

**Northfield Public Library Board of Trustees
Meeting Minutes January 14, 2020**

The meeting was advertised in the Atlantic City Press and posted on the Library website.

Present: Library Director Aubrey Hiers, President Vesna Markovic, Vice President Christine Cleary, Treasurer Melanie Brozosky, Mayor Erland Chau, Jennifer Hale, Andrea Merline
Absent: Alyssa Leatherwood, Fern Hedrick, Fatjona Lubonja

Minutes/Correspondance: The meeting was called to order by President Vesna Markovic at 6:18pm. A motion was made to approve the minutes of 12-10-2020 and waive formal reading of said minutes.

Motion made by Erland Chau and seconded by Melanie Brozosky. All in favor. None opposed. No abstentions.

Period for public expression - none

Mayor's report: Work order for parking lot paving has begun at City Hall. Library will be notified prior to work beginning at library lot. Resignation was accepted from Gabrielle Lehne and a new Board Member, Andrea Merline, was appointed by the Mayor and sworn in by the City Clerk's Office.

A motion was made by the Mayor to approve the resignation of Gabrielle Lehne. Seconded by Vesna Markovic. All approved.

A motion was made by Vesna Markovic for Andrea Merline to serve as the Secretary for the Board of Trustees of the Otto Bruyns Public Library. Erland Chau seconded the motion. All approved.

Treasurer report: Melanie reported that bills for December 2020 in the amount of \$25,452.10 were prepared. Motion was made to approve bills and seconded. All in favor. None opposed. No abstentions.

Melanie reported that due to the library's status as a municipal entity, electronic banking requires the library to pay a fee of \$15 a month. Currently, the library is being charged \$10 a month. Melanie will reach out to the City Finance Department to determine if the City of Northfield uses online banking with Ocean First and if so could the library be included in their online banking subscription. After this option is explored, the board may consider switching banks.

Superintendent report: no report

Library Director:
December Statistics
Attendance: 280
Circulation: 910
Fines/fees: \$29.00

Financials

Library Budget 2020: \$303,403.81

Library Actual Spending 2020: \$281, 695.32 (PERS not included)

Excess to be transferred to Capital: \$21, 708.49 (once PERS paid, about \$10,000)

General Statistics

Attendance: 10, 457 (77% drop)

Circulation: 10,503 (60% drop)

Fines Collected: \$1,675.09 (62% drop)

In Library Programs (Jan and Feb): 91, attendance 842

Public Computer Sessions: 1,264 (70% drop)

Library Collection

Books Purchased: 1,581

DVs Purchased: 79

Audio & eBooks purchased: 104

Books Owned: 30,776

DVDs Owned: 2,286

Print Magazine subscriptions have been cancelled

Audio Books on CD have been discarded from collection.

Virtual Programs

Virtual Programs (prerecorded): 72

Views: 4,23

To-Go crafts distributed: 208

Aubrey presented the quotes for the new copier

 Copiers Plus: \$4,979.63

 W.B. Mason: \$6,780

 Staples: \$7,422.15

Board discussed and approved the bid from Copiers Plus as it was the lowest and the library is currently a client of Copiers Plus and has a positive working relationship with the company. A motion was made by Erland Chau, seconded by Melanie. Christine Cleary abstained from the vote, all others approved. Motion accepted.

Aubrey recommended that the library contact Ancero about not automatically renewing the IT contract for 2021 and create an RFP for IT Services. This was agreed upon by the Board.

Advertisements for an auditor, Board Meeting Dates and the RFP for IT will be placed in the Press of Atlantic City.

Old Business:

Copier purchase: Board reviewed and approved Copiers Plus quote during Director's Report.

New Business:

Christine Cleary will be working abroad beginning July 2021. June of 2021 will be her last month on the Board of Trustees.

Fern Hedrick has missed the following Board Meetings: September, October, November, December 2020 and January of 2021.

According to the Otto Bruyns Public Library of Northfield Policy Manual section

"Unexcused Absence of Board Members"

"Trustees are expected to make every effort to attend all meetings of the Board. If a member is unable to attend a specific meeting, he or she must notify wither the Director or a fellow Board member as much in advance of the meeting as possible. It is understood and acceptable that obligations may occasionally prevent a member from attending.

It is also understood that if a trustee misses two meetings in a row without having provided notice as directed above, such Trustee is interpreted as having resigned from the Board."

A motion was made by Vesna Markovic to terminate the position of Fern Hedrick from the Board of Trustees of the Otto Bruyns Public Library as per the unexcused absence of board members policy due to her absence at five consecutive board meetings. The President of the Board has contacted Ms. Hedrick but as of the time of this meeting has not received a response indicating a reason for these absences.

The motion was seconded by Jennifer Hale. All in favor.

A letter will be sent to Fern Hedrick communicating her removal from the Board of Trustees.

Mayor Chau will seek applications for a new Board Member.

Mayor Erland Chau made a motion to approve officer terms for 2021:

President: Vesna Markovic

Vice President: Christine Cleary

Treasurer: Melanie Brozosky

Secretary: Andrea Merline

Motion was seconded by Jennifer Hale. All approved.

Meeting adjourned at 7:27pm

The next meeting of the Board of Trustees will be February 11, 2020 at 6:15pm in the Library Community room and via zoom.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, February 11, 2021 at 6:15pm
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: Library Director Aubrey Hiers, City Councilwoman Barbara Madden, President Vesna Markovic, Treasurer Melanie Brozosky, Secretary Andrea Merline, Jennifer Hale, Fatjona Lubonja, Alyssa Leatherwood

Absent: Mayor Erland Chau, Vice President Christine Cleary

Minutes/Correspondence: The meeting was called to order by President Vesna Markovic at 6:17pm. January and February meeting minutes will be reviewed prior to the next meeting on March 11, 2021.

Period for Public Expression: At 6:35 pm there was an opportunity for public expression. None present.

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

January Statistics:

Attendance: 300 people

Circulation: 928 items - 87 EBooks, 90 Audiobooks

Fines/Fees: \$68.62

Virtual Programs: 45 were held and received 383 views

Old Business: The copier that was approved to purchase will be arriving on 2/17/21.

Ford Scott responded to the RFP. We have their proposal at the library for \$4,000 to render auditing services. Ford Scott is the only auditing firm in the area that is qualified to do municipal audits. A motion was made by Jennifer to accept the RFP from Ford Scott and Associates for \$4,000 a year. The motion was seconded by Melanie. All in favor.

NCS Representative: The building pandemic team has started meeting again to brainstorm and develop the next phases of the school's plan. There are no updates at this time, but the process has begun. Alyssa will relay any questions to Mr. Bretones. Barbara asked a question in relation to the school crossing guards: Do they anticipate that the need for additional crossing guards will be ending soon? This question will be brought to Mr. Bretones. There are no questions from the public library at this time.

New Business: Aubrey explained that there are 3 members who receive PERS benefits and she was previously using a calculation based on 12% of those combined salaries. That percent went up, but Aubrey did not receive the new calculation of 15.11% of combined salaries. Therefore, that budget line was overspent by \$1,813.04. The auditor will note this calculation was wrong, but the library has not overspent its budget, only that line item. We used a 12% calculation for 2021 PERS in

the budget, under budgeting line 27 for \$1,889.54. We need to adjust or amend the proposed budget by the end of the year. Aubrey recommended revisiting this in a few months after verifying that the calculation for 2021 has not gone up and will be 15.11%.

The New Jersey Library Trustees Association needs an updated record of everyone on the board. Each member present stated that their contact information listed was correct.

Aubrey presented the idea of using Birch Grove Park to host story time in the summer. The theme for the summer reading program this year is Tails and Tales. Aubrey would like to do Tails, Trails, and Tales and encourage children to come to the park, listen to a story, take home a craft, and take a walk on the trail. Board members support this idea. Aubrey will bring her idea to city council.

Aubrey presented the idea of replacing the library carpeting with vinyl flooring. Aubrey will reach out to a few different companies and get quotes for various grades of flooring prior to the next meeting.

Due to the weather, the library was closed on February 11, 2021. The city has been great in making sure the library lot is cleared and sidewalks are salted and sanded.

Treasurer's Report: The bills for January 2021 were reported in the amount of \$31,021.20. Vesna made a motion to approve the bills and Fatjona seconded the motion. All in favor.

Vesna made a motion to adjourn the meeting. The motion was seconded by Melanie. All in favor. The meeting adjourned at 7:14pm.

Next Meeting: The next meeting of the Board of Trustees will be on March 11, 2020 at 6:15pm in the Library Community room and via zoom.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, March 11, 2021 at 6:15pm
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: Library Director Aubrey Hiers, Mayor Erland Chau, City Council Liaison Barbara Madden, President Vesna Markovic, Secretary Andrea Merline, Jennifer Hale, Fatjona Lubonja, Wayne Palaia

Absent: Vice President Christine Cleary, Treasurer Melanie Brozosky, NCS Schoolboard Representative Alyssa Leatherwood

Minutes/Correspondence: The meeting was called to order by President Vesna Markovic at 6:18 pm. Vesna Markovic made a motion to approve the January and February meeting minutes. Motion was seconded by Jennifer Hale. All approved. No abstentions.

Period for Public Expression: At 6:23pm there was an opportunity for public expression. Eva Dawson introduced herself and explained that she is sitting in on the meeting as part of her program at Clarion University.

Mayor's Report - Mayor Chau reported that the city council is looking into possibly joining the Atlantic County Library System. Mayor Chau contacted the Atlantic County Government to seek out what the pros and cons for joining would be for the City of Northfield. If the city council is interested in moving forward it would go through referendum and then go before the public.

The city will be paving the library parking on March 18th and 19th. During that time there will be street parking only. Signs have been posted and the front entrance of the library will remain open.

NCS Representative: Not present.

Treasurer's Report: The bills for February 2021 were reported in the amount of \$19,907.87. The Copiers Plus \$4,979 bill will be paid out of capital expenses. All other funds will be paid from the regular account. Vesna Markovic made a motion to approve the bills and Jennifer Hale seconded the motion. All in favor. No abstentions.

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

February Statistics:

Attendance: 245 people

Circulation: 878 items - 57 EBooks, 77 Audiobooks

Fines/Fees: \$40

Virtual Programs: 46 were held and received 459 views

Aubrey stated that the summer reading program, Tales, Trails, & Tails, will be happening at Birch Grove Park. The goal is to become citizen scientists and will encourage participants to document their findings through the iNaturalist App. Aubrey will find out on Monday if the grant she applied for will be received. This grant would provide 40 backpacks packed with binoculars, flashlights, collection jars, and other tools for the young scientists. If the grant is awarded, there will be signups for backpacks.

Old Business: The fax line was hooked up to the new copy machine today. Vesna Markovic motioned to discard the old fax machine. Jennifer Hale seconded the motion. All approved. No abstentions.

The Eagle Scout mural project will be beginning soon. The mural painting will be on the library's back fence and it will be of books in all different languages.

The following IT Contract Bids were reviewed:

- Ocean Computer Group: \$9,000
- Apollo Mercury: \$9,792
- Ancero: \$10,640

Our previous contract with Ancero was for \$11,000 and ends at the end of April. All services are comparable and do not include installation of new equipment or new services. Agreements are annual without an automatic renewal. All RFPs were reviewed and put in Old Business for April's board meeting. We will continue to look at other IT services and simply the RFP.

New Business: Welcome to new board member Wayne Palaia.

Aubrey would like to amend the circulation policy for all DVDs to one week with new DVDs circulating for two days. New DVDs to be defined as purchased within the last three months. This applies to both adult and children's DVDs. A motion to change the DVD circulation policy to one week rentals and new DVDs to two day rentals was made by Vesna Markovic. Wayne Palaia seconded the motion. All approved. No abstentions.

Aubrey would like to hold a virtual event for Books Behind Bars in April or May. This program sends books to incarcerated people in New Jersey. This event would be all virtual and the program's founder would explain what the program does and how individuals can get involved with this program.

Expanding library hours for the spring was discussed. Aubrey discussed opening to regular hours again and offering table reservations: Monday-Thursday: 10am-8pm & Friday-Saturday: 10am-5pm.

Table reservations would allow tutors a space to work and would be organized through a reservations system. People can make table reservations by phone or walk in and make table reservations at the circulation desk. All employees would come back to working in the facility while still enforcing Covid precautions. Vesna Markovic made a motion to reinstate the full operating hours beginning April 1, 2021. Jennifer Hale seconded the motion. All approved. No abstentions.

Aubrey will be attending the city council meeting on Tuesday to give her opinion on possibly moving to a county library system. Seating is limited, if you are interested in attending please call the clerk's office to reserve a seat.

Vesna made a motion to adjourn the meeting. The motion was seconded by Jennifer Hale. All in favor. No abstentions. The meeting adjourned at 8:30pm.

Next Meeting: The next meeting of the Board of Trustees will be on April 8, 2020 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, April 8, 2021 at 6:15pm
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: Library Director Aubrey Hiers, President Vesna Markovic, Vice President Christine Cleary, Treasurer Melanie Brozosky, Secretary Andrea Merline, Jennifer Hale, Wayne Palaia

Absent: Mayor Erland Chau, NCS Schoolboard Representative Alyssa Leatherwood, Fatjona Lubonja

Minutes/Correspondence: The meeting was called to order by President Vesna Markovic at 6:20 pm. Vesna Markovic made a motion to waive the reading of prior minutes and approve the March meeting minutes. Motion was seconded by Wayne Palaia. All approved. No abstentions.

Period for Public Expression: At 6:24 pm there was an opportunity for public expression. None present.

Treasurer's Report: The bills for March 2021 were reported in the amount of \$16,492.40. Melanie Brozosky made a motion to approve the bills and Vesna Markovic seconded the motion. All in favor. No abstentions.

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

March 2021 Statistics:

Attendance: 318 people

Circulation: 986 items - 69 Ebooks, 77 Audiobooks

Fines/Fees: \$29.40

Virtual Programs: 14 were held and received 817 views

New Business: The library received a national grant from the American Library Association for \$3,000. This grant will allow for two community book talks that will take place at Birch Grove Park. *The Nature Fix* by Florence Williams will be discussed in July and *Palaces for the People* by Eric Klinenberg will be discussed in August. The grant will be used for purchasing books, purchasing wireless microphones to allow for community conversations outside, and to establish an internet connection at the Northfield Museum.

Aubrey would like to designate a separate break room space for library staff members to eat their lunch or dinner. All board members agreed.

The library had their annual audit recently. The audit report will be discussed further once we receive the detailed audit report.

The library assistant who does Makerspace is resigning. He works 21 hours a week and will be leaving in May. Another employee, who works 15 hours, will likely be leaving in June. The 21 hour employee position will need to be replaced. Aubrey would like to put an advertisement in the paper for a library assistant and include that the position would include assisting with Makerspace. Aubrey would like for the new employee to begin at the beginning of May. The position schedule would include two nights, Friday, and Saturday hours each week. The employee would receive minimum wage. All board members agreed for the advertisement to be put in the paper.

Old Business: The library's IT contract expires 4/30/21. Aubrey and Wayne discussed continuing to work with Ancero to create a plan that fits the library's needs best. Aubrey is going to go through the proposal and determine what the library needs for support. Ideally, at the next meeting we would have a contract to sign from Ancero.

The library parking lot has been repaved and it is great. Aubrey wants to put library parking space signs or no parking signs to deter non library patrons from parking in the lot. The mayor is looking into the use of the library parking lot.

Library flooring inquiries are still in process.

Vesna Markovic announced that she will be resigning due to a job in a new location. Mayor Chau posted the listing for a board member today.

Vesna Markovic made a motion to adjourn the meeting. The motion was seconded by Jennifer Hale. All in favor. No abstentions. The meeting adjourned at 8:05 pm.

Next Meeting: The next meeting of the Board of Trustees will be on May 13, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, May 13, 2021 at 6:15pm
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: Mayor Erland Chau, Library Director Aubrey Hiers, Treasurer Melanie Brozosky, Secretary Andrea Merline, Jennifer Hale, Fatjona Lubonja, Wayne Palaia, Carolyn Bucci, City Council Liaison Barbara Madden

Absent: Vice President Christine Cleary, NCS Representative Alyssa Leatherwood

Minutes/Correspondence: The meeting was called to order by Treasurer Melanie Brozosky at 6:24 pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the April meeting minutes. Motion was seconded by Wayne Palaia. All approved. No abstentions.

Period for Public Expression: At 6:26pm there was an opportunity for public expression. None present.

Mayor's Report: Mayor Chau discussed verifying library board term dates with Shannon Campbell. Mayor Chau introduced and welcomed Carolyn Bucci to the library board.

Treasurer's Report: The bills for April 2021 were reported in the amount of \$20,312.36. Melanie Brozosky made a motion to approve the bills for April. Mayor Chau seconded the motion. All in favor. No abstentions.

Account Balances:

Operational Funds Balance: \$112,101.73

Capital Funds Balance: \$110,487.04

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

April 2021 Statistics:

Attendance: 278 people

Circulation: 735 items - 68 Ebooks, 67 Audiobooks

Fines/Fees: \$55.25

New Business: Lauren Sutherland's social media post won for OBPL a NJ LIB MEGA Prize for a photo in the NJ Snapshot Day: Movo Photo Smartphone Video Kit V8 with Rig, Light, & 4 microphones, Apple Lightning to 3.5 mm Headphone Jack Adapter (Required for the above kit) and a \$100 Amazon Gift Card.

Library employees William Swain and Erin Sochocky submitted letters of resignation. Mayor Chau made a motion to accept the resignation letters of William Swain and Erin Sochocky. Melanie Brozosky seconded the motion. All approved. No abstentions.

The library would like to hire James Clark (21 hours) and John Lynskey (29 hours) effective the week of May 17th to fulfill open positions. Mayor Chau made a motion to hire James Clark and John Lynskey as part time library employees at \$12.00 per hour or minimum wage effective May 17th, 2021. Melanie Brozosky seconded the motion. All in favor. No abstentions.

The board discussed the current opening for President and future Vice President of the library board. The responsibilities of each role were discussed. Jennifer Hale expressed interest in the library board President role. Mayor Chau made a motion to approve Jennifer Hale for the Library Board of Trustees President position effective immediately. Seconded by Fatjona Lubonja . All in favor. No abstentions.

The current library cleaning services and schedule were discussed. The idea of altering the cleaning schedule to reduce from daily cleanings was discussed. Aubrey will be discussing these topics with COIL later this month. Aubrey will follow up on this information at the June library board meeting.

Mayor Chau discussed the need for library city property changes to be brought before city council and approved. The city will handle communication with the American Legion to gain more information about any concerns with sharing the parking lot. The city will handle the posting of any signs, if needed. Mayor Chau will follow up with more information regarding this topic at future meetings.

Old Business: RFP for IT Service Update:

- Accepted contract with Ancero (without Offsite Data Plan and saved \$2,000)
- Purchased QB Online cloud edition through Tech Soup (\$75 Annual fee)
- Set up Disaster Recovery Data with Jersey Connect
- Put \$566.40 to purchase Time Limit Manager through Fortres Grand (subsequent years: \$94 annual maintenance fee)

Mayor Chau made a motion to accept Ancero's bid at \$8,360.00 contingent upon the forthcoming detailed statement of work and services. Jennifer Hale seconded the motion. All in favor. No abstentions.

The library has estimates for removing carpeting and luxury vinyl tiles installed. Both estimates use State Contract making it unnecessary to put out an RFP. Prices include the moving of the library book stacks.

Frank Mazza & Son, INC.
3339 White Horse Pike, PO Box 226
Hammonton, NJ 08307
(609)561-5300 Vincent Ferraro
Primary Elements: \$52,739.84
Event Series: \$55, 171.40

Spacia: \$55,893.44

Empire Today
333 Northwest Ave.
Northlake, IL 60164
(914)355-1976 Christopher Degange
Alliance LVP: \$49,234.18
Mohawk Living: \$50,512.90
Mohawk Hot: \$56,533.54

Aubrey will talk to Mazza & Son about the estimated timing for work. Aubrey will attend the next city council meeting to seek approval.

ALA LTC Grant: Aubrey spoke to City Council and Greg Dewees will look into issues with museum and getting and internet connection installed.

The CARES ACT mini grant funding was not received. Aubrey will look into getting information and quotes for purchasing five new laptops to replace the current outdated laptops. Aubrey is currently working on a current strategic plan. Aubrey will be sending the strategic plan out to board members once it is completed.

Melanie Brozosky made a motion to adjourn the meeting. The motion was seconded by Mayor Chau. All in favor. No abstentions. The meeting adjourned at 8:31 pm.

Next Meeting: The next meeting of the Board of Trustees will be on June 10, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, June 10, 2021 at 6:15pm
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 Christine Cleary, Library Director Aubrey Hiers, Treasurer Melanie Brozosky, Secretary Andrea Merline, Fatjona Lubonja, Wayne Palaia, Carolyn Bucci, City Council Liaison Barbara Madden, NCS Representative Alyssa Leatherwood

Absent: Mayor Erland Chau

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:17 pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the May meeting minutes. Motion was seconded by Wayne Palaia. All approved. No abstentions.

Period for Public Expression: At 6:22pm there was an opportunity for public expression. None present.

NCS Representative: Alyssa Leatherwood discussed mask guidelines for NCS. She stated that they are following the CDC recommended guidelines and as soon as they update they are following those. Masks are optional while students are seated at their desks, and students are required to wear masks while they are moving around or traveling in the hallways. The summer program will continue with the same guidelines. NCS would be interested in bringing the students to the library during the summer program.

Treasurer's Report: May 2021 bills were reported in the amount of \$29,184.46. Melanie Brozosky made a motion to approve the bills for May and Jennifer Hale seconded the motion. All in favor. No abstentions.

Director's Report: May activities and statistics are not available at this time and Aubrey will be providing them soon.

Old Business: Wayne Palaia discussed Ancero contract updates and explained that we will only be purchasing services that are needed. Payment will be submitted quarterly. Wayne requested artifacts monthly. A contract has not been signed yet.

Wayne Palaia suggested putting together a subcommittee to help create a strategic plan for the library. Wayne Palaia and Carolyn Bucci volunteered for the Strategic Plan subcommittee. Other subcommittees needed were also discussed. Jennifer Hale and Fatjona Lubonja volunteered for the Personnel subcommittee. Fatjona Lubonja and

Melanie Brozosky volunteered for the Policy subcommittee. Jennifer Hale suggested restructuring all committees in October when the budget is reviewed.

All board members are comfortable moving forward with the flooring project. Wayne Palaia made a motion to approve Mazza's Flooring bid. The motion was seconded by Carolyn Bucci. All in favor. No abstentions.

Barbara Madden explained details about the local library systems in general. Barbara also discussed the details of switching to a county library system. Melanie read and discussed the resolution to be brought to the board regarding. Jennifer Hale made a motion to bring the resolution XX-2021 to be presented to council on behalf of the board of trustees. Fatjona Lubonja seconded the motion. All in favor. No abstentions.

New Business

The board discussed updating the Covid mask policy as per Governor Murphy's guidelines. Jennifer Hale will reach out to City Hall for verification. Jennifer Hale made a motion to adopt the policy that masks indoors are optional for those that are vaccinated and mandated for those that are not. Melanie Brozosky seconded the motion. All in favor. Contingent upon verification with City Council.

The following programs are interested in resuming: Tuesday morning Story Time (outside), Mahjong Mondays, Creative Writing, Film Nights 4 Adults, and Senior Luncheons (meals to go). The board discussed using the meeting room for library programs. Wayne Palaia made a motion to open up the meeting room for library programs only, within accordance with our adopted mask policy, and with 50 percent capacity. Carolyn Bucci seconded the motion. All in favor. No abstentions.

The board discussed how libraries are allowing for the return of books to circulation as opposed to a book quarantine. Carolyn Bucci made a motion to lift book quarantine. The motion was seconded by Fatjona Lubonja. All in favor. No abstentions.

The board discussed how libraries are dropping staff's responsibility to clean table surfaces after each use by the public and they are reducing the frequency of professional cleaning services. Jennifer Hale made a motion to reduce the cleaning services to three times a week beginning July 1st, 2021. Andrea Merline seconded the motion. All in favor. No abstentions.

The board discussed the library's protective shields. Wayne Palaia made a motion to keep the protective shields up. Carolyn Bucci seconded the motion. All in favor. No abstentions.

Aubrey discussed that given the low amount of use our tables are getting, that we begin to no longer require registration for the use of a table. Jennifer Hale made a motion to lift restrictive use of tables and seating in the library. Fatjona Lubonja seconded the motion. All in favor. No abstentions.

Aubrey discussed having an outside library book sale. Jennifer Hale made a motion to approve the Friends of the Library outdoor used book sale to be held in July 2021. Wayne Palaia seconded the motion. All in favor. No abstentions.

The board discussed this year's 4th of July Parade and library float. Aubrey discussed refraining from participating in the parade this year and beginning to consider how to best plan for next year's parade.

Library employee Lauren Sutherland submitted a letter of resignation. Jennifer Hale made a motion to accept the resignation of Lauren Sutherland. Carolyn Bucci seconded the motion. All in favor. No abstentions.

Christine Cleary resigned as the Vice President of the board of the Otto Bryuns library effective immediately because she is moving. The board discussed approving a new Vice President tonight. Jennifer Hale made a motion to approve Fatjona Lubjona as the Vice President of the Otto Bruyns Library Board of Trustees. Melanie Brozosky seconded the motion. All in favor. No abstentions.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Carolyn Bucci. All in favor. No abstentions. The meeting adjourned at 8:28pm.

Next Meeting: The next meeting of the Board of Trustees will be on July 8, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, July 8, 2021 at 6:15pm
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, Library Director Aubrey Hiers, Treasurer Melanie Brozosky, Secretary Andrea Merline, Wayne Palaia, City Council Liaison Barbara Madden

Absent: Mayor Erland Chau, Vice President Fatjona Lubonja, Carolyn Bucci, NCS Representative Alyssa Leatherwood

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:25 pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the June meeting minutes. Motion was seconded by Wayne Palaia. All approved. No abstentions.

Period for Public Expression: At 6:27pm there was an opportunity for public expression. None present.

Treasurer's Report: The June 2021 bills were reported in the amount of \$25,275.18. Melanie Brozosky made a motion to approve the bills for June and Jennifer Hale seconded the motion. All in favor. No abstentions.

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

June 2021 Statistics:

Attendance: 421 people

Circulation: 1221 items - 62 Ebooks, 46 Audiobooks

Fines/Fees: \$78.00

In Person Programs: 7

Total Attendance: 35

Old Business: Jennifer Hale shared that she spoke with Greg Dewees regarding obtaining an internet connection at Birch Grove Park's bandstand and museum. The issue regarding obtaining the internet is not structural. They are waiting for Comcast to get out to the area and suggested using hotspots in the meantime. Jennifer Hale explained that we will be getting internet out at the museum. More information will be forthcoming.

Aubrey Hiers explained that the new flooring from Frank Mazza & Son flooring does have a warranty and grey color flooring was chosen. The entire flooring project is anticipated to take about a week once the materials arrive.

Aubrey explained that she spoke to Mayor Chau about allowing the library meeting space to be a mask optional area. An attendance sheet will be kept to keep record of program's attendees. If there are any health concerns after a program, the attendees will be contacted. The meeting room is currently only open to adults participating in library programs. If an adult does choose to go into the main library they will need to wear a mask. Mayor Chau concurred with this idea. Jennifer Hale made a motion that as of July 8, 2021 masks are optional for fully vaccinated individuals in the library's meeting room only. Melanie Brozosky seconded the motion. All in favor. No abstentions.

New Business: We received the report from the annual library audit review. Aubrey Hiers explained more about the audit report. Jennifer Hale and Aubrey Hiers will plan a time to meet with the auditor to continue to gather more information about the report's findings.

Wayne Palaia discussed more about developing a Strategic Plan, which would include a technology plan for the library. Andrea Merline volunteered to help work on the strategic plan committee with Wayne Palaia and Carolyn Bucci. Aubrey Hiers will draft a survey to gather general library use information from the public and send the draft out to the strategic plan committee.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Melanie Brozosky. All in favor. No abstentions. The meeting adjourned at 8:11pm.

Next Meeting: The next meeting of the Board of Trustees will be on August 12, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, August 12, 2021 at 6:15pm

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 Fatjona Lubonja, Treasurer Melanie Brozosky, Secretary Andrea Merline, Wayne Palaia, Mayor Erland Chau, Carolyn Bucci

Absent: Library Director Aubrey Hiers, NCS Representative Alyssa Leatherwood, City Council Liaison Barbara Madden

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:24pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the July meeting minutes. Motion was seconded by Wayne Palaia. All approved. No abstentions.

Period for Public Expression: At 6:25pm there was an opportunity for public expression. John Lynskey and James Clark both spoke about their experiences working at the library over the past few months.

Mayor's Report: The mayor discussed reaching out to the city engineer regarding any punch list items the library may have that falls under the city's umbrella.

Treasurer's Report: The July 2021 bills were reported in the amount of \$36,658.21. Jennifer Hale made a motion to approve the bills for July and Wayne Palaia seconded the motion. All in favor. No abstentions.

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

July 2021 Statistics:

Attendance: 478 people

Circulation: 1,433 items - 81 Ebooks, 56 Audiobooks

Fines/Fees: \$124.09

In Person Programs: 16

Total Attendance: 229

Aubrey Hiers provided a written programming update and a list of the fall programs that are in the works. Some of the fall programs that will be happening are the Writing Salon, Film Club, writing classes through JCC, a Book Sale, Trunk or Treat, and Movie Night at Birch Grove Park, etc. All programs are being planned with the realization that usage of

the library and meeting room, as well as gathering regulations, are subject to change in accordance with public health concerns and executive orders.

Old Business: Jennifer Hale explained that she spoke with the city regarding sending out the library survey in the tax bill. The cost would be \$224 per page and we would need 3,454 copies. If we sent it out in January with the sewer bill it would cost more because it would increase the postage rate. The suggestion is to post the survey on the library's website after finalization and to have the school send the survey out to parents in the fall.

Jennifer Hale explained that we are now able to have online banking for the library accounts.

New Business: The board reviewed probationary employees. RICE notices were given to John Lynskey (Hire date 5/17/21) and James Clark (Hire date 5/19/21) on July 29th, 2021. On 7/19/21 the Personnel Committee met with Aubrey Hiers to review both employee's performance during the probationary review time period.

Mr. Lynskey requested a public review. Based on the review and employee performance Jennifer Hale made a motion to approve Mr. Lynskey for permanent employment at the Otto Bruyns Library. Fatjona Lubonja seconded the motion. All in favor. No abstentions.

For Mr. Clark's review, the meeting went into a closed session at 6:44pm. During the closed session the decision was made to terminate Mr. Clark from probationary employment at the Otto Bruyns Library. At 7:17pm the meeting returned from the closed session.

Mayor Chau inquired about the lawn sign and whether or not it could be illuminated. We will look into zoning and possible sign options.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Carolyn Bucci. All in favor. No abstentions. The meeting adjourned at 7:23pm.

Next Meeting: The next meeting of the Board of Trustees will be on September 9, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes
Otto Bruyns Public Library Meeting Room, 241 W Mill Rd, Northfield 08225

Addendum A

I, Jennifer Hale, made a motion to have the library advertise for the open position of library assistant, as soon as practical. The vote was seconded by Wayne Palaia. Fatjona Lubonja was absent; all other board members approved.

Northfield Public Library Board of Trustees Meeting Minutes
Thursday, September 9, 2021 at 6:15pm
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 Fatjona Lubonja, Secretary Andrea Merline, Wayne Palaia, Carolyn Bucci, Stephanie Giordano, Library Director Aubrey Hiers, City Council Liaison Barbara Madden

Absent: Mayor Erland Chau, Treasurer Melanie Brozosky, 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 and approve the August meeting minutes. Motion was seconded by Carolyn Bucci. All approved. No abstentions.

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

Treasurer's Report: The August 2021 bills were reported in the amount of \$14,790.07. Jennifer Hale made a motion to approve the bills for August and Carolyn Bucci seconded the motion. All in favor. No abstentions.

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

August 2021 Statistics:

Attendance: 493 people

Circulation: 1,408 items - 63 Ebooks, 58 Audiobooks

Fines/Fees: \$189.15

In Person Programs: 18

Total Attendance: 298

Aubrey Hiers explained that a library employee submitted their resignation for October. Interviews for the new hires have not yet been scheduled. Aubrey currently has 5 applicants that she will be scheduling interviews for and will be hiring two employees.

Old Business: Jennifer Hale and Aubrey Hiers discussed the public survey results so far. The survey will continue to be sent out to others in the community. Some survey results requested to open up the meeting room for community use. Jennifer Hale made

a motion to open up the room for community use with compliance to mask policy and all library policies. Carolyn Bucci seconded the motion. All in favor. No abstentions.

Aubrey Hiers explained more about the library flooring update. The installer came in and provided a plan for completing the floors. The boxes came in today and library employees have started boxing books. We discussed hiring for additional help with moving the boxes. Aubrey will be calling moving companies to get quotes for help for the weekend of September 18th and 19th. Jennifer Hale made a motion, pending an estimate from the moving companies of less than \$1,000, to hire a moving company to move boxes. Wayne Palaia seconded the motion. All in favor. No abstentions.

Jennifer Hale read Resolution 101-2021 regarding the termination of a library employee.

At 6:58pm the meeting went into closed session. At 7:07 the meeting returned to public session.

New Business: Aubrey Hiers explained the Ready for Anything Grant. If the grant is received, some of the ideas for this grant are to possibly do a Story Walk at Birch Grove Park or to get a series of laptops to assist with hosting career based sessions at the library.

Aubrey Hiers is working on getting multiple quotes for an illuminated lawn sign and will report the quotes next month.

The current mask policy for the library was discussed. Jennifer Hale made a motion to update the current mask policy to include all areas of the library, including the meeting room. Fatjona Lubonja seconded the motion. All in favor. No abstentions.

Wayne Palaia discussed the progress for the Tech Committee and Strategic Plan. The Strategic Plan will give guidance for the direction of the library and the services it provides. The Strategic Plan will serve as communication to the city and the taxpayers.

Fatjona Lubonja explained that at this time the Policy Committee has not yet met and reviewed policies. Fatjona explained that the committee will get together to review the policies prior to the new year.

Jennifer Hale explained that the Personnel Committee met on August 30, 2021 to revise, adapt, and create resolution templates. The resolution templates that were revised by the Personnel Committee were for Hiring, Termination, Salary Increases, and Resignations. We will now have the templates on hand for any time they are needed in the future.

Aubrey Hiers provided an overview of the Profit & Loss Budget vs. Actual. This provides a general overview of our budget for this past year. Aubrey explained that the 2022 budget should be available to discuss at our October meeting.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Carolyn Bucci. All in favor. No abstentions. The meeting adjourned at 7:59pm.

Next Meeting: The next meeting of the Board of Trustees will be on October 14, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, October 14, 2021 at 6:15pm

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 Fatjona Lubonja, Treasurer Melanie Brozosky, Secretary Andrea Merline, Wayne Palaia, Carolyn Bucci, Stephanie Giordano, Library Director Aubrey Hiers, City Council Liaison Barbara Madden

Absent: Mayor Erland Chau, NCS Representative Alyssa Caramenico

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:15pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the September meeting minutes. The motion was seconded by Wayne Palaia. All approved. No abstentions.

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

Treasurer's Report: The September 2021 bills were reported in the amount of \$79,367.17. Melanie Brozosky made a motion to approve the bills for September and Wayne Palaia seconded the motion. All in favor. No abstentions.

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

September 2021 Statistics:

Attendance: 192 people

Circulation: 573 items - 54 Ebooks, 38 Audiobooks

Fines/Fees: \$76.33

In Person Programs: 6

Total Attendance: 44

Aubrey Hiers explained how the flooring process went during the two week period that the library was closed. She explained how well everything went overall and how hard, above and beyond, the library staff worked during this time.

The Library Book Sale will be held this Friday and Saturday, 10/15-10/16.

The library will have a table at Northfield's Halloween Trunk or Treat on Friday, October 22nd from 5-7pm .

Old Business: Aubrey Hiers explained that more information regarding the lawn sign will be looked into and presented at our next meeting.

The Strategic Plan Committee will be meeting in the near future. The Strategic Plan has been drafted and is in process of review. The Policy Committee will be meeting within the next month and will have updates for our next meeting. The Personnel Committee does not have any updates at this time.

New Business: Aubrey Hiers explained that there were numerous applications submitted for the open part time library assistant positions. Aubrey held interviews and after conducting the interviews, recommended hiring Maria Dillon and Angela Mazzara. Jennifer Hale made a motion to hire Maria Dillon with a start date of 10/18/21 at the wage of \$12.00 per hour for the position of part time library assistant. Fatjona Lubonja seconded the motion. All in favor. No abstentions. Jennifer Hale made a motion to hire Angela Mazzara with a start date of 10/18/21 at the wage of \$12.00 per hour for the position of part time library assistant. Fatjona Lubonja seconded the motion. All in favor. No abstentions.

Aubrey Hiers recommended increasing the hourly wage to \$15.00 per hour. Aubrey presented a draft of a proposed budget if the hourly wage is increased to \$15.00. This will be discussed further at future meetings when the 2022 budget is discussed.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Wayne Palaia. All in favor. No abstentions. The meeting adjourned at 6:54pm.

Next Meeting: The next meeting of the Board of Trustees will be on November 10, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes

Wednesday, November 10, 2021 at 6:15pm

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, Secretary Andrea Merline, Wayne Palaia, Carolyn Bucci, Stephanie Giordano, Library Director Aubrey Hiers, Mayor Erland Chau

Absent: Vice President Fatjona Lubonja, City Council Liaison Barbara Madden, Treasurer Melanie Brozosky, NCS Representative Alyssa Caramenico

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:17pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the October meeting minutes with any corrections. Motion was seconded by Mayor Chau. All approved. No abstentions.

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

President's Report: Jennifer Hale explained that she reached out to Mr. Bretones at Northfield Community School. He shared the following information for upcoming events at NCS: Parent Teacher Conferences will be held on November 17th-19th. They will be in person or virtual. There is Thanksgiving break from November 25th-26th. The Board of Education will meet on November 22nd and will be held in person and virtually. NCS has joined with Linwood schools to do a vaccination clinic for children ages 5-11, starting today. Mr. Bretones said he will continue to keep the board updated each month.

Treasurer's Report: The October 2021 bills were reported in the amount of \$26,997.30. Jennifer Hale made a motion to approve the bills for October and Carolyn Bucci seconded the motion. All in favor. No abstentions.

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

October 2021 Statistics:

Attendance: 337 people

Circulation: 992 items - 53 Ebooks, 45 Audiobooks

Fines/Fees: \$111.87

In Person Programs: 14

Total Attendance: 46

Aubrey Hiers explained the upcoming events the library will be holding within the next few months. Some new groups will be starting to meet soon.

Aubrey explained that B&T, our book vendor, was a month behind. Our orders were then given priority and we received hundreds of books at once that are processed and now on the library shelves.

Aubrey brought up the discussion about masks. Jennifer Hale made a motion to adopt

the policy that City Council votes on in the upcoming weeks, pending any changes from City Hall, the library will proceed and follow with their same decision. Carolyn Bucci seconded the motion. All in favor. No abstentions.

Aubrey discussed how we were still not charging late fees and we will now resume with those charges going forward.

Old Business: Committee Updates: Wayne Palaia sent out the Strategic Plan for everyone to review. Together we discussed continuing to review, revise, and edit the strategic plan prior to the next meeting.

Jennifer Hale explained that an updated personnel manual has been sent out by City Hall. Jennifer requested that the personnel committee meet within the next few weeks to review the new manual and to prepare our own prior to the new year.

Wage increases for library personnel were discussed. Jennifer Hale explained that all staff members have signed RICE notices and all matters can be discussed openly during this meeting. Aubrey reviewed our brief discussion from October's meeting and explained her proposed budget for 2022. Jennifer will reach out to the direction of NJ state libraries to get more clarification regarding the number of hours required for full time state employees. Jennifer Hale made a motion to table the discussion until the next meeting. Wayne Palaia seconded the motion. All in favor. No abstentions. The budget will need to be approved at the next meeting.

New Business: Resolutions for new hires: Jennifer Hale read resolution 102-2021 to hire library assistant Maria Dillon. Jennifer Hale read resolution 103-2021 to hire library assistant Caitlin Herald Rubino Bradway.

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 7:57pm.

Next Meeting: The next meeting of the Board of Trustees will be on December 9, 2021 at 6:15 pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, December 9, 2021 at 6:15pm

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, Secretary Andrea Merline, Wayne Palaia, Carolyn Bucci, Stephanie Giordano, Library Director Aubrey Hiers, Mayor Erland Chau, Vice President Fatjona Lubonja, City Council Liaison Barbara Madden, Treasurer Melanie Brozosky

Absent: NCS Representative Alyssa Caramenico

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:15pm.

Jennifer Hale made a motion to waive the reading of prior minutes and approve the November meeting minutes with any corrections. Motion was seconded by Stephanie Giordano. All approved. No abstentions.

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

Mayor's Report: Mayor Chau thanked Barbara Madden for her services while serving on City Council throughout her term.

Superintendent's Report: Jennifer Hale received the following report of upcoming events from Mr. Breton:

- December 9th - Symphonic Band Holiday Concert in the gym at 7:00pm
- December 10th - Winter Choir Concert outside of Door 6 at 5:30pm (rain date is December 14th)
- December 20th - Board of Education Meeting in the cafetorium at 7:00pm
- December 23rd - Single Session Day
- School is closed from December 24th through January 2nd for winter break
- January 3, 2022 school will reopen after winter break

Treasurer's Report: The November 2021 bills were reported in the amount of \$21,050.22. Jennifer Hale made a motion to approve the bills for November and Carolyn Bucci seconded the motion. All in favor. No abstentions. Aubrey Hiers explained that going forward there will be a \$20 additional fee for our water bill due to an emergency line fee.

Director's Report: Aubrey Hiers provided a report of monthly activities and statistics. November 2021 Statistics:

Attendance: 326 people

Circulation: 955 items - 36 Ebooks, 51 Audiobooks

Fines/Fees: \$95.75

In Person Programs: 16

Total Attendance: 105

Aubrey Hiers explained updates regarding recent Ancero meetings. Aubrey shared that our patches are not going through and Ancero said they are looking into why that has happened. Aubrey also shared that she is looking for grant programs to purchase five laptops for the library. Ancero said they would try to assist with that. They also discussed starting a self check station and Ancero said they would assist with getting that up and running as well.

Old Business: Aubrey Hiers shared the following quotes for illuminated lawn signs:

- SignPros \$4,725.00
- Eastern Sign \$4,750.00
- Signarama \$5,992.36
- ABS Sign did not send quote

Wayne Palaia explained that for the Strategic Plan Committee, some notes were sent to Him regarding the Strategic Plan. Wayne explained that he will incorporate the additions and work on continuing to edit and revise the final copy of the Strategic Plan.

Jennifer Hale explained that the Personnel Committee met on November 21st to review City Hall's Employee Handbook and Personnel Policies and Procedures manual that was adopted on November 1st. We compared the manual to our needs at the library and began to edit the library's Employee Handbook and Personnel Policies and Procedures manual. A disaster plan section will be added to the library's manual going forward. Some of the information can be applied to early closings or weather, public health crisis, emergency related closings, etc. Clearly defining regular full time employees came up while reviewing the manual. Part time is currently defined as 29 hours or less, however there is not a clear definition of hours for full time employees. Jennifer Hale explained that after discussing this with Mary Canesi, the City of Northfield has outlined that their full time employees have 35 working hours, with a mandated 1 hour lunch each day.

Melanie Brozosky and Fatjona Lubonja explained that the Policy Committee met and began to review the current Policy Manual (2014) as a template. At this time, no revisions or adjustments have been made. Melanie explained that she wants to continue to research other policies and make updates as needed.

Jennifer Hale discussed the need to switch to online banking. This is a current goal to achieve before our next audit. Once all of the signers are added through the paperwork, online banking can be put into place.

New Business: Aubrey Hiers explained the proposed 2022 Budget. The overall budget was discussed as well as wage adjustments for library assistants and the library director. The proposed

2022 Budget includes the following:

- 3 percent raise for Patricia Printz

- 3 percent raise for Aubrey Hiers
- \$2 an hour raise (bringing to \$15.00 an hour) for MaryAnn Bilazzo
- \$1.50 dollar an hour raise (bringing to \$13.50 an hour) for LuAnn Chilcote, John Lynskey, Maria Dillon, and Caitlen Harold Rubino-Bradway

Jennifer Hale made a motion to approve the \$305,761 budget as outlined in the proposed budget. Melanie Brozosky seconded the motion. No abstentions. All approved.

Jennifer Hale discussed the AtlantiCare contract for the Employee Assistance Program. Jennifer explained this is something that is being implemented by the city. This program provides mental health services for all employees, whether they receive benefits or not. There is no charge to employees and it is confidential. Employees are allotted four sessions per contract year and there is a 24 hour hotline, 7 days a week. Through the program, social workers, counselors, and appropriate resources can be set up, if needed. Adult family members are also able to use the services.

Wayne Palaia and Stephanie Giordano volunteered to help create a Cash Management Plan for 2022.

The Library Board Meeting Schedule for 2022 was shared and reviewed. Jennifer Hale made a motion to approve and adopt the schedule. Carolyn Bucci seconded the motion. All in favor. No abstentions.

Jennifer Hale explained the Employee Emergency Action and Fire Prevention Plan. Jennifer Hale made a motion to approve the new Employee Emergency Action and Fire Prevention Plan. The motion was seconded by Carolyn Bucci. All in favor. No abstentions. Jennifer Hale reviewed the requirements and roles of board members per the policy manual.

Carolyn Bucci explained that due to her being elected for City Council she will no longer be able to hold the position of a library board trustee.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Melanie Brozosky. All in favor. No abstentions. The meeting adjourned at 9:01pm.

Next Meeting: The next meeting of the Board of Trustees will be on January 13th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.