

**Northfield Public Library Board of Trustees Meeting  
Minutes<sup>[SEP]</sup> Thursday, June 9th, 2022 at 6:15pm<sup>[SEP]</sup> 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, Vice President Wayne Palaia, Treasurer Melanie Brozosky, Mayor Erland Chau, City Council Liaison Carolyn Bucci, Stephanie Giordano, NCS Representative Alyssa Caramenico, Matt Mazzone, Library Director Aubrey Hiers and Barbara Madden

**Absent:** Secretary Andrea Merline

**Minutes/Correspondence:** The meeting was called to order by President Jennifer Hale at 6:18pm. Jennifer Hale made a motion to waive the reading of prior minutes and amend a motion made in the May meeting minutes. The minutes read to approve the May meeting minutes and it should read to approve March meeting minutes. Motion was seconded by Barbara Madden . All approved. No abstentions.

**Period for Public Expression:** At 6:20pm there was an opportunity for public expression. None present.

**Mayor's Report:** Mayor Chau received an email from gentleman he met at mayor conference in regards to Solar. The solar guy is willing to come to a meeting or meet with appropriate committee.

**Library Director Aubrey Heirs entered the meeting at 6:22pm**

**NCS Representative Report:** Alyssa Caramenico shared the following information and upcoming events for NCS:

June 21st- 8th Grade Graduation

June 22nd- Last Day of School

June 27th- First Day of Summer Camp

June 27th- B.O.E. Meeting at 7pm in the Cafeteria

Possible interest in bringing older campers down to the library to sign up for Library cards as a camp activity.

**Treasurer's Report:** Melanie Brozosky reported the following balances for the Working and Capital Accounts:

Capital Account- \$51,572.64, No known designation for this balance. Melanie asked the board to consider moving some more money from the working account to this account with a designation.

Working Account- 204,960.71, Projected Balance minus delayed May bills and June bills- \$151,433.07. This account had a deposit of \$75,726.23 from the city this month.

Melanie Brozosky motioned to approve June bills in the amount of \$16,410.58. Motion seconded by Jenn Hale. All in favour. No Abstentions.

Melanie Brozosky motioned for Check# 3618 in the amount of \$170 to NJLA be voided. Motion was seconded by Jenn Hale. All in favour. No Abstentions.

Melanie Brozosky reported that Dawn Stollenwer, CFO for the City, states that we are no longer allowed to use the City's EIN for banking. Melanie is going to research what the extra needs may be for the library obtaining its own EIN. Brenda Flathery from Ocean First is giving us 60 days to obtain new EIN under our Library's legal name. Library's legal name has varied according to different records. Melanie is going to figure out name. Melanie reported that she is now able to print statements through a link that Ocean First provided.

Aubrey Hiers and Melanie Brozosky met before the meeting and Melanie is now able to print checks, reconcile accounts, and check balances.

Jenn Hale inquired about the stamp used for banking. It was decided the stamp needs to reflect the current bank name. Melanie was going to look into a new stamp.

### **Wayne Palaia entered the meeting at 6:29pm**

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

May 2022 Statistics: Attendance: 835 Circulation: 1204 items - 52 Ebooks, 63 Audiobooks ,Fines/Fees: \$157.93 In Person Programs: 233 Total Attendance: 232

Aubrey Hiers reported that the new library position was posted on the library website, Facebook, and Indeed. Aubrey reported that applications have already started to come in and interviews would be setup for the next week.

Aubrey Hiers reported that as of May 3rd Library audit was not complete. As of May 27th, auditors had been recently informed of the use of the City's EIN for banking.

Newsletter is currently on hold pending the approval of the Summer Programs. Aubrey recommended Maker Space for the summer program. Jenn Hale motioned that in the light of no extra money being needed for programs for the rest of the year, to approve Maker Space at the cost of \$600 for the summer program of 2022. The motion was seconded by Matt Mazzone. All in favour. No Abstentions.

A ReadSquared account was setup for residents to track their reading and prizes this year.

Library will be having reduced hours on Wednesday, June 15th

and Thursday, June 16th due to being short staffed. Programs were rescheduled on these days. Rescheduled times will be posted on the door.

The American Red Cross has put in a request to use the library for blood drives three times a month. The board decided more information was needed and to table the request to the July Meeting. Aubrey is going to ask representative to come to the July meeting.

### **Unfinished Business:**

Jenn Hale reported that the time clock check was sent out. One check reaches time clock company, clock will be sent out and zoom meeting will be setup for an onboarding/introduction on how to use the time clock.

A review of the budget for 2022 was done. PERS insurance will be 1671.82 short for the year, Processing will be \$1176 short for the year, and Heating bill will be \$337 short for the year. A grand total of 3184.82 short for the year.

The Personal Committee reported that the second long-term library, MAB-511, will not be retiring in the fall. Jenn Hale discussed for the personal committee to review finances in order to hire a senior library assistant to provide supervision at the Library when the Library Director is off.

The maintenance agreement was discussed. Someone from the Building and Grounds committee will be reaching out to Kathy Smith about more information about the light bulbs.

### **New Business:**

Jenn Hale discussed the use of Verizon and Xtel Communications as the phone systems for the Library. Verizon is used for local calls and Xtel for long distance calls. Aubrey Hiers stated that

VOIP Services have been looked into in the past but they require a credit card on record and most don't want to take on a customer with so few lines needed. Aubrey was going to look in more VOIP services.

Jenn Hale informed the Board that Employee 0566, AH, was out from May 10th-26th. Employee 0566 was communicating with the personal committee. AH has been given FML paperwork for this time period and will be following up with doctors.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Melanie Brozosky . All in favour. No abstentions. The meeting adjourned at 8:03pm.

**Next Meeting:** The next meeting of the Board of Trustees will be on July 14th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Stephanie Giordano.