

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, March 10, 2022 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, Treasurer Melanie Brozosky, Secretary Andrea Merline, Vice President Wayne Palaia, Mayor Erland Chau, Library Director Aubrey Hiers, City Council Liaison Carolyn Bucci, Barbara Madden, Stephanie Giordano

Absent: NCS Representative Alyssa Caramenico

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:18 pm. Jennifer Hale made a motion to waive the reading of prior minutes and approve the February meeting minutes without any corrections. Motion was seconded by Stephanie Giordano. All approved. No abstentions.

Period for Public Expression: At 6:19pm there was an opportunity for public expression. None present.

Treasurer's Report: Melanie Brozosky issued the Treasurer's report. Melanie Brozosky explained that she reached out to Ocean First Bank. The bank representative said we were not getting charged for the missing bank statements and that they can print out the missing statements. Melanie said she would pick up the printed statements tomorrow morning. Melanie explained that the bank representative said that because we have the same EIN number as the City, we cannot enroll in online banking. Melanie said she is going to request that the paper bank statements continue to be sent to the library.

The February 2022 bills were reported in the amount of \$28,408.87. Melanie Brozosky made a motion to approve the bills for February in the amount of \$28,408.87 and Jennifer Hale seconded the motion. All in favor. No abstentions. Melanie explained that according to Quickbooks, the working account balance is \$74,628.33.

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

February 2022 Statistics:

Attendance: 312 people

Circulation: 832 items - 53 Ebooks, 51 Audiobooks

Fines/Fees: \$180.60

In Person Programs: 11

Total Attendance: 114

Aubrey Hiers explained that a representative from Ancero came and installed all of the patches on our computers. All of the computers are now functioning the way they should be functioning.

Aubrey's Director Report included the following information:

- Lightbulbs were changed out in lower fixtures. Light boxes closer to the vaulted ceiling need new bulbs. Light bulbs have been purchased and Aubrey is waiting to hear back from the city for replacement.
- There has been communication with NCS teachers regarding the Octopus Build as well as Book Gnomes.
- There are website updates in progress and the 2021 meeting minutes have been uploaded.
- The newsletter has been sent to the city clerk for distribution via community email list.
- The Lawn Sign estimates have been provided.
- NJ Health Connect information has been provided.
- April Program descriptions have been provided.
- Summer Reading Program basics were presented for review prior to the April meeting.

Unfinished Business: NJ Health Connect @ Your Library iPad program Representative, John Arthur, explained more about the overall program. John Arthur was available to answer all questions. Aubrey Hiers will draft a policy for usage, care, procedures, etc. and will have it available for review of the board.

Aubrey Hiers explained concerns of current mask policy and the interest to reflect change in CDC language and tracking. Jennifer Hale explained that the wording has changed on the Covid County tracker website. Jennifer Hale made a motion to update the current mask policy to reflect the Covid 19 County Check guidelines. Mayor Chau seconded the motion. All in favor. No abstentions.

Carolyn Bucci explained that she spoke to the city officials regarding the lawn sign. The lawn sign falls under advertising and the city said they will not assist in fixing the sign.

Jennifer Hale explained that she reached out to CASA Payroll Services for information about their time clocks. They explained they cannot offer information because the city uses their system. They said they would reach out to an authorized user on the account and get back to her. Jennifer Hale also looked into Time Logics and Acroprint for time clock information.

New Business: Jennifer Hale discussed the following resolutions:

1. 2022-101 ADOPTING STRATEGIC PLAN: Jennifer Hale made a motion to adopt Resolution 2022-101. Stephanie Giordano seconded the motion. All in favor. No abstentions.
2. 2022-102 ADOPTING CASH MANAGEMENT PLAN: Mayor Chau made a motion to adopt Resolution 2022-102. Barbara Madden seconded the motion. All in favor. No abstentions.

Jennifer Hale made a motion to move into executive session to discuss matters of personnel. Mayor Chau seconded the motion. All in favor. No abstentions.

The meeting entered executive session at 7:50pm.

The meeting returned from executive session at 8:10pm.

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 April 14th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.