

## **Northfield Public Library Board of Trustees Meeting Minutes 3-8-2018**

### **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

### **Absent:**

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

### **Minutes/Correspondence:**

The meeting was called to order by President Andrea Haney at 6:01pm. A motion was made to approve the minutes from the 2-8-18 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 - in contact with the Mayor and Ocean Solar. Project is not totally cost free as previously thought and specifics need clarification. Discussed at length the possibility of solar for the Library. The Board again stated they are all for solar if the City backs the project. Anne will remain point person.

NCS Superintendent Representative - no report available.

Treasurer - reviewed Bill List. Cannot get signature on Apple bill so Aubrey will print acknowledgement agreement and attach to bill and also reach out to Linwood Library for their procedures. Ancero is \$1200.00 not \$12,000.00 therefore bill total reduces from \$31,799.58 to \$20,999.58. Motion made to accept and pay amended bill list. All in favor. Audit tentatively scheduled for end of March.

Committee Reports -

Strategic Plan - sent via email prior to meeting. Discussed. Aubrey will send again via GoogleDocs so comments can be made.

Friends of the Library - no report available. Next meeting is April 5.

Library Director -

Statistics:

Attendance - February 2318, March to date 487

Circulation - February 2468, March to date 662

Fines/Fees - February \$230.82, March to date \$0

Statistics reflect bad weather in February

Program Attendance - February - 393 ( Adult - 151, YA - 16, Juvenile - 162 , Family - 64)

Total programs - 53 (Adult - 27, YA - 4, Juvenile - 17, Family - 5)

Program cost- \$30  
Upcoming programming - none discussed

**Old Business:**

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

ILL - discussed its use, how patrons need to be more aware of it (customer service) and Janet is working with a committee working on logistics of delivery.

Overdue books - a problem. Aubrey will create a list of overdue material to determine how much money is being lost.

Community garden - Master Gardeners holding a meeting at the end of the month. Discussed water barrel project for this year and then creating a garden along back fence in the future. Andrea made the motion to move ahead with the support of the Master Gardeners. Anne made the second. All in favor.

**New Business:**

LibraryLinkNJ subsidizes library training and will be used as a source for upcoming staff training.

Ancero - only technology contract proposal received. Discussed. Mike made motion to accept Ancero contract for one year. Andrea seconded the motion. All in favor.

There is a new student volunteer who is working on media.

New employee is Regina Brunache.

New employees pay to undergo background checks.

Audit - only proposal came from Ford-Scott. Discussed. Mike made motion to accept Ford-Scott as auditor. Andrea made the second. All in favor.

The 2-8-2018 Minutes state: Hotspot - cost is \$120/month/device multiplied by 5 devices (total \$600/month). In the discussion regarding Hotspot policy and lending Aubrey provided accurate cost details. A Hotspot device costs \$18. Total cost \$60 for 5 devices (she got a deal). A one year contract per device = \$120. Total for 5 devices = \$600/year. Total cost for one year = \$660. Thereafter \$600/year. Use of hotspots will be re-evaluated in one year or sooner if need arises.

Hot Spot Policy and Lending form - based on OCPL, discussed. Motion was made by Andrea to accept Hot Spot Policy and Lending form. Anne made the second. 5 yes. 1 no. Motion passed.

A sample press release for the Hot Spots still needed.

Adult Volunteer Policy - discussed. Aubrey will contact Alyssa to ascertain NCS adult volunteer policy. Concern centers on background checks. Any further action is tabled until more information is gathered.

Lost & Found Policy- discussed. Anne will edit and resend.

Employee Social Networking Policy - discussed. Dan made the motion to accept. Andrea made the second. All in favor.

Meeting Room Policy - amended to add #5 "Organizations must provide a Certificate of Insurance prior to their use of the Meeting Room. Certificates of insurance must indicate the time and date of the meeting and list the City of Northfield as additional insured/certificate holder." Discussed. All in favor.

Meeting adjourned 7:55pm

**Next meeting April 12 at 6pm**