

## **Northfield Public Library Board of Trustees Meeting Minutes 6-14-2018**

### **Present:**

President Andrea Haney, Secretary Anne Cancelmo, Library Director Aubrey Gephardt, Vice President Mike Ruth, Dan Reardon, Treasurer Cindy Stafford, Northfield City Council Liaison Susan Korngut, Alyson Dagen

### **Absent:**

NCS Superintendent Representative Alyssa Leatherwood, Janet Marler, Northfield Mayor Erland Chau

### **Minutes/Correspondence:**

The meeting was called to order by President Andrea Haney at 6:00pm. A motion was made to approve the minutes from the 4-12-18 meeting and waive a formal reading of said minutes. Motion seconded and approved. There was no meeting on 5-10-18 or 5-18-18, no quorum.

### **Reports:**

Period for public expression - none

Mayor - no report available

City Council Representative - solar discussed again. (Board continues support of going solar with support of City of Northfield. Will await information from the City. Until then the discussion is ended.)

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Andrea made the motion to pay \$36,026.61 from the May 7 Bill List and \$15,888.90 from the June 13 Bill List. All in favor.

Committee Reports -

Strategic Plan - Will be discussed at July meeting

Friends of the Library - no report available.

Library Director -

Statistics:

Attendance - March 2502, April 2878, May 3281, June to date 1083

Circulation - March 2998, April 3176, May 2904, June to date 849

Fines/Fees - March \$312.99, April \$265.51, May \$260.94, June to date \$0.00

Program Attendance - May 365 ( Adult - 218, YA - 19, Juvenile - 119, Family - 9)

Total programs - May 51 (Adult - 28, YA - 5, Juvenile - 17, Family - 1)

Program cost- \$0

No program statistics for March or April

Upcoming programming - none discussed

Awaiting final report from Auditor.

Summer Reading program beginning.

Friends of the Library providing reusable bags.  
Working on poetry/story mapping - Taleblazers app.  
Checked with NCS regarding their policy on adult volunteers. It will be forwarded to Board.  
Bywater - helped to transfer data to KOHA. Glitches with KOHA fixed and Library needs to pay  
Bywater more money since they are only ones who can fix glitches. Issues at stake include  
using email, scanning checked out books and continued transfer of data. Discussion ensued.

**Old Business:**

2018 Budget: Aubrey will provide clean copy of the 2018 Budget at the July meeting.

ILL Mt. Laurel - is check cashed?

Overdue books - a problem. Awaiting list from Aubrey.

Community garden - no progress.

Lost & Found Policy- discussed. Anne will resend with June minutes.

Aubrey need to send time sheets to Andrea.

**New Business:**

Andrea made motion to hire Regina Brunache as of 2/20/2018 as a PT Library Assistant at \$10/  
hour for 22 hours/week. All in favor.

Andrea made motion to hire (2/5/2018) and to accept resignation (2/15/2018) of Kathleen  
McWilliams. All in favor.

Aubrey has been in contact with Ancero who says a new server is needed. \$2350 for server.  
\$380 for single license. Discussion ensued.

Aubrey wants to redesign Youth Services. Reviewed information previously emailed.  
Approximate cost \$100,000. Aubrey will present an RFP to revamp Youth Services to Board at  
July meeting.

Capital Funds - research use. Refer to list already created. [ilovenjlibraries.org](http://ilovenjlibraries.org)

Moved to Closed Session at 7:55pm

Meeting adjourned 8:09pm

**Next meeting July 12 at 6pm**

