

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, August 11, 2022 at 6:15pm

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

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

Present: President Jennifer Hale, Vice President Wayne Palaia, Mayor Erland Chau, Secretary Andrea Merline, Treasurer Melanie Brozosky, Library Director Aubrey Hiers, City Council Liaison Carolyn Bucci, Stephanie Giordano, Barbara Madden, and Matt Mazzone

Absent: NCS Representative Alyssa Caramenico

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:16pm. Jennifer Hale made a motion to waive the reading of prior minutes for July. Motion was seconded by Barbara Madden. Jennifer Hale made a motion to approve the July meeting minutes with any corrections. Motion was seconded by Barbara Madden. All approved. No abstentions.

Period for Public Expression: At 6:17pm there was an opportunity for public expression. None present.

Carolyn Bucci and Wayne Palaia entered the meeting at 6:18pm.

Mayor's Report: Mayor Chau shared that someone that has a sign on city property has expressed interest in getting an LED digital sign. The person was informed that due to the sign being on city property, they do not need approval from the zoning and planning board. Approval from neighbors would be necessary.

NCS Superintendent's Report: Not present

Matt Mazzone entered the meeting at 6:19pm.

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

July 2022 Statistics:

Attendance: 804 people

Circulation: 1878 items - 84 Ebooks, 69 Audiobooks

Fines/Fees: \$178

In Person Programs: 18

Total Attendance: 198

Aubrey Hiers shared a director's report that included ideas for fall programming, current programming, circulation statistics, Bywater support summary, Ancero support summary, census information, and library updates.

Aubrey Hiers discussed the movie licensing fee. Jennifer Hale made a motion to not renew the Swank Movie License in the amount of \$378.00. Seconded by Mayor Chau. All in favor. No abstentions

Aubrey Hiers shared usage information about the library's hot spots. Jennifer Hale made a motion to not reactivate the wireless hotspots. Seconded by Mayor Chau. All in favor. No abstentions.

Melanie Brozosky entered the meeting at 6:36pm.

Treasurer's Report: Budget line items were reviewed and discussed.

Melanie Brozosky shared updates about the accounts and the new EIN number. The new EIN number is in place and the bank is aware of the new EIN number. New accounts will be created to complete banking updates with the new EIN. Let the record reflect that the authorized signers for the working account and capital account for the library are Jennifer Hale, president, Wayne Palaia, vice president, Melanie Brozosky, treasurer, and Mayor Chau. Two signatures are required for each check payable.

Capital Account Balance: \$51,473.06
Total Deposits (Includes Interest): \$0.41
Debits: \$0.00
Total Deposits (Includes Interest): \$0.41
Total Income: \$51,473.47
Bank Balance: \$51,473.47

Working Account Balance: \$151,874.15
Interest: \$1.05
Total Deposits (Includes Interest): \$169.85
Debits: \$38,018.70
Total Income: \$114,025.30
Bank Balance: \$114,025.30

The July 2022 bills were reported in the amount of \$26,543.75. Jennifer Hale made a motion to approve the bills for the month of July in the amount of \$26,543.75. Melanie Brozosky seconded the motion. All in favor. No abstentions.

Unfinished Business: Stephanie Giordano shared that Aubrey Hiers shared a template she found to assist in the Adult Volunteer Policy. The policy committee will be meeting to review this template and create an Adult Volunteer Policy for OBPL.

Wayne Palaia and Stephanie Giordano shared information from the Audit Review meeting that was held:

- Budget adjustments and bank deposit inconsistency was discussed
- Auditors suggested writing checks through Quickbooks
- A discrepancy in capital funds will need to be moved from capital account into main account - \$1927.93 from capital to operating
- Cash management plan needs to be adjusted every year.
- Moving forward, when paying PERS, adjustments will be made so the budget reflects accounts are paid when the services are rendered.

Jennifer Hale made a motion to transfer \$1,927.93 from capital to operational account as an adjustment. Matt Mazzone seconded the motion. All in favor. No abstentions.

New Business: Jennifer Hale discussed the mask policy and the possibility of changing the mask policy to optional. Wayne Palaia made a motion to update the mask policy to optional for library patrons and staff. Melanie Brozosky seconded. Wayne Palaia, Melanize Brozosky, Mayor Chau, Matt Mazzone, and Andrea Merline voted in favor. Stephanie Giordano, Barbara Madden, and Jennifer Hale opposed. New signage will read “Masks recommended, but optional.”

Jennifer Hale read the following Resolutions:

1. R2022_103 AMENDMENT TO PT PTO POLICY
2. R2022_109 ADOPTING RESIGNATION OF CHRB
3. R2022_110 ADOPTING HIRING OF BM

Jennifer Hale made a motion to approve resolution R2022_103. Stephanie Giordano seconded the motion. All in favor. No abstentions.

Jennifer Hale made a motion to approve resolution R2022_109. Wayne Palaia seconded the motion. All in favor. No abstentions.

Jennifer Hale made a motion to approve resolution R2022_110. Mayor Chau seconded the motion. All in favor. No abstentions.

Jennifer Hale requested that all board members read the part time PTO draft shared by Wayne Palaia.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Mayor Chau. All in favor. No abstentions. The meeting adjourned at 7:19pm.

Next Meeting: The next meeting of the Board of Trustees will be on September 8th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.