

Northfield Public Library Board of Trustees Meeting Minutes 1-11-2018

Present:

Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, President Andrea Haney, Dan Reardon, Treasurer Cindy Stafford, Alyson Dagen

Absent:

Northfield City Council Liaison Susan Korngut, Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood, Janet Marler

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 12-14-17 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 - no report available

Treasurer - reviewed Bill List. Motion made to accept and pay bills. All in favor. Three checks were written from the Capital Funds: \$600 to Aubrey Hiers who paid for Mobile Beacon, \$894.95 to SYNCBAmazon for 2 ChromeBoxes and \$1935 to TechSoup after Andrea made the motion to pay and Mike made the second with all in favor.

Committee Reports -

Strategic Plan - will be emailed to Board by Andrea.

Friends of the Library - The meeting on January 4, 2018 was cancelled due to snow. Next meeting February 1 at 6pm

Library Director -

Statistics:

Attendance - November 2614, December 2356, 2017 total 32,277

Circulation - November 1685, December 1751, 2017 total 35,608

Fines/Fees - November \$257.91, December \$274.60, 2017 total \$3333.82

Program Attendance - November 270, December 197, 2017 total 4194

December total programs 34, cost \$30

Staffing -

Evaluations are completed.

Tatiana resigned effective 1-10-2018. LouAnn is substituting until position is filled. Advertised and gathering resumes.

Old Business:

RFP for technology services - Ancero is only company to pick up RFP, others have inquired. Due date is 1-30-2018.

Policy Manual - Anne will review and discuss at February meeting.

Programs and cost of each - total attendance 2017 is 4194. Little cost involved.

List of periodicals- Aubrey will present the 10 circulating periodicals she plans to keep.

Technology upgrade update - everything ordered except for MACs. TechSoup order in transit. One more computer in Youth Services died so down to 2 working computers. Electrician is needed to create Ethernet connection. All new computers need connection to internet; if Aubrey sets them up Ancero can remotely connect for \$400 (not \$800 if they do everything). This is an upgrade not update. CEPA filters for PCs don't work the same way for laptops. Filter on firewall needed. Dan made the motion to update firewall security thru Ancero for \$3010.00 (from Capital Funds) with Andrea making a second. All in favor. By doing this security will be optimized since there is no recollection as to when security was last updated.

Bathroom has a leaking pipe that was not replaced way back with other leaking pipes.

New Business:

The Mayor stopped by to swear in Alyson Dagen as new Board member. Term through 2022.

Upcoming programming - Easter egg hunt in March. March is Women's History month with a full series of topics across the month being planned.

Overdue books - a problem. Aubrey will discuss at February meeting.

NPL will have 5 wireless hotspots. Aubrey will contact OCPL for their policy on using hotspots, review and discuss at February meeting.

Andrea made the motion for a 2% pay raise for staff effective 1-1-2018. Mike made the second, all in favor.

Snow - Library closed 1-4-18. Opened at noon 1-5-18 but the parking lot was not plowed. Dan (cleaner) came and shoveled sidewalks. Quinn (new Public Works supervisor) and Aubrey had difficulty in communication regarding snow removal. Plan for future - Quinn will contact Aubrey about date and time for plowing.

Library Policy for Severe Weather (draft):

In the event of severe weather the Library will remain closed following the lead of the City of Northfield, until the State of Emergency is lifted and/or the Director of Public Works deems it safe to reopen.

To be discussed at February meeting.

Meeting adjourned 7:15pm

Next meeting February 8 at 6pm

IMPORTANT!!!!!!!!!!

At the February meeting there MUST be a motion to accept the 2018 budget.