

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

Present:

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

Absent:

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

Minutes/Correspondence:

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

Reports:

Period for public expression - none

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

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

NCS Superintendent Representative - no report available.

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

Committee Reports -

Strategic Plan - will be given to Board by Aubrey

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

Library Director -

Statistics:

Attendance - January 1853, February to date 582

Circulation - January 1950, February to date 523

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

Statistics reflect bad weather for January

Program Attendance - not available
Total programs - not available

Upcoming programming - "Best Boy" showing 2/15 at 7pm, OpenRead Nights, Maker Day events, Documentary Nights on 3rd Thursday of every month, March is Women's History Month with a 4 part speaker series covering different topics.

Staffing - showed Jess's work with graphic design and digital artwork.

Re-starting weekly newspaper press releases.

Old Business:

List of periodicals - Aubrey gave update. Patty maintains periodicals. Currently \$2043.76 is spent on them with \$2000 allocated for 2018. Aubrey will decrease current cost.

Ethernet installed by Bruno Electric.

New computer is up and running but the connection price was a bit higher than anticipated.

Sonic Wall - new up to date firewall working. CEPA filter - no matter what the device (library/personal) connections (wireless/wired) filtered according to law. Search issues will be handled by Aubrey.

Hotspot - cost is \$120/month/device multiplied by 5 devices (total \$600/month)

Light in bathroom fixed.

New Business:

2018 Budget:

Line 27 benefits PERS - budgeted more than needed. Four employees paid in 2017; this year only three. Budgeted \$17,607 and actual cost is \$10,647.60. Excess of \$6959.40.

Recommendations for change:

Ancero bid is \$11,000 up \$4000. As they are only company to respond to RFP move \$4000 from Line 27 sub line PERS to Line 34.1 IT Contract.

Move \$1000 from Line 27 sub line PERS to Line 34 sub line Conferences for the continuing education of the Director and staff.

Remaining \$1959.40 will remain in Line 27.

Dan made the motion to accept the changes. Janet made the second. All in favor.

Mike made the motion to accept the 2018 budget. Erland made the second. All in favor. A clean copy of the 2018 Budget will be provided at the March meeting.

***March agenda items:

Overdue books - a problem.

Ancero - only contract proposal received. Review and discuss.

ILL - approximately 40-50 books/month

Community garden - should one begin with the guidance of Master Gardeners

Wireless hotspots - discuss OCPL input, cutting off the signal, lending form, and sample press release.

Policy Manual updates - Volunteer, Lost & Found, Employee Social Networking, and Hot Spot Lending. Copies will be emailed beforehand.
Strategic Plan - Aubrey will bring a hard copy

Library Policy for Severe Weather: Janet made the motion with Mike providing the second to adopt the following Library Policy for Severe Weather: In the event of severe weather the Library will remain closed pursuant to the direction of the City of Northfield. All in favor.

Meeting adjourned 7:53pm

Next meeting March 8 at 6pm