming – include Hispanic Heritage Month Festival, Meditation and Mindfulness, Multicultural Fair, Halloween Party, Tilton Fitness Lunch & Learns, Build-Your-Own Scarecrow, Book Sale, and the Library Walking Club – information listed in the September/October newsletter.

Summer Reading Program has concluded.

Employee Deepa McCabe submitted a letter of resignation. Mayor Chau made a motion to accept her resignation. Mr. Ruth 2nd the motion. All in favor. Motion approved. (Ms. Cleary absent from vote.)

Director received 3 applications for the vacancy. She recommended hiring all 3 to cover 10 hours each. Folder with applications to be given to the Personnel Committee for review. Ms. Hiers will do background checks on all 3.

RFP for Youth Space – No RFP yet

2020 Budget Proposal – director needs salary information from the board and still needs the municipal appropriation.

Old Business:

VOIP - on hold until P-card is obtained. Vonage wanted to give us credit, but the library can't incur debt. Ms. Hiers will ask other directors if they have VOIP.

Additional Rocks – no update provided

Drafting of the Policies/Procedures – see committee report above

Technology – Ms. Hiers reported that the 2 additional new computers have been ordered. All other new computers and the servers are up and running.

Light pole – Still down with electricity off. City is handling claims and getting replacements costs.

There are no parking lot lights as a result.

Parking lot repaving and re-striping – no update provided

Audit Report – the board agreed to postpone discussion until the following regular meeting.

New Business:

Employee time sheets - Mr. Ruth signed.

Directors and Officers Liability Insurance – Ms. Pastore will research for additional information

Meeting adjourned 7:56 pm

Next meeting October 10 at 6:00 pm

Northfield Public Library Board of Trustees Meeting Minutes 10-10-2019 P

resent: President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Lisa Pastore, Steve Irish, NCS Superintendent Representative Alyssa Leatherwood and Northfield Mayor Erland Chau

Absent: Christine Cleary, Janet Marler

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 9-11-18 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports: Period for public expression - none.

Mayor - nothing to report.

City Council Representative - working on plastic bag issues and maintaining bike trails being constructed at Birch Grove Park.

NCS Superintendent Representative - was reminded of state requirement for attendance to establish quorum and for voting. Aubrey reviewed draft of letter outlining library policies she would like sent home through NCS email blast. She will create PDF version and Alyssa will speak with Superintendent. Aubrey will also post on library website an in Youth Services.

Treasurer - reviewed Bill List. Lisa made the motion to approve the amended bill list totaling \$25,625.24. Erland provided the second. All in favor.

Committee Reports - Strategic Plan - working on implementation of goals.

Friends of the Library - Book sale October 18.

Library Director -

Statistics: Attendance - September-3523, October to date - 940

Circulation - September - 1807, October to date - 513

Fines/Fees - September- \$375.45, October to date - \$69.00

Program Attendance - September - 334 (Adult -Juvenile- YA - Family - no breakdown available)

Total programs - September - 37 (Adult - Juvenile - YA - Family - no breakdown available)

Program cost - no information available

Upcoming programming - Building scarecrows, Halloween activities, Multi-cultural event to be advertised for all ages. Hispanic Heritage event a bit rocky but about 20 people attended and food was served.

Old Business: Koha - working more smoothly. Letter to Finance - Agenda states Aubrey was to contact Dawn, however Minutes from 9-11-19 state the President was to do that. Andrea needs to follow up. Insurance - Lisa spoke in reference to Audit report and JIF. She will contact Mary Canesi for certificate of insurance for Library Trustees.

New Business: B

rad Kingsburg from Creative Library Concepts (on NJ State Contract list) gave presentation on capital improvements: flooring, teen/children space, quiet space, power distribution, increase ADA accessibility, working within a budget, re-using existing materials, high density storage, projection completion in steps.

Lost books - Mayor brought up concerns about retrieval, reporting status, and deleting from database. Discussion ensued.

Security - Aubrey summarized events regarding a patron under the influence and procedures taken. Patron is

now prohibited from library.

2020 Budget - Funds from City projected decrease is \$8719. Projected funds are \$296,629. Aubrey proposed raising salaries to the \$11/hour required minimum wage as of January 1, 2020 with all other receiving a 2% raise. Funding for additional new employees is not available.

2019 Budget - Cindy made the motion to move \$700 from Line 34.1 Misc. Computers to Line 34 Other (to pay for phone bill as library did not move to VOIP). Steve seconded. All in favor. Cindy made the motion to move \$300 from Line 27 Benefits to Line 29 Library Materials. Steve seconded. All in favor. Cindy made the motion to move \$1000 from Line 27 Health Benefits to Line 31 Audiobooks. Mike made the second. All in favor. Replacement employee -

Steve made the motion to hire a new (replacement) employee for 20 hours/week Monday through Friday at 4 hours/day with a 90 day probationary period. Cindy seconded. All in favor.

Fax machine - Aubrey thinking of doing away with it and will gather information about its cost use. It's out of ink, can copier be used, disconnection costs as library pays for the telephone line. Ink cartridges - they are recycled.

Water fountain - filter needs replacing.

Audit - reviewed.

SourceWell - account created enabling online and in store ordering with Staples Business Account using Purchase Orders. State Contract - further discussion at November meeting.

Meeting adjourned 8:55pm Next meeting November 14 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 11-14-2019 (Corrected) Present: President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Lisa Pastore, Steve Irish, and Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood **Absent:** Janet Marler, Christine Cleary, Treasurer Cindy Stafford, **Minutes/Correspondence:** The meeting was called to order by President Andrea Haney at 6:04pm. A motion was made to approve the minutes from the 10-10-19 meeting and waive a formal reading of said minutes. Motion seconded and approved. **Reports:** Period for public expression - none. Mayor - elected again. CGI filmed a video tour of Northfield for free but left out the library and many other organizations. Birch Grove Park is installing a bike and walking path; library may want to hold talks regarding bike maintenance. City Council Representative - she introduced a dog park concept at Council meeting of 11-12-19. Spoke about recent visit to story time and how wonderful it was. Treasurer - reviewed Bill List. Mike made the motion to approve the bill list totaling \$17,789.94. Steve provided the second. All in favor. Committee Reports - Strategic Plan - working on implementation of goals. Friends of the Library - Sponsoring crafts for the upcoming month. Holiday Concert is 12-5-2019. Planning 2020 events similar to years past. Library Director - Statistics: Attendance - October-3822, November to date - 1483 Circulation - October - 1755, November to date - 899 Fines/Fees - October - \$233.45, November to date - 177.65 Program Attendance - October- 477 (Adult - 243, Juvenile- 68, YA - 35, Family - 131); September -348 (Adult- 259, Juvenile - 63, YA - 28, Family - 0) Total programs - October - 44 (Adult - 29, Juvenile - 11, YA - 4, Family - 0) Program cost - October - \$2.00, September - \$3.00 From 11-2018 to 11-2019 attendance up 43% and circulation down 25% Upcoming programming - none on the horizon. **Old Business:** State contract/matching grant - Aubrey is not sure matching grant application process is open yet and library has to be ground ready to make an application. Proposal for state contract approximate cost is \$6000-\$8000 with partial funds returned back into project. Current working funds = \$77,000 and capital funds = \$123,678. Erland made a motion to pursue contract with Creative Library Concepts for library updates design fee not to exceed \$10,000. Steve made the second. All in favor. Mike made a motion to entertain a design proposal from Creative Library Concepts not to exceed \$200,000 in total project costs assuming a 1:1 financing match from NJ Library Construction Bond Act. Erland made the second. All in favor. Aubrey will make contact with CLC, get meeting dates from planner and maybe Board can attend the meeting, Letter to Finance - Andrea working on it. Insurance - Lisa working on it. Fax machine - Aubrey working on it. Water fountain - Aubrey replaced filter. Audit - Steve made the motion to accept the audit report. Anne made the second. Lisa abstained with remaining members accepting. MultiCultural Day - will be held 11-16 starting at 11am; 7 sections representing each continent; food, books, activities. Library Policy - needs attorney retainer signed before review can be done. **New Business:** Possible library Open House. Time clock - ideas to be discussed in December. Time sheets - signed last week. Hotspots- in continuous use; have 5 and use 2. Tilton Fitness - they've done several Lunch&Learns, Zumba w/teen girls, Senior Fitness. Time accrued by P/T employees - Aubrey has excel time sheet. Employee continuing education/development - not done in 2019. Three employees did online training in conjunction with state library requirements. Grants - Hebrew grant not pursued as library was not eligible; One Book Read not pursued as library was not able to buy books with grant monies. Employee evaluations - done in April 2019. Adult Book Clubs - there are 3; Book Club #1 and Book Club #2 meet every other month and Adult Book Club is a non-fiction group meeting periodically. Board of Trustees 2020 meeting dates- discussed, Mike made the motion to accept the calendar with Steve making the second. All in favor. Aubrey will publish. Library Director evaluation - to be discussed in December. Anne will email 2018 evaluation and empty form for Board review. Soap dispensers - WB Mason will provide motion activated dispenser for free with library providing soap. Aubrey will arrange. Total Maintenance Services - voluntarily offered an estimate for services at a cost of \$650/ month. Currently, Patly's Cleaning Service runs \$550/month. Discussed. Website - needs updating, Aubrey is in charge of website, minutes are required by law to be posted. Newsletter/social media - LS in charge. Meeting Room - discussed that all users of room must provide proof of insurance for use. RICE notices - for November, December and January meetings received from all employees. 2020 Budget - needs line added for attorney fees; 50 hours at \$125/hour totaling \$6250. Moved to closed session at 8:21pm. Susan left. Returned to open session at 8:45pm Erland made the motion to accept the 2020 wages for part-time and salaried employ-

Northfield Public Library Board of Trustees Meeting Minutes 11-14-2019 (Corrected)

Present: President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Lisa Pastore, Steve Irish, and Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood

Absent: Janet Marler, Christine Cleary, Treasurer Cindy Stafford,

Minutes/Correspondence: The meeting was called to order by President Andrea Haney at 6:04pm. A motion was made to approve the minutes from the 10-10-19 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports: Period for public expression - none.

Mayor - elected again. CGI filmed a video tour of Northfield for free but left out the library and many other organizations. Birch Grove Park is installing a bike and walking path; library may want to hold talks regarding bike maintenance.

City Council Representative - she introduced a dog park concept at Council meeting of 11-12-19. Spoke about recent visit to story time and how wonderful it was.

Treasurer - reviewed Bill List. Mike made the motion to approve the bill list totaling \$17,789.94. Steve provided the second. All in favor.

Committee Reports - Strategic Plan - working on implementation of goals.

Friends of the Library - Sponsoring crafts for the upcoming month. Holiday Concert is 12-5-2019. Planning 2020 events similar to years past.

Library Director - Statistics: Attendance - October-3822, November to date - 1483

Circulation - October - 1755, November to date - 899 Fines/Fees - October - \$233.45, November to date - 177.65 Program Attendance - October- 477 (Adult - 243, Juvenile- 68, YA - 35, Family - 131);

September -348 (Adult- 259, Juvenile - 63, YA - 28, Family - 0)

Total programs - October - 44 (Adult - 29, Juvenile - 11, YA - 4, Family - 0) Program cost - October - \$2.00, September - \$3.00

From 11-2018 to 11-2019 attendance up 43% and circulation down 25%

Upcoming programming - none on the horizon.

Old Business: State contract/matching grant - Aubrey is not sure matching grant application process is open yet and library has to be ground ready to make an application. Proposal for state contract approximate cost is \$6000-\$8000 with partial funds returned back into project. Current working funds = \$77,000 and capital funds = \$123,678. Erland made a motion to pursue contract with Creative Library Concepts for library updates design fee not to exceed \$10,000. Steve made the second. All in favor. Mike made a motion to entertain a design proposal from Creative Library Concepts not to exceed \$200,000 in total project costs assuming a 1:1 financing match from NJ Library Construction Bond Act. Erland made the second. All in favor. Aubrey will make contact with CLC, get meeting dates from planner and maybe Board can attend the meeting, Letter to Finance - Andrea working on it. Insurance - Lisa working on it.

Fax machine - Aubrey working on it.

Water fountain - Aubrey replaced filter.

Audit - Steve made the motion to accept the audit report. Anne made the second. Lisa abstained with remaining members accepting.

MultiCultural Day - will be held 11-16 starting at 11am; 7 sections representing each continent; food, books,

activities. Library Policy - needs attorney retainer signed before review can be done.

New Business: Possible library Open House.

Time clock - ideas to be discussed in December.

Time sheets - signed last week.

Hotspots- in continuous use; have 5 and use 2.

Tilton Fitness - they've done several Lunch&Learns, Zumba w/teen girls, Senior Fitness.

Time accrued by P/T employees - Aubrey has excel time sheet. Employee continuing education/development - not done in 2019. Three employees did online training in conjunction with state library requirements.

Grants - Hebrew grant not pursued as library was not eligible; One Book Read not pursued as library was not able to buy books with grant monies.

Employee evaluations - done in April 2019.

Adult Book Clubs - there are 3; Book Club #1 and Book Club #2 meet every other month and Adult Book Club is a non-fiction group meeting periodically.

Board of Trustees 2020 meeting dates- discussed, Mike made the motion to accept the calendar with Steve making the second. All in favor. Aubrey will publish.

Library Director evaluation - to be discussed in December. Anne will email 2018 evaluation and empty form for Board review.

Soap dispensers - WB Mason will provide motion activated dispenser for free with library providing soap. Aubrey will arrange.

Total Maintenance Services - voluntarily offered an estimate for services at a cost of \$650/ month. Currently, Patly's Cleaning Service runs \$550/month. Discussed.

Website - needs updating, Aubrey is in charge of website, minutes are required by law to be posted. Newsletter/social media - LS in charge.

Meeting Room - discussed that all users of room must provide proof of insurance for use.

RICE notices - for November, December and January meetings received from all employees.

2020 Budget - needs line added for attorney fees; 50 hours at \$125/hour totaling \$6250. Moved to closed session at 8:21pm. Susan left. Returned to open session at 8:45pm Erland made the motion to accept the 2020 wages for part-time and salaried employees. Mike made the second. All in favor. Meeting adjourned 8:46pm Next meeting December 12 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 12-12-2019

Present: President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Secretary Anne Cancelmo, Northfield City Council Liaison Susan Korngut, Lisa Pastore, and Christine Cleary

Absent: Janet Marler, Treasurer Cindy Stafford, Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood

Minutes/Correspondence: The meeting was called to order by President Andrea Haney at 6:05pm. A motion was made by Mike and seconded by Christine to approve the corrected minutes from the 11-14-19 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 - will send another copy of attorney agreement to Anne.

Treasurer - reviewed Bill List. Two checks have yet to clear and Aubrey will follow up. Mike made the motion to approve the bill list totaling \$18,256.00. Christine provided the second. All in favor.

Committee Reports - Strategic Plan - working on implementation of goals.

Friends of the Library - no report available.

Library Director -

Statistics: Attendance - November - 3460, December to date - 814

Circulation - November - 1937, December to date - 511

Fines/Fees - November - \$393.22, December to date - \$106.30

Program Attendance - November - 512 (Adult - , Juvenile- , YA - , Family - , no Information available)

Total programs - November - 41(Adult - , Juvenile - , YA - , Family - , no Information available)

Program cost - no information available

Upcoming programming - no information available

Eagle Scout creating an International Language section for the library

Koha still not working properly. Last book order submitted. Major weed of books completed.

Total collection equals 36,126 (books, DVDs, audiobooks, Hotspots, Hotbooks, periodicals, etc.)

Grants - Trevor received a Google CS First mini grant to facilitate an Hour of Code program, "Code Your Hero".

Applied for IMLS Code Club and NJ Makers Day grants.

Fines - fines prior to 2015 have been removed. Currently 1789 fines totaling \$3174.56. Reminders including emails and texts will attempt to recoup monies. Employee evaluations given to Personnel Committee.

Alarm system - key and alarm code will be given to Patty's Cleaning Service. A monthly security report documenting when Patty services the library will be provided at Board meetings.

Old Business: Employee continuing education/development - Aubrey updated information from the 11-14-2019 BoT meeting. All employees did JIF training. Three employees attended workshops at NJLA. State contract/matching grant - Aubrey attended COIL meeting and was told there is probably a 50% match and application date is unclear. Aubrey will reach out to CLC to begin process.

Letter to Finance - Andrea working on it. Insurance - Mary Canesi provided information to Lisa. Will be forwarded to BoT attorney for review.

Fax machine - Aubrey still working on it with Copiers +. She will also check into eFax and RightFax. Christine will contact Copiers + as well.

Library Policy - still need attorney retainer signed before review can be done.

Time clock - ideas to be discussed in January.

New Business: Library activities - Aubrey will send email to NCS Superintendent with copies to Mayor, Alyssa and Andrea outlining library activities. There is also the thought to reach out to private/parochial schools in the future.

City distributions - January 18, 2019 - the remaining \$12k from 2018 March 3, 2019 - \$76,336.75 May 22, 2019 - \$76,336.75 August 26, 2019 - \$76,336.75 November 25, 2019 - \$64,336,75 (short \$12k not to be distributed until January 2020)

Board of Trustees 2020 meeting dates - Aubrey will publish along with advertisement for audit services. Library

Director evaluation - to be discussed in January.

Steve Irish - read his resignation letter, Mayor's response and BoT letter (Information purposes only).

Mike made the motion to discard non-folding, old, broken and stained chairs from the Meeting Room. Lisa made the second. All in favor.

AED - Aubrey will approach Safety Committee to obtain one.

2020 Budget - \$2500 currently allocated for periodicals; 12 periodicals circulate; cut the rest and save \$1000. Budget line added for attorney. Mike made the motion to approve the 2020 budget in the amount of \$303,403.81. Christine made the second. All in favor.

Meeting adjourned 8:33pm Next meeting January 9 at 6pm

