

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, April 14, 2022 at 6:15pm

Otto Bruyns Public Library Meeting Room, 241 W. Mill Rd, Northfield 08225

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

Present: President Jennifer Hale, Secretary Andrea Merline, Vice President Wayne Palaia, Mayor Erland Chau, Library Director Aubrey Hiers, City Council Liaison Carolyn Bucci, Stephanie Giordano, NCS Representative Alyssa Caramenico, Matt Mazzone

Absent: Treasurer Melanie Brozosky and Barbara Madden

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:22 pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the February meeting minutes without any corrections. Motion was seconded by Stephanie Giordano. All approved. No abstentions.

Period for Public Expression: At 6:19pm there was an opportunity for public expression. One present virtually, no responses.

President's Report: Jennifer Hale introduced a new trustee, Matt Mazzone, replacing Carolyn Bucci's 5 year term, set to expire 12/31/26.

NCS Representative Report: Alyssa Caramenico shared that spring break started today and school will resume on 4/25/22. The next board meeting for NCS will be on 4/25/22 and will be held at the NCS cafeteria at 7pm. At this meeting the school budget will be presented and the school calendar will be approved. State testing and an 8th grade poetry slam are also upcoming at NCS.

Treasurer's Report: Jennifer Hale explained that our working account balance is \$151,221.98 as of 3/31/22 (account ending 1900) and our capital account balance is \$51,480.28 as of 1/11/22 (account ending in 2631). Jennifer Hale explained that as of 1/11/22 our working account balance was \$120,223.55 and that this is something we will need to look into moving forward. We should not have this amount in the working account and these funds will need to be designated and moved to our capital account.

Jennifer Hale explained that our Cash Management Plan Committee will be changing to the Finance Committee and will be responsible to review the budget before it is brought to the board. Wayne Palaia, Stephanie Giordano, and Jennifer Hale will remain as the Finance Committee members.

The March 2022 bills were reported in the amount of \$22,058.95. Jennifer Hale made a motion to approve the bills for March in the amount of \$22,058.95 and Mayor Chau seconded the motion. All in favor. No abstentions.

Director's Report: Aubrey Hiers provided a report of monthly activities and statistics.

March 2022 Statistics:

Attendance: 526 people

Circulation: 1284 items - 57 Ebooks, 67 Audiobooks

Fines/Fees: \$197.70

In Person Programs: 28

Total Attendance: 291

Aubrey Hiers explained that our Meraki Wireless Router license expired and was renewed by Ancero. Ancero will be taking over the administrative account on the device (originally purchased by Ground Swell).

Unfinished Business: Time clock information was reviewed and discussed. Jennifer Hale made a motion to approve and purchase the Time Logix Biometric Fingerprint Time Clock. Stephanie Giordano seconded. All in favor. No abstentions.

New Business: NJ Health Connect @ Your Library iPad Program - Aubrey Hiers sent out the lending policy and form to the board. Jennifer Hale made a motion to adopt the NJ Health Connect iPad lending policy and lending form for the duration of the NJ Health Connect Program (ending 10/1/22). Stephanie Giordano seconded. All in favor. No abstentions.

Mayor Chau and Alyssa Caramenico exited the meeting at 6:37pm.

Jennifer Hale discussed the following resolutions:

1. R2022_103 ADOPT PART-TIME EMPLOYEE PTO POLICY
2. R2022_104 ADOPT MASK POLICY

Jennifer Hale made a motion to adopt R2022_103 and R2022_104. Stephanie Giordano seconded the motion. All in favor. No abstentions.

Jennifer Hale shared that Patricia Printz formally submitted her letter of retirement. Jennifer Hale accepted her letter of retirement. Patricia Printz's last date of work will be June 30th, 2022.

Jennifer Hale discussed wanting to create a Buildings and Grounds Committee. Our maintenance agreement expires in December of 2022. Wayne Palaia, Matt Mazzone, and Barbara Madden will be appointed to the Building and Grounds Committee.

Aubrey Hiers explained that Quickbooks will have a desktop version that will be subscription based. Aubrey Hiers would like to discuss our options for Quickbooks as well as other options. Our agreement ends at the end of May.

Jennifer Hale made a motion to move into executive session to discuss matters of personnel. Wayne Palaia seconded the motion. All in favor. No abstentions.

The meeting entered executive session at 7:19pm.

The meeting returned from executive session at 8:10pm.

Jennifer Hale made a motion to grant permanent employment to employees 00651 and 00652 as

recommended by the Personnel Committee and Aubrey Hiers. Seconded by Wayne Palaia. All in favor. No abstentions.

Jennifer Hale made a motion to accept the annual evaluations for employees 99, 0511, and 648. Seconded by Stephanie Giordano. All in favor. No abstentions.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Andrea Merline. All in favor. No abstentions. The meeting adjourned at 7:52pm.

Next Meeting: The next meeting of the Board of Trustees will be on May 12th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.