

Northfield Public Library Board of Trustees Meeting Minutes

Thursday, May 12, 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, Secretary Andrea Merline, Vice President Wayne Palaia, Treasurer Melanie Brozosky, Mayor Erland Chau, City Council Liaison Carolyn Bucci, Stephanie Giordano, NCS Representative Alyssa Caramenico, Matt Mazzone, and Barbara Madden

Absent: Library Director Aubrey Hiers

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:21 pm. Jennifer Hale made a motion to waive the reading of prior minutes and amend a motion made in the April meeting minutes. The minutes read to approve the February meeting minutes and it should read to approve March meeting minutes. Motion was seconded by Mayor Chau. All approved. No abstentions.

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

Mayor's Report: Mayor Chau shared that at the Mayor's Convention he spoke with a company regarding solar. Mayor Chau shared the brochure information and contact information for the company with the board if we are interested in pursuing this idea further. This information will be shared with the Buildings and Grounds Committee.

At 6:23pm Barbara Madden entered the meeting.

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

- State testing will occur through May
- There will be a Band Concert on 5/19/22 at 7pm
- The next Board of Education meeting is on 5/23/22 at 7pm in the cafeteria
- There will be a Glowlight Theater Show on 5/27/22 at 6pm
- School will be closed on Memorial Day

The board updated Alyssa Caramenico about the police coming through the library with a K-9 to ensure safety of the library premises. This resulted from a previous concern in March regarding findings in a library book that had been checked out. In addition, the book has been removed and destroyed.

At 6:30pm Stephanie Giordano entered the meeting.

Treasurer's Report: Melanie Brozosky explained that obtaining banking statements has been an ongoing issue. Melanie Brozosky explained possible solutions to this problem. Mayor Chau

suggested setting up a meeting with bank associate Brenda, Dawn, Carolyn, etc. to discuss how to resolve this issue.

Melanie Brozosky explained that while reviewing the bills she had a lot of questions regarding expenditures. Melanie Brozosky reached out to inquire more about the bills and checks. However, due to Aubrey Hiers being out, the checks have not been printed.

The board discussed the various information and questions regarding the bill list. Regarding the item listed as Aubrey Hiers for petty cash, Barbara Madden shared that this should be itemized. Wayne Palaia explained that all items are listed as bill and should be categorized going forward, presenting receipts, vouchers, etc. EZ Work Software is for the time clock and it will be our annual fee for our subscription. Beacon Mobile is not in our regular monthly bill list. What is this charge? It also states that we should be reimbursed. Will we automatically be reimbursed? There is a TechSoup discrepancy with the Director's Report. Additionally, items listed for 4/21/22 were listed as refreshments. Which programs provide refreshments?

Due to the various questions, the bills will not be approved until questions are answered. Melanie Brozosky will reach out to Aubrey Hiers for clarity and an emergency meeting will be called via Zoom, with 48 hours notice.

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

April 2022 Statistics:

Attendance: 940 people

Circulation: 1274 items - 40 Ebooks, 65 Audiobooks

Fines/Fees: \$209.44

In Person Programs: 30

Total Attendance: 275

Jennifer Hale explained that there are concerns regarding the finances. Jennifer Hale said we will table this discussion until we receive further clarification. Jennifer Hale requested that board members take a look at the overspending prior to our next meeting.

Jennifer Hale shared that Melanie Brozosky will be looking into getting trained for Quickbooks and learning more about the program. We will look into making sure there is proper set up and cash flow.

Jennifer Hale explained about the time clock. The time clock can be wall mounted or on a desktop. We will have an associate to assist in this setup.

Jennifer Hale shared information about the Link NJ for Everything Grant, Round 2. Aubrey Hiers reapplied and we received the grant. The information regarding this grant was sent today and acceptance would need to be approved today in order to meet the acceptance deadline on Monday. The board discussed that applications for grants need to be approved prior to application. The board has concerns regarding the dates for this grant and application. What are the parameters for this grant project? Jennifer Hale shared that Aubrey Hiers has spoken with public works, but has not spoken to the City regarding the project. Barbara Madden made a motion to vote on the acceptance of the NJ Library Ready for Anything Grant, seconded by Jennifer Hale. All opposed. No abstentions.

Jennifer Hale discussed creating a Marketing and Community Outreach Committee. Melanie Brozosky, Andrea Merline, and Matt Mazzone will be members of this committee.

Jennifer Hale shared that the board will wait for a proposal from Aubrey for a possible ASL program before discussing this idea further.

The board has more questions regarding lightbulb replacement for the library. The board will wait for more clarification regarding lighting before moving forward.

Unfinished Business: Jennifer Hale made a motion to table the discussion of the lawn sign until September. Stephanie Giordano seconded the motion. All in favor. No abstentions.

New Business: John Lynskey and Aubrey Hiers received RICE notices prior to this meeting and requested any information be discussed publicly.

Jennifer Hale discussed the upcoming retirement of an employee and discussed the idea of a full time Head Library Assistant in the future. There would be an interview process going forward. More information and documentation regarding this idea will be sent out.

Jennifer Hale made a motion to advertise for the position of part time Library Assistant for 20 hours a week at the rate of \$14 an hour. Mayor Chau seconded the motion. All in favor. No abstentions.

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 8:17pm.

Next Meeting: The next meeting of the Board of Trustees will be on June 9th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.