

2020 Board of Trustees of the Otto Bruyns Public Library Meeting Minutes

Northfield Public Library Board of Trustees

Meeting Minutes January 9, 2020

Present:

President Andrea Haney (via telephone), Vice President Mike Ruth, Treasurer Cindy Stafford, Lisa Pastore, Library Director Aubrey Hiers,

Absent:

Secretary Anne Cancelmo, Christine Cleary, Janet Marler, Northfield Mayor Erland Chau, NCS Superintendent/Representative, Northfield City Council Liaison Susan Korngut

Minutes/Correspondence:

The meeting was called to order by Vice President Mike Ruth at 6:17pm.

Reports:

Period for public expression - none.

Treasurer - reviewed Bill List totaling \$16,798.79. Vice President Mike Ruth made a motion to approve the bill list. Lisa Pastore 2nd the motion. All in favor. Motion approved.

Meeting adjourned 6:19pm.

Next meeting February 13, 2020 6:00 pm

Northfield Public Library Board of Trustees

Meeting Minutes 2-13-2020

Present: President Andrea Haney, Library Director Aubrey Gephardt, Vice President Mike Ruth, Secretary Anne Cancelmo (via telephone), Treasurer Cindy Stafford, and Lisa Pastore Absent: Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood, Northfield City Council Liaison Susan Korngut, Christine Cleary, and Vesna Markovic

Minutes/Correspondence: The meeting was called to order by President Andrea Haney at 6:18pm. The formal reading of the minutes from the 1-9-2020 meeting were waived and a motion was made to accept them. Motion approved.

Reports: Period for public expression - none. Mayor - no report available . City Council Representative - will send another copy of attorney agreement to Anne. No report available.

Treasurer - reviewed Bill List. Mike made the motion to approve the amended bill list totaling \$38,166.73. Lisa provided the second. All in favor.

Committee Reports - Strategic Plan - working on implementation of goals. Friends of the Library - no report available. Book and Bake sale is upcoming.

Library Director - Statistics:

Attendance - January -3488, February to date – 653

Circulation - January - 2056, February to date - 273

Fines/Fees - January - \$695, February to date - \$73.10

Program Attendance - January - 383 (Adult - 197, Juvenile- 134, YA - 52, Family - 0)

Total programs - January- 45 (Adult - 14, Juvenile - 27, YA - 4, Family - 0) Program cost - \$55 Upcoming programming - March is Women's History Month, celebrating Earth Day in April, various speakers are scheduled. All staff will attend virtual training on gender equality on February 20

Old Business: Strategic Plan - Anne will resend. State contract/matching grant - Aubrey attended webinar to learn about grant application details. Deadline is April 6, 2020. There is a possibility a community analysis is needed as well as an architect review. More details are needed. Creative Library Concepts has been to Library on 1-19-20 to collect data for proposal. Awaiting their response. Once report is received Committee needs to discuss and come up with a plan before March meeting. Letter to Finance - Andrea sent it and Dawn in finance addressed disbursement concerns. Going forward City will follow statute guidelines with all monies distributed in allocated year on quarterly basis. Insurance - needs BoT attorney review. Library Policy - still need attorney agreement signed before review can be done.

Attorney review agreement - Andrea will check about getting a copy.

Time clock - ideas to be discussed in March. Anne will reach out to Ray in Payroll and talk about ideas to connect a time clock to CASA payroll system. Time sheets - signed.

New Business: Sewage backup cleaned out again by City. Board of Trustee terms - Vesna Markovic was sworn in by mayor for the January 2020 meeting. Term of office runs through 12/31/2024. Lisa Pastore's

term of office was corrected to effect same date. Library Audit - advertised. Ford-Scott was only company to respond to services for an audit at \$4400. Mike made the motion to accept the bid for services with Cindy making the second. All in favor. Library Director evaluation - to be discussed in March. .

Meeting adjourned 8:13pm

Next meeting March 12 at 6pm

Northfield Public Library Board of Trustees

Meeting Minutes 3-12-2020

Present: President Andrea Haney, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Lisa Pastore, Library Director Aubrey Gephardt, Northfield Mayor Erland Chau, Christine Cleary, NCS Superintendent Representative Alyssa Leatherwood, Northfield City Council Liaison Susan Korngut, Vice President Mike Ruth, Vesna Markovic

Absent: none

Minutes/Correspondence: The meeting was called to order by President Andrea Haney at 6:05pm. A motion was made to approve the amended minutes from the 2-13-2020 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports: Period for public expression - none. Mayor - thanked Aubrey for assisting him in straightening out Board member terms.

City Council Representative – reported the City 2020 Budget was introduced. In 2019 the Library received \$305,347 and in 2020 it will be \$ 296,629 a 2.86% decrease. Also stated discussion continued on the idea of a dog park.

NCS Superintendent Representative – email is being sent tonight (March12) outlining Coronavirus preparations.

Treasurer - Mike made the motion to approve the Bill List in the amount of \$26,910.94. Lisa provided the second. All in favor.

Committee Reports – Strategic Plan – discussed progress of goals.

Friends of the Library – none Library

Director - Statistics:

Attendance - February - 3551, March to date - 1387

Circulation - February 1716, March to date - 648

Fines/Fees - February \$528.27, March to date - \$122.53

Program Attendance - February - 459 (total programs 46, but no breakdown - Adult - , YA - , Juvenile -)

Program cost - no information provided Upcoming programming – none reported. Aubrey submitted Sharae's multicultural programming to the NJ State Library. There is a possible \$1000 compensation for future multicultural programming. Fines collection has increased with staffers calling to remind patrons to return overdue materials.

Old Business: Creative Library Concepts - discussed proposal plans. A fourth plan was created by Committee from the three provided by CLC. Awaiting response and cost estimate. Insurance - still waiting for attorney agreement to be found. Attorney agreement - Andrea and Susan will coordinate to find out its location.

Time clock/payroll - Anne sent required paperwork regarding employee salaries and questions about coordination of a time clock with payroll to Ray Adams who has yet to respond. Time clock discussion at April meeting. Andrea reported on directive sent by Mary Canesi regarding employee payroll. Library Director Evaluation - finalization at April meeting. Anne will resend blank form for completion.

Sewage pipes - discussion at April meeting. New Business: Time sheets - Andrea signed. Special Board meeting - Thursday March 19. Discussion will be about library employee wages. Information will be advertised.

Technology - Aubrey received an unsolicited bid for technology services from a new local tech company. Their quote is far below current contract for same services. Advance notice is needed to terminate contract of current provider. The Mayor made a motion for Aubrey to write an RFP for technology services. Mike made the second. All in favor.

Coronavirus - The Mayor made the motion to accept Aubrey's recommendations as follows regarding a Coronavirus plan. Christine made the second. All in favor. *Programming - Suspend current programming and close the library to any outside programming until further notice. *Closure - If the county or state issues any directive or information which would lead a reasonable person to believe that there is sufficient risk to close the library or if the school closes or any government office in or about the vicinity closes, the library will close and reopen upon guidance from the county or state. *Staffing - The library may have intermittent closures or limited hours due to staffing issues. Announcements will be made on social media, website and posted as best as possible. *Employee policies - Library Director can work remotely. Staff will be in communication on a daily basis. The library will follow Section 204 - Early Closing and Delayed Opening Policy of the City of Northfield. Employees will provide a doctor note for absence. *Social distancing - following. *Precautions - using disinfectants, gloves, sanitizer. Aubrey will reach out to Patty's Cleaning Service to clean each night. The meeting room will be closed until further notice. *Administrative and maintenance - Aubrey will create a list of employees and their wages. Suspension of inter-library loans until further notice. Encourage use of online and remote resources and library website. Coronavirus information will be posted on library website.

Meeting adjourned 8:13pm

Next meeting March 19 at 6pm

Northfield Public Library Board of Trustees

Meeting Minutes 3-19-2020

Present: President Andrea Haney, Treasurer Cindy Stafford, Secretary Anne Cancelmo, Lisa Pastore (via phone), Northfield Mayor Erland Chau, Christine Cleary, Vesna Markovic, Vice President Mike Ruth **Absent:** Library Director Aubrey Gephardt, NCS Superintendent Representative Alyssa Leatherwood, Northfield City Council Liaison Susan Korngut President Andrea Haney called the meeting to order at 6:00pm. No public was present.

All library staff received and returned RICE notices March - July 2020. All assented to matters of their employment be discussed during the public session of Board meetings. The purpose of the meeting was to increase 2020 wages for library staff retroactive to January 1, 2020. The following resolution was proposed:

Patricia Printz - Library Assistant - 20 hrs/wk - hourly rate 2019@\$18.95 to [2020@\\$20.00](#)

Mary Anne Bilazzo - Library Assistant - 20 hrs/wk - hourly rate 2019@\$11.13 to 2020@\$12.00

Erin Sochocky- Library Assistant - 12 hrs/wk - hourly rate 2019@\$10.20 to 2020@\$11.00

Sharae Mayssonnett - Library Assistant - 22 hrs/wk - hourly rate 2019@\$10.00 to 2020@\$11.00

Lauren Sutherland - Library Assistant - 21 hrs/wk - hourly rate 2019@\$10.00 to 2020@\$11.00

William Swain - Library Assistant - 21 hrs/wk - hourly rate 2019@\$10.00 to 2020@\$11.00

Aubrey Hiers - Library Director - 40 hrs/wk - salary 2019@\$53,060.4 to 2020@\$54,121.61

Erland made the motion to accept the resolution with Cindy making the second. All in favor.

Meeting adjourned 6:07pm Next meeting April 9 at 6pm

Northfield Public Library Board of Trustees

Meeting Minutes 04-09-2020

Zoom meeting.

Present: President Andrea Haney, Lisa Pastore, Northfield Mayor Erland Chau Vice President Mike Ruth , Library Director Aubrey Hiers Absent : NCS Superintendent Representative Alyssa Leatherwood, Northfield City Council Liaison Susan Korngut, Anne Cancelmo, Vezna Markovic, Cindy Stratford.

President Andrea Haney called the meeting to order at 6:00pm.

Motion to pay the bills was made by the Mayor and second by Mrs Pastore .Bills were paid in an amount of \$13,731.46

Closure of the library was discussed. Library will remain closed while the school is also closed.

Meeting ended

**Northfield Public Library Board of Trustees
Meeting Minutes 5-14-2020 (ZOOM)**

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

Absent: NCS Superintendent Representative Alyssa Leatherwood, Vesna Markovic

Minutes/Correspondence: The meeting was called to order by President Andrea Haney at 6:08pm. A motion was made to approve the minutes from the 4-9-2020 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports: Period for public expression - none.

Mayor - when the City begins its next paving session the Library parking lot will be repaved with striping.
City Council Representative – nothing to report

NCS Superintendent Representative – no report available.

Treasurer - checks are signed. Erland made the motion to approve the Bill List in the amount of \$31,385.43. Mike provided the second. All in favor.

Committee Reports – Strategic Plan – none

Friends of the Library – none Library

Director - The Library is closed due to the pandemic. Statistics: Attendance - Circulation - Fines/Fees - Program Attendance - Program cost - Upcoming programming – Books are on order. Aubrey is in Library on Thursdays to receive orders. Virtual meetings are being held. Preparations are being made for re-opening when it comes.

Old Business: Creative Library Concepts - working on redesign. Grant application deadline extended until June1; Aubrey will work on it. Also Aubrey will check into replacing carpet.

Attorney agreement - Andrea will sign and return. Library policy adapted from City policy will then be forwarded for review.

New Business: Re-opening - reviewed plan. Once there is a definite edict about re-opening an emergency Board meeting will be held to discuss staffing and other specifics. Erland made a motion to pay the monthly fee for Zoom Professional (\$15/month). Mike seconded the motion. All in favor. Magazine subscriptions will be cancelled.

Meeting adjourned 7:15pm

Next meeting June11at 6pm

**Meeting was called to order by Mayor Chau at 6:15 pm on
Friday, June 26, 2020**

Northfield City Council Chambers.

Mayor Chau read statement regarding that this meeting is being live-streamed using Zoon

Oath of Office given by Mayor Chau to – Roy Clark & Melanie Brozosky

Roll Call: in Attendance were:

Flury-Brown, Cleary, Hedrick, Markovic, Pastore, Mayor Chau, Alyssa Leatherwood (Sup. Representative), and LD Rahb-Hiers

Absent – Councilwoman Korngut

Chau asked for volunteers for the following positions: President; Vice President; Secretary and Treasurer. The following accepted these positions – President – Vesna Markovic; VP – Christine Cleary; Secretary – Melanie Brozosky; Treasurer- NONE

Committee Reports –

Mayor Chau –

1. Explained that we need to change the signature names on our checking account in order to pay this month's bills. Aubrey said that she will speak to Ocean First as to the process. We need in addition to Mayor Chau's signature we need two more officers signatures.
Asked that only most important items on our agenda be discuss at tonight's meeting, because our basic zoom subscription limits a 40 minute time allotment. The Mayor will pay for a regular zoom subscription for our future meetings.

Council Liaison – none

Superintendent of NF Schools – none

President's - none

Treas – none

Library Director-

1. Informed that Library Audit had not yet been completed. As a result of this, our Library Grant could not be processed by the Library Director
2. Presented to Board proposed process as to opening the curb side services next week. Aubrey suggested opening the library the following week.
3. Mayor Chau asked how the library will be following sanitizing procedures. There was a lengthy discussion on what items we would need. Ex. Fogger unit, mask, etc.
4. Monthly Statistics; Circulation, Fines/Fees and library Attendance.
5. Discussion on staffing when we open curb side. Board agreed that the part-timers will be working the same hours from 11-5pm. Aubrey suggested that she could utilize flex time schedule so she can supervise on Saturdays – the Board agreed to that idea

6. Chau asked that Aubrey contact Kathi Smith to discuss getting a time clock, getting key for President of Board; assigning Library Bd email address for all Board members; getting sewage pipe (meeting room to street) repaired a.s.a.p.

Old Business – none

New Business-

Adjournment -

**NF LIBRARY BOARD OF TRUSTEE
JULY 9, 2020 MEETING**

Location – zoom

Meeting Call to Order by President V. M @ 6:20 pm

Roll Call: Present – Brozosky, Cleary, Hedrick, Markovic, Pastore, Mayor Chau

Absent – Brown, Clark, Superintendent Petrones and Councilwoman Korngut

Mayor's Report:

Reminded all Board members to call by Monday prior to the Bd. Meeting to let Aubrey and/or VM that they at the meeting.

MOTION – to Approve the Board Officers (President: Vesna Markovic, Vice President: Christine Cleary, Secretary., and Treasurer: Melanie Brozosky) – 5 ayes, 0 nays

MOTION – To accept resignations and/or removal of signees (Andrea Haney, Mike Ruth, Shannon Smith, and Cindy Stafford) for our OceanFirst checking account. 5 ayes, 0 nays

Reminded that new Treas (MB) will need to be bonded. AH will review duties of Treas to MB.

Discussion on fogger sanitizer. Bd agreed that we should purchase a fogger unit.

He has three library bd member candidates. He will ask each one if they are interested in servicing both the board and sect. position.

Request that Board Agenda be sent out in advance.

Requested that all copies of library newsletters be sent to all board members and City Clerk. Approved.

City Engineer report to City Council that our parking lot repaving bid will be rejected due exceeding cost estimate.

Future meetings will be held on zoom until further notice

Library Director's Report:

Planning to open library to Public June 29 and in person by the following Monday

129 check outs during Corvinus period vs 200-300 on normal average day. Overall, have had low attendance

Received two complaints that computer stations not available for public usage. Bd members concern about sanitizing the computers. Longport library allows a 15 minute per person computer usage. Hoping to start next week to open two computers to public.

AH informed bd that her Yearly Evaluation needs to be done. EC suggested that Bd get last year's Evaluation document to better inform them of the comments/recommendations. Felt that the new Bd could not properly evaluated AH at this time without prior information.

AH reported that she another worker felt sick and would be tested. Bd. Agreed with AH that any employee sick will be asked to be test. MB asked if AH tests positive for COVID, what will she do. Her response was that she would shut down the library

EC asked about the status for sewerage blockage that AH reported at the June Bd meeting. AH said it has not been done. EC emphasized that this needs to be done a.s.a.p. or immediately due to potential health problems. AH said she would get it done.

AH will order new door lock keys for new President. She will talk to Kathi Smith to ask if city plans to purchase time clocks.

MOTION: CC/FH- To continue addition cleaning services times thru August. 5yes 0 nays

AH recommended to Board to allow p/t employees to work remotely when approved by Director. A lengthy discussion on the necessity for this option. EC stated that at the June meeting AH told the bd that there was enough work at the library in order to keep all 6 p/t, 20 hr. work schedule. He felt that this new recommendation and information has changed and would have not voted in favor at the June bd meeting. He felt that it sounded like there is not enough work at the library. AH said that three of the p/t had specialized work skills that could be accomplished remotely and they would be selected to work (10) ten hrs. remotely. EC asked if the other three p/t employees would have the same options. AH responded No. because they did not have the specialized skills or knowledge to perform those work assignments. EC said that the job description for all the p/t employees never specified certain differentiated skills from other p/t employees.

MOTION: F/H; seconded by MB – 4 yeas 1 nay

AH told the bd her work hour schedule would be 10am-5pm (M-F) and 12pm-5pm (Sat).

EC suggested that someone should be in charged if AH is not available. AH said the current staff is able to handle emergencies if she is not present.

MOTION – To purchase a sanitizer fogger – 6 yeas 0 nays

VM asked about the status on Trustee Insurance Workshop – AH no current information at this time

AH will contact our retainment lawyer. She will contact Councilwoman Korngut if she has any contact with the lawyer

PUBLIC INPUT: None

OLD BUSINESS – None

NEW BUSINESS – None

Meeting Adjourn @ 8:30 pm

Northfield Public Library Board of Trustees Meeting Minutes 8-13-2020

Meeting via ZOOM

Present: President Vesna Markovic, Treasurer Melanie Brozosky, Library Director Aubrey Hiers, Northfield Mayor Erland Chau, NSC Superintendent Representative Alyssa Leatherwood, Northfield City Council Liaison, Susan Korngut, Joy Flury-Brown, Roy Clark, Fern Hedrick,

Secretary Gabrielle Lehne

Absent: None

Minutes/Correspondence: The meeting was called to order by President Vesna Markovic at 6:15pm. A motion was made to approve minutes of the July 20, 2020 meeting and waive formal reading of said minutes. Motion seconded and approved.

Reports:

Period for public expression - none

NCS Representative: A back to school plan has been submitted to the state for approval.. The library will not be offering tutoring or youth computers at this time. Aubrey will email a letter to Alyssa re: library policy. Susan advised that there has been a request for School Board representation at City Council meetings. Alyssa will forward the request to the Superintendent.

Treasurer: A motion was made by Melanie to approve the bill list (as attached) in the amount of 23,958.33 and seconded by Vesna.

Discussion followed. Mayor called the motion. All in favor

Library Director: Monthly statistics and report were provided as attached.

Aubrey advised of the availability of a NARCAN Virtual Training via Rutgers Division of Addiction Psychiatry. The Mayor made a motion to approve the promotion of the program. Board approval is not required for announcements. The Mayor withdrew the motion. There was discussion regarding approval of library programming. Aubrey will make the current selection of material and programming policies available to all members for review.

Friends of Library (501c3) purchased a fogger for library staff. Mayor suggested comparing the cost of solution between current provider Amazon and city provider Mason. Aubrey will pursue.

An account with Better World Books was set up. They will accept discarded books postage free.

Old Business:

Trustee insurance will be reviewed to ensure requirements are met.

Aubrey requested review of retainer agreement with attorney. Susan stated that the attorney under consideration is also the attorney for other local libraries and they have been very satisfied with her representation. Mayor Chau made a motion to retain Erin Law as the solicitor of record for the

Northfield Library and to accept the retainer agreement at an hourly rate of \$195.00. Seconded by Christine. All in favor Motion passed.

Vesna will execute the contract as recommended.

Time clocks for library staff had been under consideration. The city is not currently using time clocks that are synchronized with payroll. Time sheets are currently sent to Ray Adams in payroll. Mayor will review current procedures with Ray.

Joy signed off at 8:23pm

Discussion was held re: sewage pipe. Mayor will speak with Kathy to ensure the appropriate remediation is made in a timely manner.

Not all building keys were returned by former board members therefore locks were changed and keys will be issued as appropriate. Mayor asked if digital access would be preferred. Aubrey stated key entry was satisfactory.

Treasurer Melanie Brosonsky has been bonded as required.

Prior Board officers and signatories have been removed from Ocean First accounts and replaced with Christine Cleary, Melanie Brozosky and Vesna Markovic. Melanie was thanked for all her work in ensuring proper procedures.

Aubrey will update email addresses for the Board. All correspondence is subject to the Open Public Records Act (OPRA).

Roy signed off at 8:33pm

New Business

Aubrey requested that the current daily cleaning contract be extended. The Mayor made a motion to continue the contract 5 days a week for the period ending December 31, 2020. Melanie seconded. Discussion ensued.

All in favor. Motion approved.

An Eagle Scout has requested to repair the back fence and create a linguistically diverse mural. He will propose to the Troop leader and the design would be presented to the board for approval.

As per City Maintenance Agreement, Public Works made repairs to HVAC and Roof. Aubrey requested board review of the agreement which expires January 2021.

Aubrey requested to work remotely 2 days a week for the period September - December 2020. The Board did not make allowances for Aubrey to work remotely 2 days a week. The library has adopted the personnel manual of the city until the personnel policy of the Board is approved. Vesna will obtain the Board's draft personnel policy handbook for review.

Christine made a motion to authorize Aubrey to use her 14 remaining vacation days on a per day or smaller allotment basis. Seconded by Mayor Chau. All in favor

Discussion was held regarding library building closures. It was agreed that Aubrey would notify the Board in the event of an emergency closure.

Mayor Chau made a motion to dispose of magazine display slats. Seconded by Christine.

Discussion ensued. All in favor. Motion approved

Aubrey requested that the Board discuss the replacement of damaged fabric chairs with wooden chairs. The Mayor made a motion to dispose of damaged chairs. Christine seconded. Discussion ensued. Aubrey will provide detail of proposed replacement chairs at the September meeting for a cost within the budgeted capital funds. All in favor. Motion approved.

Aubrey advised that the library is in possession of a telescope that is not needed. The Mayor made a motion to dispose of the telescope that is no longer needed to: first Northfield Community School, second Mainland High School or third Friends of Library. Melanie seconded. Discussion ensued.

All in favor. Motion approved.

Aubrey recommended the Board review draft personnel policies of the prior board. Vesna will obtain.

Mayor moved to the close meeting at 9:29pm. Christine seconded. All in favor

The next meeting of the Board will be held September 10, 2020 at 6:15pm.

**Northfield Public Library Board of Trustees
Meeting Minutes 9-10-2020
Otto Bryuns Library Meeting Room
241 W Mill Road, Northfield NJ**

The meeting was advertised in the Atlantic City Press and posted on the Library website.

An opportunity for the public to comment was made available. No members of the public were present.

Present: Library Director Aubrey Hiers, President Vesna Markovic, Treasurer Melanie Brozosky, Council liaison Susan Korngut, Roy Clark, Gabrielle Lehne, Secretary

Absent: Christine Cleary, Vice President, Fern Hendrick, Joy Flury-Brown, Mayor Erland Chau, Alyssa Leatherwood, NCS representative

Minutes/ Correspondance: The meeting was called to order by President Vesna Markovic at 7pm. A motion was made to approve the minutes of 8-13-2020 and waive formal reading of said minutes. Motion approved and seconded.

Susan reported that the school and city council are working together to resolve outstanding issues regarding crossing guards.

Treasurer: Melanie presented the Bill List in the amount of \$30,028.19 incorporated herein by reference. Motion to accept made by Vesna and seconded. All in favor.

Director: A report including Monthly statistics, upcoming programs and staff projects was provided and incorporated herein by reference. Board members were given the opportunity to review the proposed plan by an Eagle Scout to create a mural on the back fence. Friends of the Library have agreed to fund the project. A motion was made by Vesna to approve the proposal. Seconded by Melanie. All in favor.

Old business:

The retainer agreement with Erin Law as approved at the August Board meeting was executed by Vesna. Services are now available to the Board.

Vesna, Melanie, Roy and Gabrielle expressed interest in the zoom Trustee training made available by the NJLTA trustee institute on October 17. Registration details will follow. This training is available for all trustees.

Sewage pipe has no structural damage. Public works will flush every 6 months and continue to monitor.

Aubrey presented a proposal to adjust her schedule to: Mon 9-3 (3-5) remotely, Tues 9-5 (3-5) remotely, Wed 9-5, Thurs 9-5, Friday off, Saturday 9-5, Sunday off. Paricia Printz or Lauren

Sutherland will be designated librarian in charge when Aubrey is off site. Aubrey is also available by phone. Gabrielle made the motion to approve. Vesna seconded. All in favor.

Aubrey presented a request to purchase technology items needed for virtual programming: webcam, microphone, camera. The \$1800 cost is below the threshold and does not require quotes. In order to charge the appropriate line item a request is made to move \$1200 from line item #30 periodicals and \$600 from #34 conference line item to line item #34 programming. Vesna moved. Melanie seconded. All in favor.

Aubrey presented detail and quotes for chairs to be purchased for adult, juvenile and staff. These items would be charged to the capital budget. Current funds available in that account total

\$123, 647.39. Quotes from the Library Store, Home Depot and W.B. Mason were reviewed. A motion was made by Melanie to accept the WB Mason quotes and approve \$8,140 from capital account for said purchase. Seconded by Gabrielle. All in favor.

New Business

Staff evaluations have been completed. Vesna is in receipt of the city personnel manual and the draft manual for the library incorporating its unique operations. Vesna and Aubrey will review.

Meeting adjourned at 8:12pm

Next meeting: October 8, 2020, 6:15 in the Library Community Room

Northfield Public Library Board of Trustees Meeting Minutes 10-8-2020

Otto Bryuns Library Meeting Room

241 W Mill Road, Northfield NJ

This meeting was advertised in the Atlantic City Press and posted on the Library website.

Present: Library Director Aubrey Hiers, Mayor Erland Chau, Council Liaison Susan Korngut, President Vesna Markovic, Treasurer Melanie Brozosky, Roy Clark, Joy Flury-Brown

Absent: Christine Cleary Vice President, Fern Hendrick, Alyssa Leatherwood NCS Representative

Minutes/Correspondance: The meeting was called to order by President Vesna Markovic at 6:18. Mayor Chau made a motion to approve the minutes of 9-10-2020 and waive formal reading of said minutes. Seconded by Melanie. All in favor.

At 6:25pm there was an opportunity for public expression. None present.

Mayor report: The library parking lot will be repaved by year end. Northfield City Council President Perry appointed a committee to discuss the option of solar panels on city hall and library. Two Library Board of Trustees members have submitted letters of resignation. The Mayor and Vesna will review resumes of candidates.

Treasurer report: The bill list in the amount of \$33,937 was previously distributed to Trustees and is incorporated herein by reference. Melanie made a motion to approve the bill list as presented. Mayor seconded. All approved.

Council Liaison report: Council is following CDC guidelines and will not designate hours, close streets or have public events for Halloween. Additional patrols will however be enacted as usual.

Council is in discussion to designate an area in Birch Grove Park as a dog park.

Library Director report: Aubrey provided a report of monthly activities and advised that interlibrary loans will resume October 19.

She distributed the 2020 approved and 2021 proposed budget. Supporting documents including the 2020 city appropriation, anticipated 2021 city appropriation, anticipated state aid and 2020 budgeted vs. actual profit and loss statement. Funds available for 2021 are anticipated to be less than 2020.

Aubrey therefore requested that trustees carefully review the budget and be prepared to discuss at the November 12 meeting.

Aubrey advised that the Eagle Scout whose mural project was approved by the Board is working to identify funding sources for needed supplies.

Aubrey also distributed the audit for the years ending December 31, 2019 and 2018. No instances of non compliance or other matters were found to require reporting under Government Auditing Standards.

The Fall 2020 newsletter was distributed.

Aubrey will submit the final draft of the previously prepared Personnel manual to the attorney for review.

The Mayor made a motion to adjourn. Seconded by Gabrielle. The meeting was adjourned at 8:22pm.

The next meeting of the Board of Trustees will be Thursday, November 12, 2020 at 6:15pm in the community meeting room.

Northfield Public Library Board of Trustees

Meeting Minutes November 12, 2020

The meeting was advertised in the Atlantic City Press and posted on the Library website.

Present: Library Director Aubrey Hiers, President Vesna Markovic, Vice President Christine Cleary, Treasurer Melanie Brozosky, Mayor Erland Chau, Jennifer Hale, Fatjona Lubonja, Secretary Gabrielle Lehne

Absent: Alyssa Leatherwood, Fern Hedrick

Minutes/Correspondance: The meeting was called to order by President Vesna Markovic at 6:18pm. A motion was made to approve the minutes of 9-1-2020 and waive formal reading of said minutes.

Motion to approve Mayor Chau and seconded Melanie. All in favor. None opposed. No abstentions.

Period for public expression - none

Mayor's report: Work order for parking lot paving is being finalized. Solar power option is still under discussion. The city has assisted the library facility with fire code requirements and signage.

President's report: Vesna reported on Trustee training made available via zoom October 17, 2020 by the Virtual Trustee Institute. The training is now available online. Aubrey can assist any trustees who wish to access. Vesna advised that it was learned that in compliance with statute, the Mayor or his designee is the only city council representative permitted on the library board. If other members of council would like to attend they may do so as a member of the public.

Treasurer report: Treasurer's report is incorporated herein by reference. Melanie reported that bills in the adjusted amount of \$28,569.29 were paid for September 2020. Motion to approve Melanie seconded by Christine. All in favor. None opposed. No abstentions.

Superintendent report: no report

Library Director: Report incorporated herein by reference. Aubrey advised that, in compliance with CDC recommendations regarding covid 19 protocols, library staff activities have changed and will continue to be reviewed. She reviewed stats of usage. Discussion was held re: library resources with low utilization i.e. 271 audio books on CD. Submitting the CD collection to Better World Books would generate income for the library and permit improved usage of space. Aubrey advised that she would be willing to assist patrons by loading devices with overdrive so that they may have access to digital books. Vesna requested ongoing patron feedback re: future use of library and resources. The interlibrary loan program has resumed. It was agreed that this

library will participate but books will be quarantined in the community room for 3 days prior to distribution.

Old Business: An agreement between the City of Northfield, NJ and the Trustees of the Free Public Library has been drafted. This proposed agreement outlines the duties of each party regarding the library. Mayor Chau will present the agreement to the City Council for review and approval.

The Friends of the Library will fund the mural that will be created by an Eagle Scout. Trustees have had the opportunity to review and approve the design.

New Business: The Mayor reported that Roy Clark and Joy Flury-Brown have resigned from the board. He introduced 2 new well qualified members of the Board of Trustees. Those present were pleased to welcome Fatjona Lubonja and Jennifer Hale to the Board of Trustees. A discussion regarding Trustee attendance requirements ensued. In accordance with library by-laws, Vesna will contact members who have missed meetings.

Vesna requested volunteers for a personnel committee to review the employee manual. Jennifer and Fatjona volunteered and were appointed.

Finance/Budget report: Aubrey will request reimbursement for covid related expenses to the city for funds made available through the CARES act.

Aubrey requested that unexpended funds be transferred to the books line item. A motion was made by Christine to move \$10,00 from line item 26; \$2,000 from Line item 27; \$4,000 from line item 35 totalling \$16,000 to line item 29. Seconded by Melanie. All in favor. None opposed. No abstentions.

Aubrey has completed an updated list of fixed assets.

Aubrey presented a proposed budget for 2021. The appropriation request is consistent with the NJ legislative formula for municipal libraries. A reduction in available funds is anticipated. Aubrey presented documents re: 2020 approved and actual budget and 2021 proposed budget. She has developed a budget based upon a comprehensive evaluation of staffing and resource needs and reflects the anticipated reduction in funds without requesting an additional appropriation from the city. Vesna called the motion to approve the 2021 budget in the amount of \$290,528.00 as presented. Christine seconded. All in favor. None opposed. No abstentions.

Other business: Aubrey presented a proposal from a staff member to have an interactive childrens' program. Trustees agreed that compliance with privacy laws and the possibility of the need to report any observed incidents of concern would be legally onerous and therefore will not be explored further. Online interactive content for adults such as zoom book discussions and storytime readings for children that are not interactive will continue to be developed and expanded.

Discussion was held re: library procedures if an employee tests positive for covid. It was agreed that Aubrey would notify the Mayor and Vesna of the situation and the library would close for 14 days. It was also agreed that in accordance with CDC guidelines, employees who return after being out of state will quarantine for 14 days. Aubrey will send out a notification of that requirement. It was also decided that an additional notice be posted at the entrance of the library advising patrons not to enter if they have any covid related symptoms.

Meeting adjourned at 9:08pm

The next meeting of the Board of Trustees will be December 10, 2020 at 6:15pm in the Library Community room and via zoom.

**Northfield Public Library Board of Trustees
Meeting Minutes December 10, 2020**

The meeting was advertised in the Atlantic City Press and posted on the Library website.

Present: Library Director Aubrey Hiers, President Vesna Markovic, Vice President Christine Cleary, Treasurer Melanie Brozosky, Jennifer Hale, Fatjona Lubonja, Secretary Gabrielle Lehne

Absent: Alyssa Leatherwood, Fern Hedrick

Excused: Mayor Erland Chau

Minutes/Correspondance: The meeting was called to order by President Vesna Markovic at 6:17 pm. A motion was made to approve the minutes of 11-12- 2020 as corrected and waive formal reading of said minutes.

Motion to approve Vesna and seconded Melanie. All in favor. None opposed. No abstentions.

Period for public expression - none present

President's report: Vesna advised that Melanie Brozosky and Gabrielle Lehne's terms expire. She asked if they have an interest in being reappointed to the Board. Both responded in the affirmative. A vote will be taken in January on their positions.

Treasurer report: Melanie made a motion to approve the payment of bills in the amount of \$38,787.79. Vesna seconded. The treasurer's report is incorporated herein by reference.

All in favor, none opposed, no abstentions. Aubrey noted that the library is charged a monthly fee of \$5.00 per month. Melanie will speak with Ocean First to see if that charge can be eliminated in the future.

Director's report: Aubrey's statistical and programmatic report is incorporated herein by reference. Aubrey spoke with city finance staff regarding reimbursement for the library's covid related expenses. She was advised that all CARES Act funds were obligated and none available for that purpose. Costs will be absorbed in the library's current budget without exceeding the ceiling. Actions have been taken to ensure that the library facility is in compliance with all fire code requirements. The ZOOM programming offered has not been well attended and will not be continued at this time. Audio books will be made available for purchase to the public. Unsold items will be sent to Better World Books and potential revenue collected.

The copier is no longer functioning and requires replacement. Any purchase over \$2,700.00 requires 3 quotes. Quotes from WB Mason; Staples; and Copiers Plus will be received and discussed at the January meeting. The approved cost will be charged to the capital budget.

Operating hours for the library on December 24, 2020 and December 31, 2020 were discussed.

It was determined that the holiday schedule for December 24 and 31, 2020 will be consistent with prior years. The current library schedule will be revised to be open 9am-1pm on those days.

PERSONNEL: RICE notifications were provided to all staff in order to permit discussion by the Trustees re: staff salaries for the period January 1 - December 31, 2021. The following was approved unanimously by the board and in accordance with NJ state requirement of a minimum hourly rate of \$12.00 for 2021:

Patricia Printz and Aubrey Hiers will receive a 2% salary increase.

Mary Ann Bilazzo will receive a \$1.00 increase for a \$13.00 an hour rate of pay in 2021.

All other employees will receive an increase to meet the NJ state minimum of \$12.00. This includes Chilcote, Sochocky, Mayssonnett, Sutherland and Swain.

The motion to approve salaries of employees of the Northfield Otto Bryuns Public Library for 2021 as listed above was moved by Melanie and seconded by Christine. All in favor, none opposed, no abstentions.

There being no further business Vesna moved to close the meeting at 7:59pm, seconded by Melanie. All in favor, none opposed, no abstentions.

The next meeting of the Board is Thursday, January 14, 2021 at 6:15 pm.