

Northfield Public Library Board Meeting 1-9-2014

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Dan Reardon, Library Director Aubrey Gerhardt, Mayor Vince Mazzeo, Mike Ruth, NCS Representative Lynsey Hehre.

Absent

City Council Liaison Jim O'Neill, Andrea Haney

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 minutes from the November meeting and to waive a formal reading of the minutes that was seconded and approved.

Mayor

Dan Reardon was sworn in for another 5 year term as Board of Trustees member.

City Council Liaison

No report available.

NCS Representative

Nothing to report.

Treasurer

Bills distributed. All were in favor to pay bills.

Library Director's Report

Reviewed Library Director's report previously emailed to Board.

Two of three estimates reviewed for new furniture (2 desks, 2 tables – 1 custom, 1 bookcase) – has Goff (\$7827) and WB Mason (70560), awaiting Gaylord.

Has estimate from WB Mason (\$7642) for storage shelving.

City of Northfield will be called to fix leaking pipe and if they don't Jenkins Plumbing will be called and bill sent to City.

Toilet tank fixed and bill will be sent to City.

Yearly Totals chart for attendance, circulation and fines/fees was reviewed.

\$12,937.05 remains from 2013 budget barring outstanding Purchase Orders.

Use of QB checks continuing in number sequence will start.

Committee Reports

No reports available.

Old Business

Hand Dryer for bathroom – no news.

Fan – Shannah still coordinating efforts to remediate.

New Business

Dan Reardon made the motion to purchase and install shades for 7 windows in new room.

Unanimous

Stacey Egan made motion to allow Gleeson's to install projection system. Unanimous

\$308,411 is the actual 2014 budget. \$20,500 is maintenance budget not \$20,000. Shannah made motion to amend motion from December meeting to reflect the budget change from \$307,997 to \$308,411 for 2014. Unanimous

Policies – Shannah made motion to amend

#2 Cash management/investment plan

Unattended children – age will be 9 or older

Remove accepting donations from right before sale to all the time

Unanimous

Discussed procedures to follow regarding use of computers and what to do with patrons should they become problematic with following said procedures.

Aubrey reviewed job descriptions for Library Assistant and Sr. Lib. Asst. – Aubrey will advertise for Sr. Lib. Asst.

Mike Ruth made motion with Elaine Meglathery giving a second - Library Director has authority to hire on a provisional basis pending Board approval. Unanimous

Gallery opening – Tuesday Jan. 21, 2014 at 7 pm.

The meeting was adjourned at 8:04 PM.

Next meeting is February 13, 2014

Northfield Public Library Board Meeting 2-13-2014

Minutes

Present

President Shannah Smith, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Dan Reardon, Mike Ruth, Aubrey Gephardt, NCS Representative Lynsey Hehre.

Absent

City Council Liaison Jim O'Neill, Andrea Haney, Vice President Stacey Egan, Northfield Mayor

Minutes/Correspondence

The meeting was called to order by President Shannah Smith 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

No report available.

City Council Liaison

No report available.

Superintendent of Northfield Schools

Dr. Fipp loves the Community Heroes canvases and says "Thank You". NIT tournament starts 2-18.

Treasurer

AC Shade Shop will be paid out of Capitol Funds.
Shannah made motion to pay bills. All in favor

Library Director's Report

Atlantic Coast Alarm installed security system. Web-based. Notice needs posting stating premises under surveillance. Feeds into Fire Dept. How long does tape remain active?

Gleeson's have wired and ordered equipment that is due to arrive soon.

Reviewed and discussed furniture bids. Goff \$7827, Gaylord \$7849, WBMason \$7556.

Local author books will be purchased through Amazon.

Stockton is writing grant proposal to continue poetry workshops through 2015. They are Saturdays at 11 am.

Tops of 7 half cases have peeling laminate. Will need repairs

Aubrey will attend the new Director's meetings next two Wednesdays.

Publicity – Press, Current, Sentinel have had recent coverage.

Next issue of AC Weekly will feature Aubrey as one of the 40 under 40 to watch.

Attendance – 2523, Circulation - 2818

Committee Reports

No reports available.

Old Business

No news on hand dryer.

Fabri checked out the fan issue and Shannah will follow up.

Friends are looking for right microwave for the space. Plus they will pay for shelving in storage room.

New Business

Shannah made the following motions to approve:

Goff provides furnishings per quote. See above. All in favor

The attempt to sell card catalog stand and table with the proceeds returned to Library. All in favor

Aubrey purchasing shelving from Home Depot as needed w/Jay Aspenberg to install. All in favor

A 2% raise for staff retroactive to 1-1-2014. All in favor

The adoption of the Kindle Policy as discussed in previous meeting. All in favor

The creation of a full-time Senior Library Assistant paid on an hourly basis. All in favor (Linda Hecht has been hired. The requirement for Senior Library Assistant has been amended to state, "B.A. and or equivalent work experience.")

Lynsey will check with NCS about posting events from Library on their website or giving a shout out or making a link

Shannah will reach out to City about cracks in ceiling of old part of building. She will also talk with Fabri about shifting/cracking in new addition and also roof inspection.

City is to replace burned out lights.

The meeting was adjourned at 7:02 PM.

Next meeting is March 13

Northfield Public Library Board Meeting 3-13-2014

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Dan Reardon, Mike Ruth, Library Director Aubrey Gephardt, NCS Representative Lynsey Hehre.

Absent

City Council Liaison Jim O'Neill, Northfield Mayor Jerry McGee

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:01 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

Dave's Day is March 22. "Wizard of Oz" is April 3 through 5, 7PM and Sunday 2PM. Dr. Fipp and Lynsey will meet w/Kevin Jarrett to establish NCS website link to Northfield Library. Dr. Fipp will need to approve all Library fliers prior to distribution.

Treasurer

Shannah made motion to pay bills. All in favor

Shannah made a motion to approve Ford-Scott as auditor. All in favor

Library Director's Report

Reviewed report

Jersey Connect is free vs. fee for GoDaddy

As of 2/2014 Capital Fund = \$147,670.81. Planned expenditures include a Technology Plan including 10 laptops and docking station, mobile technology, video games, carpeting, furniture for Meeting Room, 10 foldable cushion chairs. Aubrey will develop video games collection policy. Over 3 years spend approx.. \$60k.

Stockton received the grant applied for so Poetry meetings will continue.

Attendance – 2394, Circulation - 2562

Committee Reports

No reports available.

Old Business

Stacey still is working on hand dryer.

Fan can now be turned off manually.

New Business

For the next meeting Board members are to email Shannah identified needs that can be included in Capital Fund plans and/or Strategic Plan. Community may be surveyed.

Shannah will write addendum for Strategic Plan to utilize capital Funds.

To augment NCS Minecraft afterschool sessions Library may run summer Minecraft sessions.

Shannah made motion to approve Emergency Action Plan. All in favor

Donor Tree Wall will not be “planted”

Aubrey will talk with Friends regarding possible bus trips

2nd monitor needed for viewing access.

Mike will check on insurance responsibilities for private individuals to use Meeting Room.

Acc. to NJSA40A:11-36(6) the sale of library property less than \$2625 can be sold privately. Therefore the Board approved the sale of the Card Catalog for \$200 to be removed by purchaser. Table, desk and carrels will also be removed.

Card catalog – H=41.25”, W=17.75”, L=66.75”. Table – H=28.5”, L=120”, W=47.25”

The meeting was adjourned at 7:18 PM.

Next meeting is April 10

Northfield Public Library Board Meeting 04-10-2014

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Andrea Haney, Dan Reardon, Mike Ruth, Library Director Aubrey Gerhardt, NCS Representative Lynsey Hehre.

Absent

City Council Liaison Jim O'Neill, Northfield Mayor Jerry McGee, Secretary Anne Cancelmo

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 dating March 13, 2014 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

Dave's Day went well. The flyers from the library have been distributed to the children to take home.

Treasurer

Shannah made motion to pay bills. All in favor

Library Director's Report

Work with the Ford Scott Auditors went well. An exit meeting is planned to discuss the report. They supplied a list of items to address prior to the conclusion of the audit. Aubrey and Shannah will attend to the issues. They include the following:

- Cash management plan needed for 2013.
- A copy of resolution 1-2013 Adoption of City Policy & Guidelines as Library Policy & Guidelines including Chapter 48. Need as well an electronic copy.
- November minutes were approved at both the 12/12/13 & 1/9/14 meeting. This seems to be a clerical issue but needs to be rectified through a motion. (Amend to accept Dec 2013 minutes.)
- Verbiage in minutes needs to be more clearly stated, especially in relation to motions.

Newsletters were sent home with students regarding library information, including how to use tutor.com. The library hopes to see some use from this.

The technology budget for the Strategic Plan update was discussed. Board is in agreement with most of the technology plan excluding the purchase of video games/consoles/centers. Further discussion will take place at the next meeting. Shannah will reach out to libraries that loan out games to see how it is going for those libraries.

Aubrey will research pricing for a laptop cart. The cart will be utilized by patrons (in-house only) as well as used to teach computer classes at the library. Concern was expressed for how to recoup monies for damages.

Monthly staff meetings have been going well. Russ made a good suggestion of where to display the website url.

Abdo eBooks are coming soon. They are science themed, non-fiction books. In addition, the print versions are available as well.

The cataloging of the magazines has been going well.

The library is looking into creating an X-men algebra club to help those students at the school that are preparing for high school next year.

Aubrey would like to have additional ideas from the Board for how to raise funds for programs.

Attendance – 2221, Circulation – 2482 Income - \$145.68

Committee Reports

No reports available.

Old Business

Stacey has received pricing on hand dryers which is approx. \$400. We need to find out how to install one and if this is a City concern.

Mike Ruth found the Trustee meeting very informative and enlightening. He had plenty of paperwork for perusal. Mike also suggested that the Board look into having the name of a library lawyer available on an as needed basis. Shannah strongly agrees with this suggestion. Aubrey has the name of one lawyer that she will forward to Shannah so she may contact him to see if there is anyone local that may fit the bill.

Mike also researched and discovered that if the library were to open the meeting area to private individuals their own home owner's policy would cover them if there were an incident. The meeting room is currently open only to groups.

New Business

Shannah made a motion on 4/10/14 to accept the amended resolution 1-2014; the amendment allows for full time hourly personnel to collect overtime as mandated by state law. Motion passes unanimous.

Shannah made a motion on 4/10/14 to accept resolution 2-2014; which is establishing capital expense plans and reserving funds for projects as set forth in schedule 1. Motion passes unanimous.

The meeting was adjourned at 7:00 PM.

Next meeting is May 8, 2014

Northfield Public Library Board Meeting 5-8-2014

Minutes

Present

President Shannah Smith, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney
Library Director Aubrey Gerhardt, NCS Representative Lynsey Hehre (via telephone).

Absent

Vice President Stacey Egan, Dan Reardon, Mike Ruth, City Council Liaison Jim O'Neill,
Northfield Mayor Jerry McGee

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:18 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 4-10-2014 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

Dr. Fipp is retiring.

Treasurer

Bill list reviewed and amendment made. Total of amended list = \$37,307.89. Shannah made motion to pay bills with change to bill list to include one bill not on original list. All in favor

Library Director's Report

Reviewed report.

Attendance –2221 , Circulation-2634

Committee Reports

No reports available.

Old Business

Nothing discussed.

New Business

Shannah made the motion to correct January 2014 minutes to reflect approval of the December 2013 minutes. All in favor

Shannah made the motion to, move \$42,238 from the unreserved to reserved capital projects account which leaves a new balance of \$189,908.81 pending verification. All in favor

Shannah made the motion to accept the Ford-Scott audit as presented. All in favor

The meeting was adjourned at 6:25 PM.

Next meeting is June 12, 2014

Northfield Public Library Board Meeting 6-12-2014

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney Library Director Aubrey Gerhardt, NCS Representative Lynsey Hehre, Mike Ruth.

Absent

Dan Reardon, City Council Liaison Jim O'Neill, Northfield Mayor Jerry McGee

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 5-8-2014 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

NCS will be holding a summer camp June 30-August 15 for students entering 1st grade through entering 8th grade.

Alyssa Leatherwood will be replacing Lynsey in September as Lynsey has taken a teaching position at NCS.

Treasurer

Bill list reviewed and amendment made (corrected XTel bill is \$21.05). Total of amended list = \$38,575.26. Shannah made motion to pay amended bill. All in favor

Library Director's Report

Reviewed report.

Discussed staff lunch breaks.

New projector is still shaking. Aubrey contacted Gleeson's – latest suggestion was to check HVAC and see if its installed properly because if its shaking it will shake projector. When AC is off and projector doesn't shake. Shannah will contact Fabri and Modell to get it fixed ASAP

Aubrey will provide updated technology list to City for insurance purposes
Discussed computer lab.

Committee Reports

No reports available.

Old Business

Hand dryer – still unresolved

New Business

Shannah made motion to accept proposals: Dell, Demco and Rasberry(2). Monies from Capital Reserve Fund

Mike will look into getting a voting machine to enhance the Cultivating Citizenship program

Shannah will email Mary in City Hall to see if/how she documents lunch as a salaried employee

Volunteers: reviewed the NJLA policy. Volunteers will need to complete an application that includes but is not limited to name, address, phone number, emergency contact.

SRP (Summer Reading Program) flyers will be distributed to NCS upon approval

Friends paid for the new fencing and installation in lieu of City responsibility and Eagle Scout project

Strategic Plan – needs updating, Andrea will review and make a list of what has been completed and what needs to be done

The Library will host a float for the 4th of July parade.

The meeting was adjourned at 7:50 PM.

Next meeting is July 10, 2014

Northfield Public Library Board Meeting 7-10-2014

Minutes

Present

President Shannah Smith, Vice President Stacey Egan, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney, Mike Ruth, Library Director Aubrey Gerhardt, NCS Representative Lynsey Hehre, Mike Ruth.

Absent

Dan Reardon, City Council Liaison Jim O'Neill, Northfield Mayor Jerry McGee

Minutes/Correspondence

The meeting was called to order by President Shannah Smith at 6:03 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 6-12-2014 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

NCS summer program will be presenting the show Aladdin.

Treasurer

Bill list reviewed. Motion made and passed to pay bills. All in favor.

Library Director's Report

Reviewed report.

Discussed staff lunch breaks.

New projector is still shaking. Shannah contacted both Fabbri and Modelle. Modelle recommended flexible couplers to reduce the shaking. Greg also noted that a lot of debris was left behind by Fabbri's workers and needed to be cleaned up. He sent an email stating such to Fabbri. Follow up will happen at August meeting to see if this matter is resolved.

Aubrey will provide updated technology list to City for insurance purposes and provide a copy for the Board's notes as well.

Programs are going well with attendance good but could be better. The Board suggested that when programs don't have a huge attendance anticipated that the Library staff let them know as soon as

possible so they can reach out personally to help increase attendance.

Circulation has increased with over 50 new cards issued last month.

The budget will need to be evaluated to see if it can accommodate additional staffing or increased hours. This issue will need a sub-committee created to look into this soon.

Committee Reports

Strategic plan was emailed to Board members for comments and reviews.

Old Business

Computer update: new computers have arrived and are being put to good use.

Technology list: in progress

Response on how to catalog lunch breaks for Aubrey: if Aubrey takes a lunch then she marks it down, if she does not then it is not cataloged but she is not compensated for the missing break.

Voting machine for Citizenship program being looked into by Mike Ruth

Volunteer policy to be created.

New Business

Discussion regarding a yearly calendar of events that the Library will be participating in so that Board members can plan accordingly to participate.

The meeting was adjourned at 7:05 PM.

Next meeting is August 14, 2014

NORTHFIELD PUBLIC LIBRARY BOARD MEETING
8/14/14 MINUTES

Present: Library Director Aubrey Gerhardt, VP Stacey Egan, Treasurer Elaine Meglathery, NCS Rep Lynsey Hehre, Dan Reardon
City liaison Jim O'Neill, Alyssa Leatherwood, Mike Ruth

Absent: President Shannah Smith, Secretary Anne Cancelmo, Andrea Haney, Mayor Jerry McGee

Minutes/correspondence

The meeting was called to order by Vice President Stacey Egan at 6:15 pm. A motion was made to approve the minutes from the 7/10/14 meeting and waive a formal reading of the minutes- motion seconded and approved.

Reports

Mayoral Report: No Report

City Council Liaison

Mr. O'Neill thanked the board for coming out for the Northfield Night Out. He said that everyone had a great time and that the school should remain as the location for the event in the future.

Also, the closing of the casinos will have a ripple effect on Northfield because of the number of residents employed in the casinos.

There have been some recent burglaries and Mr. O'Neill indicated the need for awareness.

Supt. Of Northfield Schools

Lynsey introduced her replacement, Alyssa Leatherwood. Lynsey will now be teaching 4th grade at NCS. Chick-fil-a was generous during summer program and suggested the library contact them for future events.

Treasurer:

Motion Passed to pay bills

library Director's Report

Set an all-time record for circulation. There has been an increase in revenue due to payment of fines. 18% of circulation is for DVDs. Sponsorship is increasing as we reach out to businesses.

Providing help to community in updating and creating resumes.

End of the year party on 8/29 at 11:00 am

Car

Show

Augu

st 30.

Old Business:

Northfield is having a special election in September so it may be difficult to coordinate a date and time for Citizenship Program. Mike will contact County to see if any dates are available. Aubrey will create a calendar of events.

Maintenance agreement tabled library Director's evaluation discussed in closed session. Meeting adjourned at 7pm.

Northfield Public Library Board Meeting 9-11-2014

Minutes

Present

President Shannah Smith, Treasurer Elaine Meglathery, Secretary Anne Cancelmo, Andrea Haney Library Director Aubrey Gerhardt, NCS Representative Alyssa Leatherwood, Mike Ruth, Dan Reardon.

Absent

Vice President Stacey Egan, City Council Liaison Jim O'Neill, Northfield Mayor Jerry McGee

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 8-14-2014 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

Bookmarks will be shared with Spanish teacher s others can use Mango

Treasurer

Bill list reviewed and all in favor to pay bills with Gleeson's payment based on original estimate.

Library Director's Report

Reviewed report.

Shannah will contact Mary to see if contracts all on file for all employees

Aubrey – concern about employee who is taking off too much time. Discussion ensued. Aubrey will follow procedures according to City of Northfield employment guidelines.

Foyer carpeting – worn, sticking up, safety hazard;getting estimates for replacing

Projector is no longer shaking

Light bulbs in addition are burning out. Discussed responsibility for replacement.

Presented possibility of a Little Free Library at Birch Grove Park.

Shannah will clarify with Dawn regarding pay issues with Linda Hecht. \$16.78 at 35 hours/week. Need to amend resolution on file to correlate with City of Northfield.

Board of Elections – voting machines coming on/about October 24.

Committee Reports

Strategic Planning – paperwork is processing

Old Business

none

New Business

Shannah made motion to renew biannual maintenance agreement. All in favor for a 2 year agreement at \$20,500/year

Aubrey is working on Quarterly Attendance – collecting and recording data and the keeping it at Front Desk

Shannah mad motion to amend the current budget:

\$2000 from Line 34 to Line 31

\$2000 from Line 34.1 to Line 29

\$5000 from Line 35 to Line 29

The meeting was adjourned at 7:08 PM.

Next meeting is October 9, 2014

Northfield Public Library Board of Trustees Meeting Minutes 10-9-2014

Present:

President Shannah Smith, Vice President Stacey Eagan, Secretary Anne Cancelmo, Treasurer Elaine Megleathery, Dan Reardon, Mike Ruth, NCS Superintendent Representative Alyssa Leatherwood, Library Director Aubrey Gephart

Absent:

Northfield Mayor Jerry McGee, Northfield City Council Liaison Jim O'Neill, Andrea Haney

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:02 pm. A motion was made to approve the minutes from the 9-11-2014 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available

City Council Representative - no report available

NCS Superintendent Representative - special school elections held, scout groups are active, men's volleyball tourney scheduled, Back-to-School Night completed, going paperless

Treasurer - discussed bill list, motion made to pay bills - all in favor

Library Director - reviewed report

Sept. circulation - 3301, attendance - 2696. Numbers are up by 1000 from Sept. 2013; fines= \$248.90

24 programs at a cost of \$89 total. 165 attendees

Staff meeting - set goals for winter, cross training will be implemented, hiring replacement for Paul anticipated start 1-1-2015

Old Business:

Gleeson's settled costs, nothing else is owed

Private electrician contacted about lights who's making contact w/City regarding exact responsibility

Budget issues continue.

Ray providing info for family health benefit premiums for remainder of 2014.

Auditors - Aubrey in contact regarding fine accumulation (approx. \$3000). Can't include in budget but can't spend if not in budget. What can fines be spent on? Will discuss more in Nov.

Aubrey will provide technology list to City of Northfield and Shannah

New Business:

Programs Assistant & Outreach Coordinator - 20 hrs./week (Sat. - 7 hrs.; M-Th - two 3-8pm shifts and one 5-8 pm shift), hourly rate \$ 9-11, start advertising in Nov. Motion made to approve

placement of an ad for Programs Assistant & Outreach Coordinator for 20 hrs./week for a maximum salary of \$11/hr. All in favor.

Meeting adjourned 6:56 pm

Next meeting Nov. 13, 2014

Northfield Public Library Board of Trustees Meeting Minutes 11-13-2014

Present:

President Shannah Smith, Secretary Anne Cancelmo, Treasurer Elaine Meglathery, Dan Reardon, Mike Ruth, Andrea Haney, Library Director Aubrey Gephardt

Absent:

Vice President Stacey Egan, Northfield Mayor Jerry McGee, Northfield City Council Liaison Jim O'Neill, NCS Superintendent Representative Alyssa Leatherwood

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:07 pm. A motion was made to approve the minutes from the 10-9-2014 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available

City Council Representative - no report available

NCS Superintendent Representative - no report available

Treasurer - motion made to pay bills - all in favor

Library Director - reviewed report

Oct. circulation - 3067, attendance - 3233, fines-\$324.40. To date avg. monthly attendance - 2755

Lights in main building replaced - City sent Bruno Electric to fix

Parking lot and front door sign lights don't work

Facebook/ Library website will have job advertisement posted, prospective employees will face a background check, start date 1-5-15

Fines - Aubrey spoke to state librarian and was told to include fine money in budget (even though auditors say 'no') so she will contact Linwood to see what they do. The suggestion is to include the 2014 fines on the "fines" line of the 2015 budget and will do so.

Aubrey will not take benefits for 2015, but their cost will be included in 2015 budget so money is available if needed.

\$269,169.22 has been spent to date. Cape Bank Capital - \$120,825.27. Cape Bank Operating - \$117,372.22 w/o 4th quarter check.

Old Business:

Heat in office area still not working as it is still not completely connected. Shannah still working on resolution w/contractors, architect, etc. If it's not fixed by December Shannah will contract another heating company come fix it.

Linda Hecht's salary still being resolved with Ray.

New Business:

Mike made the motion stating the the money spent for program supplies will be identified in Bills (ex.: WBMason - separate out the costs for supplies from other purchases), all in favor

Dan made the motion stating that the existing system of issuing summer library accounts is terminated. Any remaining monies will be put into fines account. A new system will be discussed, created and implemented before summer 2015. All in favor.

Shannah made the motion outlining an amendment to the meeting room policy. The motion states that on the 3rd time the alarm is not turned on the group will no longer be able to stay after the 8pm Library closing time thus allowing a Library staff member to alarm the room. All in favor.

Shannah made the motion proposing a 2% payroll increase per City policy starting 1-1-15. All in favor.

The following Library Board of Directors nominations were made:

Shannah Smith nominated as President by Dan Reardon
Elaine Meglathery nominated as Treasurer by Shannah Smith
Anne Cancelmo nominated as Secretary by Shannah Smith All were unanimously re-elected to another term in office.

Meeting adjourned 7:26 pm

Next meeting Dec. 11, 2014 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 12-11-2014

Present:

President Shannah Smith, Secretary Anne Cancelmo, Dan Reardon, Mike Ruth, Andrea Haney, Library Director Aubrey Gephardt, NCS Superintendent Representative Alyssa Leatherwood, Northfield Mayor Erland Chau, Amy Moskovitz

Absent:

Vice President Stacey Egan, Northfield City Council Liaison Jim O'Neill, Treasurer Elaine Meglathery,

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:02 pm. A motion was made to approve the minutes from the 11-13-2014 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - nothing to report

City Council Representative - no report available

NCS Superintendent Representative - general elections held in Nov., NEF events are on Wednesdays, basketball, volleyball every Tuesday, "Beauty and the Beast" practice starts in January w/show in spring, boy and girl scouts meeting, Alyssa and Aubrey trying to increase collaboration

Treasurer - Shannah made motion to pay bills - all in favor

Library Director - reviewed report

Nov. circulation - 2583, attendance - 3198, fines - \$389.18.

Reviewed the General Programming Statistics 2014 with comparison to 2013

Aubrey scheduled four interviews for new position. Discussion held on having MaryLisa DeDonenicis fill position.

Old Business:

Aubrey will call City of Northfield to fix heater especially since heater is now shaking in middle office.

Lights in parking lot - City at some point will fix.

Fines - Shannah spoke with Maria and MaryAnn at Linwood Library. Aubrey spoke with Victoria at State Board. 2014 fines will be put into 2015 budget and adjust accordingly.

New Business:

President Shannah Smith swore in Amy Moskovitz as new member of Library Board of Trustees
Amy made motion to accept the resignation of Stacey Egan as Board member
Shannah made the motion to appoint Andrea Haney as Vice President. Mike seconded the motion. All in favor.

Andrea made motion to hire MaryLisa DeDonenicis for rate of \$11.00/hour for 20 hours/week pending probationary period and background check.

Shannah made motion to accept proposed meeting dates for 2015. All in favor. Linda Hecht will advertise.

Dates (proposed/alternate):

January 8/15

February 12/19

March 12/19

April 2/16

May 14/21

June 11/18

July 9/16

August 13/20

September 10/17

October 8/15

November 12/19

December 10/17

Shannah will go to bank and get paperwork allowing Erland to have access.

Budget 2014

Shannah made motion to remove \$1200 from Line 34 adding it to Line 35, remove \$900 from Line 34 adding it to Line 34.1, and remove \$550 from Line 32.1 adding it to Line 30. All in favor. Budget balance for 2014 = \$1777.32

Budget 2015

Benefits will increase from \$40,000 in 2014 to \$99,000 in 2015. Allocation must be made even though the two employees are declining to take benefits. The thought is that after each quarter the amount of money spent on health benefits will be pro-rated and placed where there is a need and the need will continue after quarter.

Alyssa will check to see if Mango is being used/will be used at NCS. If not, Library will cancel. IT services - re-bid current contract w/ other vendors as well as Groundswell. Use current contract and approach NCS BOE regarding shared services.

Options regarding full-time Library Assistant (will re-visit in Jan.):

1 - 40hrs./wk., every quarter move funds

2 - go to 29 hrs./wk. at \$20.66/hr. (keeps income as it is now as FT employee)

3 - can't chance if/if not taking benefits so go to PT at current pay rate

4 - reduce to 29 hrs./wk. and increase salary to \$18.11/hr. Plant

Operations - need to add pest control (\$260) Discuss Budget again at Jan. 2015 meeting

Meeting adjourned 8:00 pm

Next meeting Jan. 8, 2014 at 6pm