

Northfield Public Library Board Meeting – 01/10/13

In attendance were: President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Linda Hecht (for Meg Derascavage), Mayor Vince Mazzeo, City Council Liaison Jim O'Neill, Peri Pantazes, and Dan Reardon.

The meeting was called to order by Shannah Smith at 5:59 pm; she noted the meeting had been properly advertised, minutes and bills had been emailed, and a quorum was present. A motion was made to approve the minutes and to waive a formal reading of the minutes that was seconded and approved.

Greg Modelle attended and gave status update on addition.

- Fire alarm: The Mayor contacted Schuler who stated that the alarm does not go to the fire house. ASG Security is the firm that handles the alarms, not Schuler. The Mayor will call them to see about the possibility of connecting the old system with the new. There is no code stating that that alarm must connect with the fire house though it would be beneficial to have that happen.
- HVAC: Pricing of \$36,950.00 is deemed too high.
 - Ambrose (engineer) requested a copy of the breakout to replace existing ductwork/boiler in connection with the HVAC.
 - Greg Modelle will seek out alternative pricing from other vendors.
 - He will also question why the air handler is being replaced entirely instead of replacing only the coils, as first stated.
- A subcommittee met and selected colors for carpet, tile and paint. The selections were presented to the Board, a motion to approve selections was made by Shannah, voted upon and approved.
- It is recommended that dropdown stairs be installed in the workroom for access to the HVAC units. The idea was discussed over the practicality of the stairs. Shannah made a motion to accept the change order to install drop down stairs, the motion was voted upon and passed unanimously with the pricing not to exceed \$1233.00 for materials as noted in estimate sheet received via email.
- Greg will supply a list of change orders with pricing for the Boards review.

REPORTS

Mayor's Report

- Shannah Smith sworn in as President for another year term.
- The Mayor addressed the fire alarm issue and will follow up by contacting ASG Security.
- The Mayor requested a list of the change orders with pricing, which will be supplied by Greg Modelle.
- The Mayor recommended that donations be requested from groups using the community room. Shannah acknowledged this would be a good practice but wanted to evaluate this process at a later date, instead focusing on finishing the project and preparing for the ribbon cutting ceremony.
- The Boiler was repaired and certification will be sent to the Library. A copy of the certification needs to be forwarded to City Hall. The City will pay the fine for lack of certification.
- The cost of replacing the existing HVAC unit in the original building is a city responsibility. The Library Board is willing to assist in covering the cost. The Mayor will need to discuss this with City Council.

City Council Liaison's Report

- Jim O'Neill is the new city council liaison.

Superintendent's Report

- No new news to report.

Treasurer's Report

- A motion to pay bills was made by Stacey and passed by the Board.

Library Director's Report

- Circulation for December was 2142 and attendance was 1369.

Committee Report

- Not available.

Old Business

- Mango languages
 - Shannah has emailed Mango regarding the Board's interest in purchasing a yearly subscription. She is still waiting on a response. She will attempt to contact Mango again next week.

New Business

- Shannah will contact Huber locks to see about a punch code lock for the new door on the expansion.
- Ribbon Cutting Ceremony ideas:
 - Singers/band from Middle school or high school
 - A table where people may make donations to the library in the form of purchasing a book which will state inside that the book is in memory/honor of such and such a person.
 - A table will be set up where people can donate by purchasing a leaf on a tree that Schoppy will be creating for the Library.
 - Various Board members will look into whether or not local authors/painters can be in attendance.

The meeting was adjourned at 6:55 pm .

Northfield Public Library SPECIAL Board Meeting – 01/22/13

In attendance were: President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Meg Derascavage, Mayor Vince Mazzeo, City Council Liaison Jim O’Neill, Peri Pantazes, and Dan Reardon.

The meeting was called to order by Shannah Smith at 5:00 pm; she noted the meeting had been properly advertised, and a quorum was present.

Greg Modelle attended and gave status update on addition.

- HVAC: Pricing of \$36,950.00 is deemed too high.
 - Discussion ensued regarding the pros and cons of a new HVAC system.
 - The Mayor had been in contact with Broadley’s and they were anticipated to come and evaluate the system on January 23. They would then submit their findings to the Mayor.
 - An email vote will take place once information is obtained and discussed regarding the HVAC unit.
- The prior motion to approve the stairs was vetoed after realizing that the price of the stairs was not \$1233 but \$3950 once the labor and additional materials were added on. Discussion occurred and motion was made and voted on that no new access area or stairs were necessary at this time.

The meeting was adjourned at 5:40 pm .

Northfield Library Board Meeting Minutes – 2-21-2013

Present

President Shannah Smith, Treasurer Elaine Meglathery, Meg Derascavage, Mayor Vince Mazzeo, Peri Pantazes, Dan Reardon, Andrea Haney, Anne Cancelmo, Heather Mellon, Greg Modelle

Minutes

The meeting was called to order by Shannah Smith at 6:03 pm; she noted the meeting had been properly advertised, minutes and bills had been emailed, and a quorum was present. A motion was made to approve the minutes and to waive a formal reading of the minutes that was seconded and approved.

Reports

Mayor

Anne Cancelmo was sworn in as Board Secretary. Money returned to city has helped with taxes for residents. It has been utilized as a dedicated line item of \$55,000 per year until the money expires. The plan is to spread tax relief over several years.

City Council Liaison

No report available.

Superintendent of Northfield Schools

No report available.

Treasurer

All bills paid.

Library Director's Report

2012 totals: circulation – 30,442; attendance – 19,887 and 1-2013 totals: circulation – 2452; attendance – 1681. Need to document 7 hours of Board “in-service”. \$600 in donations collected in memory of patron Jean Souder. Board approved the carry-over of 6 unused vacation days from 2012 upon request for Meg. New policies and procedures will be followed between Meg and Shannah in relation to sick days and vacation days. Shannah is looking into using the same procedures followed at City Hall, as suggested by the Deputy City Clerk.

Committee Reports

Andrea Haney states Strategic Planning is in progress. Suzan Globus would like to have a minimum of 2 face to face meetings. Andrea will contact Suzan to let her know this is difficult to do with everyone's diverse schedules and ask if it would be possible to finish the questions via email.

Old Business

Expansion – Update

Greg Modelle discussed the placement of new equipment, carpeting and walk off mat. Painting and full perimeter gutters finished. Framing and air flow discussed. Riser will be removed from entry way landing and corrections made. Projector needs relocating. Instruction sheet will be included in Meeting Room policy. Elaine is researching a possibility of a rebate. No additional costs expected.

Expected completion date is 5-7-2013

Huber Locks

Discussed options.

Mango Languages

Up and running. It must be entered through library website. Librarian and NCS Superintendent know how to access. Shannah will look into different promotional materials to advertise the new product.

Tax ID# update

Have EIN# and TIN#. Awaiting further instruction.

New Business

Friends representative – President Heather Mellon

Thanked Board for taking good care of Library. They are working well with staff especially the two new members. Plans include a book mark design contest for grades K-8, 2 Book-n-Bakes, June Tea party, Family Fest, and a Poetry Contest. She spoke about donations the Friends could make for the Meeting Room such as a refrigerator, shelving and chairs. The new Garden Club in Northfield maintaining the library flower/shrub beds was discussed.

Replace old printer

Reviewed Copiers Plus recommendations – SP799 vs. LP1499. All agreed on the latter. Don Osborne Printers will also be contacted to discuss printer concerns. Shannah made a motion stating that depending upon what Don says go with him if he can do better or match it. If he can't do either, go with Copiers Plus. It's a matter of better service after purchase. All agreed.

Meeting Room Policy

Will be developed.

Other

UPS needs updating in near future. Meg will contact Groundswell to have this done.

Motion to accept Ford Scott audit at \$4200. All agreed.

Fire alarms are not tied to any service. Asst. Fire Chief says it would be good to have alarms tied into fire house. Can fire alarm be tied into burglar alarm?

Anne will contact Xfinity security for Meeting Room security. 2 cameras needed.

The meeting was adjourned at 7:26 PM

Next meeting is 3-14-2013

Northfield Public Library Board Meeting 3-14-2013

Minutes

Present

President Shannah Smith, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Peri Pantazes, Dan Reardon, Meg Derascavage, Mayor Vince Mazzeo.

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:02 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the last meeting and to waive a formal reading of the minutes that was seconded and approved.

Reports

Mayor

Met with neighbor who had concerns about flooding and then contacted Greg Modelle who will follow up with contractor and neighbor. Neighbor will contact mayor if there are future issues. Shannah will email Greg about grading process.

Friends of Library will landscape new addition.

City of Northfield budget should be adopted in April with increase of 0.5 to 1.5 cents.

City Council Liaison

No report available.

Superintendent of Northfield Schools

No report available.

Treasurer

Discussed and agreed WBMason would be supplier for food purchases.

Aubrey – website services. Payment and hours. Need to budget for services. Approx. 8 hrs./month= \$300. Responsive to library needs. What is Google Analytic?

Shannah made motion to pay bills. Peri (1st) then the Mayor seconded the motion. Motion passed.

Library Director's Report

February circulation = 2183 and attendance = 1503.

Have new printer.

Finished state report. Shannah has copy for Board files.

When can trash cage be used? Shannah will email Greg.

Meg gave Elaine the info for tax exempt status.

Audit to be completed after tax season.

Committee Reports

No reports available.

Old Business

Andrea Haney did contact Susan about Strategic Planning. Susan insists on a face-to-face with Board requiring minimum of 2 hours. Shannah and Andrea will act on behalf of the Board.

Shannah will email Greg for an expansion update and then forward to Board.

The meeting was adjourned at 6:25 PM.

Next meeting is April 11, 2013.

Northfield Public Library Board Meeting 4-11-2013

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Dan Reardon, Meg Derascavage, Amy Brilliant, Ralph (for Greg Modell).

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:00 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the last meeting and to waive a formal reading of the minutes that was seconded and approved.

Reports

Mayor

No report available.

City Council Liaison

No report available.

Superintendent of Northfield Schools

Amy represented the Superintendent. She reported the NCS Librarian sent staff an email informing them Mango was up and running.

Treasurer

Had questions about the electric bill. Shannah will email Greg/Ralph concerning the \$5100 bill as an FYI.

Board was in agreement to pay all bills.

Library Director's Report

There was an article in the *Current* about Astronomy Night.

March: Circulation – 2486, Attendance – 1613.

Gardens weeded and cared for by Sweet Scents which is based out of Bayview; they will come back next week to do front of library.

NJLA is June 3-5 at revel. Meg will go one day and Paul another. Considered Professional Development.

Renewals:

Watchguard (firewall) - \$900.

Server warranty ends April - \$1273.

Service on laser printer is \$295 down from \$495. Parts and labor done by Copiers +.

One circulation computer (5/6yrs. Old)needs replacing. Groundswell comes out weekly to

repair.

Dell Optiplex 9010 w/all parts and software - \$1300.

Meg will contact Groundswell for tickets explaining repairs and for new computer specs.

Committee Reports

Strategic Planning – Andrea reports Suzan wants meeting w/ Shannah, Andrea and a few Board members. Meetings will be a few nights and maybe a weekend.

Old Business

New Business

Ralph represented Greg Modelle and gave update on building. Forward progress on hold pending installation of mechanical equipment. Trane will not give delivery date. However, Ralph said he would reach out to Trane. After equipment installation carpeting and finishing touches will be completed. Concerns regarding neighbor discussed as drainage problem not resolved. Irrigation installation will be done prior to seeding/preparing lawn. This will also help with drainage. Meg will call irrigation company. Fabri will do necessary demolition in preparation for HVAC. Framing and pouring of steps need completion. Time change order needs to be done in conjunction with Trane, Fabri, etc.

Stacey Egan nominated by Shannah for VP, seconded by Anne. Vote unanimous in favor.

Elaine Meglathery nominated by Shannah for Treasurer, seconded by Stacy. Vote unanimous in favor.

Tax exempt status discussion in May.

Board OK with Google Analytic explanation provided by Shannah.

Audit – Accountant will contact NPL when ready to proceed.

Projector needs to be moved to addition. Shannah will contact Greg.

Shannah and Meg will develop Meeting Room Policy.

Paul approves of Programming Director.

The meeting was adjourned at 6:36 PM.

Next meeting is May 9, 2013

Northfield Public Library Board Meeting 5-9-2013

Minutes

Present

Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Dan Reardon, Meg Derascavage, Mayor Vince Mazzeo, City Council Liaison Jim O'Neill.

Minutes/Correspondence

The meeting was called to order by Vice President Stacey Egan at 6:06 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the last meeting and to waive a formal reading of the minutes that was seconded and approved.

Reports

Mayor

Mulch was laid on May 9. Complaint received from Public Works about stones behind the library and they will be removed.

City Council Liaison

Council loves the Library.

Superintendent of Northfield Schools

No report available.

Treasurer

Library overcharged \$500 by City of Northfield. Elaine spoke with Mayor about the issue. Motion made to pay corrected bill by Mayor with Dan providing the second. All agreed. Electric bill has returned to normal.

Library Director's Report

April: circulation – 2494 and attendance – 1806

Auditors arriving 6-24-13

Hollycroft installed new irrigation system and extensive repairs made – not yet billed.

Conversation regarding the contractor asking for mark-outs so irrigation would not have been damaged prior to construction. Meg will get letter from Hollycroft outlining issues so maybe contractor will repair.

Meg asked that City repair latch on trash cage that was damaged in recent high winds.

Groundswell will attend next Board meeting and make presentation. Meg will ask that they forward information to Board prior to meeting for review.

Meg devised Meeting Room Policy for review. Jim will run it by City Council attorney.

Committee Reports

Andrea briefly reviewed Strategic Plan meeting held before Board meeting. Copies of Plan distributed.

Old Business

none

New Business

Expansion update – no report available.

Board accepted resignation of Peri Pantazes who is moving to Florida.

Book mark contest winner ceremony is 5-5-13 at 7pm.

The meeting was adjourned at 6:30 PM through a motion made by Stacey and seconded by the Mayor.

Next meeting is June 13, 2013

Northfield Public Library Board Meeting 6-13-2013

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Andrea Haney, Dan Reardon, Meg Derascavage, Mayor Vince Mazzeo.

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:04 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the last meeting and to waive a formal reading of the minutes that was seconded and approved.

Reports

Mayor

Jenkins last fixed the roof in 2009. The Mayor will contact Kathy regarding inspecting the new leak.

City Council Liaison

No report available.

Superintendent of Northfield Schools

Amy will be moving on to a full time position; as such she will no longer be the liaison for the Superintendent. Shannah spoke with Dr. Fipp asking if Amy's replacement at the school will be the new liaison. Dr. Fipp said that she would speak with the new hire regarding the situation.

Treasurer

Motion made to pay bills by Mayor with Dan providing the second. All agreed.

Library Director's Report

May: circulation – 2433 and attendance – 1669

Auditors arriving 6-24-13

NJLA visit went well. Much more organized than last year.

Friends hosted a Tea at the library which was well attended. The 3rd grade visit went well.

The Summer 6 program will run from 7/1 through 8/31.

Without air-conditioning it has been hot but the staff has been persevering.

Meg will be retiring September 27. She has already filed the paperwork.

Committee Reports

Motion made to accept the Strategic Plan. All approved.

Old Business

The Meeting Room Policy was reviewed and suggested changes were made. Motion made to accept the policy with accepted changes, all approved.

Groundswell representative Justin Tinel was at the meeting. He discussed the various items Groundswell feels we need to improve upon.

- Replace 1/3 of desktops every year (when warranty expires)
- Wireless access for public but can reconfigure for laptops, if purchased
- Battery backup for every computer is recommended - \$50.00 per computer
- Cannot put windows 7 on a computer that is older than 2 or 3 years old
- Approx. cost of public terminal desktop/laptop is less than \$1000.00

Further discussion will take place regarding these items after the opening of the new expansion.

Irrigation update: All items were repaired, replaced pipes that were broken, installed new zone for a total of 6 zones.

New Business

Expansion update – no report available.

National Night Out will be August 6th this year. Volunteers will be needed. Ideas for how to promote library during this are needed.

The Social Media Student Intern application was reviewed. Motion made to accept Alex Aparicio as student intern was made, all approved.

The meeting was adjourned at 6:55 PM. .

Next meeting is July 11, 2013

Northfield Public Library Board Meeting 7-11-2013

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Andrea Haney, Meg Derasavage, Mayor Vince Mazzeo, Aubrey Gehardt, Alex Aparicio

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:02 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the last meeting and to waive a formal reading of the minutes that was seconded and approved.

Aubrey Gehardt and Alex Aparicio were present and held an open discussion regarding ideas for Alex's social media internship.

~Board needs to have social media policy/guidelines in place.

~Meg will produce a "Like us on Facebook" label to affix to all computers.

~info@nflibrary.org will be set up by Aubrey and will channel all social media.

~Board needs to stay active in Destiny and social media commenting and posting on books and library activity.

Reports

Mayor

National Night Out is set for August 6. Andrea will lead the library's involvement. The mayor will supply Mazzeo bags for the book giveaway. Meg will have books and flyers on ebook directions ready for transport to bike path

City Council Liaison

No report available.

Superintendent of Northfield Schools

No word on who will replace Amy. No report available.

Treasurer

Motion made to pay bills, all agreed. Meg is checking paper pricing to ensure we are paying and receiving the "regular" quality of paper that is being ordered.

Library Director's Report

May: circulation – 2385 and attendance – 1587

Auditors arrived 6-24-13

The electrician was in the library today and the library passed inspection.

Committee Reports

No committees at this time.

Old Business

The Meeting Room has been issued a temporary certificate of occupancy for Saturday's ceremony.

New Business

The Board will begin to look at various alarm systems – motion sensors, etc.

The Board approved the job description for Library Director. Shannah will see to posting it on various sites. An email has been created for receipt of all applications for the Director position. It is hoped that by the next meeting several applications will have been received that can be reviewed for possible interviewees.

The Mayor will speak with the City solicitor regarding medical benefits for Meg after her retirement.

The meeting was adjourned at 7:24 PM.

Next meeting is Aug 8, 2013

Northfield Public Library Board Meeting – 8/13

August meeting was held via e:mail to pay bills. No discussion regarding any topics at this time.

REPORTS

Treasurer's Report

- Email vote on whether to pay bills. All in favor, motion passed.



- Northfield Public Library Board Meeting 10-10-2013 Minutes



- Present

- President Shannah Smith, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Dan Reardon, Library Director Aubrey Gerhardt, Mayor Vince Mazzeo, NCS Representative Lynsey Hehre.



- Absent

- City Council Liaison Jim O'Neill, Mike Ruth, Vice President Stacey Egan



- Minutes/Correspondence

- The meeting was called to order by President Shannah Smith at 6:07 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the corrected minutes from the September meeting and to waive a formal reading of the minutes that was seconded and approved.



- Reports

- Mayor

- The Friends of the Library spoke to him about the bad condition of the back fence. He will call Arthur Henry to see if he could help out.



- City Council Liaison

- No report available, but will come if needed.



- Superintendent of Northfield Schools

- Nothing to report.



- Treasurer

- Bills distributed. All were in favor to pay bills. OCHB contacted – interest at 0.2% up from 0.125%. Elaine made motion to move \$5000 from Budget line item 34 other to 34.1 computer for purpose of purchasing staff computers. All were in favor.
- Distributed and discussed Ford-Scott Report on Audit of Financial Statements Years Ended December 31, 2012 and 2011.
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- Library Director's Report
- Reviewed Library Director's report previously emailed to Board.
- Much is happening, mainly cleaning.
- ASG – reviewed proposals for security cameras and smoke detectors for entire library. Monies will come from Capital budget. Need to get two more quotes to coordinate w/City of Northfield guidelines.
- Lights fixed above Circulation Desk.
- Buying new DVD's.
- Spoke about past miscommunication with staff and Board; staff is talking w/Aubrey about their needs.
- Patron counter being installed.
- Improving staff contact with patrons.
- Need to purchase new desktop computers and then laptops to enhance computer availability.
- NJLA Maker Space Grant – Aubrey will apply, grants are for people coming together to create something (duct tape shoes, cookbooks, etc.), if awarded could be \$3750.
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- Committee Reports
- No reports available.
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- Old Business
- Projection system for meeting room – discussed and it is being worked on.
- Hand Dryer for bathroom – awaiting feedback from Stacey.
- Budget process – received info. and in progress.
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- New Business
- Aubrey is being trained in QuickBooks.
- A second full-time person w/medical benefits may need to be hired. (Medical benefits cost \$33K so far this year) Need to budget accordingly.
- Shannah reviewed and then made a motion for the Adoption of Circulation Policy & Procedures – all in favor.
- An Electronic Policy manual is being developed.
- Payment for programs – payment info will be presented at Board meeting prior to event.
- Anne made a motion to amend the Bill List to add a \$100 deposit paid to AC Aquarium program – all in favor.

- Shannah made the motion for the Adoption of Resolution No. 1-2013 Adoption of City Policy & Guidelines as Library Policy & Guidelines including Chapter 48 – all in favor.
- Shannah made the motion for the Adoption of Resolution No. 2-2013 To Hire a Full Time Library Director – all in favor.
- Shannah reviewed and then made the motion for the Adoption of the Library Director Contract with corrections – all in favor.
- Board of Trustee By-Laws review and adoption tabled until November.
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- The meeting was adjourned at 8:15 PM.
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- **Next meeting is November 14, 2013**

Northfield Public Library Board Meeting 11-14-2013

Minutes

Present

President Shannah Smith, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Dan Reardon, Library Director Aubrey Gerhardt, Mayor Vince Mazzeo, City Council Liaison Jim O'Neill, Mike Ruth, NCS Representative Lynsey Hehre.

Absent

Vice President Stacey Egan

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:02 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the October meeting and to waive a formal reading of the minutes that was seconded and approved.

Reports

Mayor

Working on fencing.

City Council Liaison

Council is willing to help when needed. Spoke about mentoring program w/MRHS. John Capasso is contact.

NCS Representative

Evening of Enchantment: 12-19-2013, 530-800, grades K-6, sponsored by NEF. Informational flyer will be emailed when available.

Treasurer

Bills distributed. All were in favor to pay bills.

Library Director's Report

Reviewed Library Director's report previously emailed to Board.

Aubrey reviewed proposals from ASG, Schuler and Atlantic Coast to provide smoke detectors, alarms, outdoor camera, etc. Shannah made proposal to accept Atlantic Coast proposal to provide services. Unanimous vote.

Be a Hero – photos will be emailed when available.

Aubrey will send an email regarding teen advisory group (SWAGGER).

New computers arriving shortly.

Early Learning Station – discussed purchase and/or looking into other programs.

Every other month Peter Murphy will come and work with high school students and their poetry.

Attending NJ Arts Alliance meeting to gain info about grants.

Have patron counter.

Spoke about newsletter, contacting Current, maybe an email blast from the City.

Discussed meeting room use and that use is increasing

Committee Reports

No reports available.

Old Business

Projection system for meeting room – Aubrey has one proposal from Schuler. Jim will contact Pro Video Audio.

Hand Dryer for bathroom – Stacey talked w/Kathy at City Hall. Will add changing table to bathroom. Waiting to hear back.

Fan – Shannah contacted Modell about getting switch for fan.

New Business

Budget Committee – members are Shannah, Meg, and Aubrey who will review budget and report back at Dec. meeting.

Programming - ACUA will come in February and then again closer to Earth Day. Aubrey will contact SJ Water Co. to present.

Reviewed and adopted Library Director's contract.

Strategic Plan – distribution to staff and Board, good basis for moving forward in future.

Aubrey will input policies into one document. Monthly staff meetings will be established.

Shannah made the motion to adopt the Board of Trustees By-Laws as emailed – unanimous.

On the December agenda: 2014 meeting dates, budget, re-organization.

The meeting was adjourned at 7:05 PM.

Next meeting is December 14, 2013

Northfield Public Library Board Meeting 12-12-2013

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Dan Reardon, Library Director Aubrey Gerhardt, Mayor Vince Mazzeo,

Mike Ruth, NCS Representative Lynsey Hehre.

Absent

City Council Liaison Jim O'Neill

Minutes/Correspondence

The meeting was called to order by Vice President Stacey Egan at 6:04 PM. She noted the meeting had been properly advertised, minutes and bills emailed, and a quorum was present. A motion was made to approve the minutes from the November meeting and to waive a formal reading of the minutes that was seconded and approved.

Mayor

He won the Assembly seat. Mayor's term ends 1-9-13. His replacement will be seated on Board of Trustees.

City Council Liaison

No report available.

NCS Representative

Harlem Wizards playing NCS 12-13-13. Night of Enchantment is 12-19-13.

Treasurer

Bills distributed. All were in favor to pay bills. Checks no longer free at OCHB. Current Capital funds available for future projects: \$165,233.29

Library Director's Report

Reviewed Library Director's report previously emailed to Board.

Security costs being paid from Capital Expense Fund.

Proposals for projector and sound system reviewed and discussed. Costs are being paid from Capital Expense Fund. Proposals are: Gleeson - \$8193, Shore Sound & Cinema – two proposals \$27,000 and \$20,000, and Schuler - \$7625. Rep. from Shore Sound presented and explained proposals. Shannah getting impartial expert opinion on proposals and will get back to Board.

Computers: to right of entrance dedicated to adults, to left of entrance dedicated to youth.

Library has a Kindle and will get Kindle Paperwhite shortly.

Will review and discuss Library policies at Jan. 2014 meeting.

Dead technology will be recycled appropriately. Specifically:

2 Dell monitors manufactured July 2002

2 Dell towers, both unusable

Lexmark z52 printer, unable to print barcodes at necessary quality to be read by scanners

1 Dell monitor from public station #2 that fails to function at all

Discussed the City of Northfield prefers 3 bids prior to purchasing an item exceeding \$3000.

Would like to upgrade furniture specifically desks for offices.

Applying for another grant.

Coordinating Gallery Opening and will keep Board informed.

Committee Reports

No reports available.

Old Business

Hand Dryer for bathroom – Stacey waiting to hear back from Kathy.

Fan – cannot be turned off. Shannah is coordinating efforts to remediate.

New Business

Shannah made motion to approve 2014 meeting dates – unanimous. Aubrey will send dates to *Current* and *Press*.

Re-organization: nominations made and seconded. Unanimous votes for all offices.

Secretary – Anne Cancelmo

Treasurer – Elaine Meglathery

Vice President – Stacey Egan

President – Shannah Smith

Budget:

Predicted 2014 timeline:

Jan. – advertise for budget bids. Aubrey to place ad in papers.

Feb. – review applicants and choose auditor.

April – audit done once tax season closes.

Sept. – receive audit

Discussed Erate Income – Aubrey to contact Kathy for info.

Fringe benefits – 2 full time employee benefits reflected in budget. Amount needs to increase.

Need to pay benefits for the director before Meg. Need to clarify opt out amount for Aubrey.

Need to contact Ray for details.

2% salary increase is state standard.

Motion made to pass balanced 2014 Budget showing \$307,997 in state aid and city levy.

Unanimous.

Motion made to provide a check not exceeding \$12,000 to the City of Northfield for end of year payroll. Unanimous.

Suggested that the Friends might like to buy a BIG microwave for the new room. Anne to make contact.

The meeting was adjourned at 7:33 PM.

Next meeting is January 9, 2014