

Northfield Public Library Board of Trustees Meeting Minutes 01-08-2015

Present:

President Shannah Smith, Dan Reardon, Mike Ruth, Vice President Andrea Haney, Treasurer Elaine Meglathery, Library Director Aubrey Gephardt, NCS Superintendent Representative Alyssa Leatherwood, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Secretary Anne Cancelmo, Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:05 pm. A motion was made to approve the minutes from the 12-11-2014 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 – The school no longer requests that we have Mango available. Motion made and passed to discontinue Mango.

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

Library Director - reviewed report

Year totals: circulation - 36,838, attendance -32,892, fines - \$3,882.36

Programming – 255 programs, Attendance at programs – 1968 ppl,

Expense - \$3485.34

Old Business:

MaryLisa DeDonenicis has filled the position beginning January 1 2015. MaryLisa DeDonenicis has been working out well so far.

Heating: 2nd heater unit up and running.

The back office has no vent. Aubrey will get an estimate to have venting installed/hooked up.

The base of the 2nd heating unit is starting to crack. JEM is to come back and replace.

Leaking Roof: Kathy has made multiple calls but still waiting to hear back about any repairs that can be made. Pictures will be taken after the meeting to document the issue.

New Business:

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

Budget 2015

Shannah made a motion to approve the budget, all in favor, motion passed, budget approved.

Next meeting Feb. 12, 2015 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 2-19-2015

Present:

President Shannah Smith, Secretary Anne Cancelmo, Dan Reardon, Mike Ruth, Vice President Andrea Haney, Library Director Aubrey Gephardt, Amy Moskovitz, Northfield City Council Liaison Jim O'Neill, Treasurer Elaine Meglathery

Absent:

NCS Superintendent Representative Alyssa Leatherwood, Northfield Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:04 pm. A motion was made to approve the minutes from the 1-8-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available

City Council Representative - City has hired a Grant Writer and Jim will connect that person with Aubrey. Jim will also provide the name of the City IT vendor for comparison to Groundswell.

NCS Superintendent Representative - NCS not using Mango. NCS continues to have high after school hour usage for various and sundry activities.

Treasurer - motion to pay amended bill total - all in favor. Original total = \$49,279.90. Amended total = \$50,072.40.

Discussed pros/cons of purchasing items, i.e. having Library employee going to purchase items vs. ordering for delivery. City CFO and Clerk advise to order for delivery and avoid employee liability issues. WB Mason will price match.

Purchases must follow established guidelines.

Library Director - reviewed report

Jan. circulation - 3256, attendance - 2492, fines - \$307.10.

Totals	2014	2013
attendance	32,892	21,306
circulation	36,838	29,605
fines/fees	\$3882.36	\$2,182.31

List of contractors/vendors supplied

Patron fell outside. Incident report filed. Mary C. contacted.

Discussed status of MaryLisa and based on information presented a motion was made to terminate her during the 90 day probationary period. All in favor. The position will be re-posted.

New Book Drop is needed - an "official" Drop = \$6000 for a book/DVD combo with the Friends willing to donate \$2000. Less expensive alternatives will be investigated.

Feb. 21 is Chinese New Year celebration.

Weeding YA collection.

Spoke about Grant Station.

NJ State Library Association is providing a \$1000 grant for BYOB.

Maintenance issues:

Electrical and heating issues persist. There are not enough amps to run the system so electricity keeps going off.

Leaking roof - Kathy trying to get roofer to show up.

Parking lot lights - Tom Bruno getting a lift to check on lights, neighbors complaining about lights going on and off during darkness.

Gutters need cleaning. Public Works need to be contacted.

Motion made to approve a \$1000 venting job from JEM for heat and A/C. All in favor.

Foyer carpeting needs replacement. Estimate from Commercial Interiors = \$1065.86 while Avalon = \$769.75 and they guarantee new section will be flush with the old. Other options will be investigated.

Old Business:

Bank signature pages being completed.

Budget -

Add pest control as line item - \$260

Final Budget needed

New Business:

Calendar:

January -

Yearly Board Meeting Dates by 1-10 (publicize in 2 newspapers, 1 public place, file with Municipal Clerk, also place on Internet as extra option)

1099 Forms by 1-31

Review Board Activities

Advertise for Annual Audit

Update Insurance Notices

Fire Extinguisher Safety Check

February -

Grant Writing Program Renewal

March -

State Report

April -

Earth Day 4-22

May -

Employee Reviews due by 5-15

Memorial Day

June -

Poetry Event

July -

4th of July

August -
National Night Out

September -
Library Director Review
Budget

October -
Budget

November -

December -
Board Re-organization Meeting

Ford Scott is only reply to advertisement for doing Annual Audit
Earth Day will be celebrated on 4-25-15

Meeting adjourned 7:59 pm

Next meeting March 12, 2014 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 3-12-2015

Present:

Secretary Anne Cancelmo, Dan Reardon, Mike Ruth, Vice President Andrea Haney, Library Director Aubrey Gephardt, Amy Moskovitz, NCS Superintendent Representative Alyssa Leatherwood, Treasurer Elaine Meglathery

Absent:

President Shannah Smith, Northfield Mayor Erland Chau, Northfield City Council Liaison Jim O'Neill

Minutes/Correspondence:

The meeting was called to order by Vice President Andrea Haney at 6:02 pm. A motion was made to approve the minutes from the 2-19-2015 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 - sports events continue, school play will be later on this month. Dave's Day fast approaching - next year Aubrey and Alyssa will collaborate for Library involvement.

Treasurer - motion to pay bills - all in favor. Discussed appearance of higher bills at last meeting, but that was due to the later Board meeting date.

Library Director - reviewed report

Roofers checked out leaking roof however nothing has been heard from them since.

City Safety meeting - Qualinks gave presentation on how to deal with claimants against City due to alleged injuries on City property.

Aubrey and Shannah spoke regarding advising staff about handling an active shooter situation.

Old Business:

Ad ran in *Press* for a week for the Program Assistant & Outreach Coordinator position with many responses. Eight applicants will have an interview. Aubrey and Shannah will coordinate.

Heater/AC is working in office

Aubrey will reach out to Jim O'Neill as a follow up to his offers of IT assistance from last meeting.

New Business:

Next Board meeting remains April 2 as advertised.

Mike will attend next Friends of the Library meeting April 2.

City needs to fix door for outdoor trash surround.

Discussed furniture for meeting room - IKEA possibly.

Need an update on purchasing a new book drop.

Profit & Loss Budget Overview Jan - Dec 2015 is available.

Meeting adjourned 6:25 pm

Next meeting April 2, 2015 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 04-02-2015

Present:

President Shannah Smith, Dan Reardon, Mike Ruth, Treasurer Elaine Meglathery, Library Director Aubrey Gephardt, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Secretary Anne Cancelmo, Mayor Erland Chau, Vice President Andrea Haney, NCS Superintendent Representative Alyssa Leatherwood

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:05 pm. A motion was made to approve the minutes from the 01/08/2015 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 - Shannah made motion to pay bills - all in favor

Library Director - reviewed report

-April Calendar

*Opening of Little Lending Library at Birch Grove park April 25th at 11AM

*Open mic night 4/29

*8th grade poetry slam

-Proposed moving funds of \$7000 from benefits to books. Motion made and passed.

- Library assistant/program coordinator

*Gary Schafer – discussion of his background and qualifications. Motion made to approve hire, motion passed. Start date will be April 4th.

-Capital Budget spending

i. *Portable panel

ii. *Portable shelving units

iii. *Shelving for pillars

iv. *tech spending

v. *Book drop return unit

1. Discussion on need benefit of all

2. Motion made to approve items 1, 2, 4 & 5 only

a. Motion passed

-New check needed for Dan Myers photographer as he forgot to cash the first check and misplaced it.

-Ford Scott : daily income reporting, QuickBooks asscess for linda to assist with Finance

-Roofers to start 4/13 or 4/14 per City Council

-JIF training

-NJLA on 4/20, NJALA on June 9

-Intern from JFS for 30 days

-Staff have begun training with webinars; response has been positive

- Summer programming
- Capital plan basics
- Follow up with Andrea on Strategic plan update
- IT Contracts – Linda should look into new options and RFB

Old Business:

- See Directors report
-

New Business:

- All going to Little Free Library unveiling at Birch Grove Park

Meeting adjourned at 6:56PM

Next meeting May 14, 2015 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 5-14-15

Present:

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

Absent:

Northfield City Council Liaison Jim O'Neill

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:04 pm. A motion was made to approve the minutes from the 4-2-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - see comments below

City Council Representative - no report available

NCS Superintendent Representative - summer camp starts July 6. Library Intergenerational Poetry Festival in conjunction with Stockton may be held at NCS on June 13 because of scheduling conflict with Birch Grove, 8th graders will be invited as well. Custodial costs = \$20/hour.

Treasurer - motion to pay bills - all in favor. Discussed appearance of higher bills because of 6 week span between meetings.

Library Director - reviewed report

Introduction of Gary Schafer as new Program Assistant & Outreach Coordinator.

Working on policy changes: Circulation - patrons cannot take out entire DVD collection of a series, Membership and Summer Residency.

Roof repairs are stalled at City Council level. Erland knows they were approved and will see what the delay is. The City will also fix the gutters and interior after roof is fixed.

IT bids:

Mercadien \$13,400 - IT services only, additional cost to change server

All Covered \$13,200 (City uses) - IT services only, additional cost to change server

Groundswell \$9600 - IT services and changing server

By Water \$7400 - no IT services, only cost to change server

Motion was made by Elaine and seconded by Dan to accept Groundswell bid for IT services. All in favor

Discussion about changing servers. More information will be available and discussion will follow at June meeting.

Discussion about purchase of Museum passes.

Old Business:

Strategic Plan - Andrea will provide update at June meeting.

Audit - Aubrey will reach out to accountants for information.

Shannah needs to send search bar & HTML code to Aubrey so it can be added to Joomla page.

New Business:

Mike reported about Friends meeting - Book sale, Kentucky Derby event.

Programming - "Superhero" theme for summer programs, expanding Lego program, dance party to kick off /end summer, superhero party, mustache party, car show.

Andrea will attend next Friends of the Library meeting June 4. Anne will attend September 3. Meetings start 6:30 PM.

Erland asked, if needed, could the City borrow the podium and microphone for Memorial Day services - yes.

The Historical Society is borrowing the picture of Miss Lizzie Price for their event.

Meeting adjourned 7:22 pm

Next meeting June 11, 2015 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 6-11-15

Present:

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

Absent:

Northfield City Council Liaison Jim O'Neill,

Minutes/Correspondence:

The meeting was called to order by Vice President Andrea Haney at 6:00 pm. A motion was made to approve the minutes from the 5-14-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - nothing to report

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City Council Representative - no report available

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NCS Superintendent Representative - summer camp starts July 6. Library Intergenerational Poetry Festival in conjunction with Stockton will be held at NCS on June 13. NCS to bill for janitorial fees. Graduation June 19.

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Treasurer - motion to pay bills - all in favor.

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Library Director - reviewed report

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Profit & Loss Budget vs. Actual Jan. 2015 through June 11, 2015 information provided.

Current statistics:

	2015YTD	May 2015	May 2014	May 2013
Attendance	15,422	3023	2759	1669
Circulation	15,964	3317	2943	2433
Fines/Fees	\$2271.46	\$297.05	\$313.84	\$187.28

Presented info regarding Copiers Plus service contract. Payment of \$295 will appear in July Bill List.

Discussion about purchase of Museum passes. Reviewed preliminary policy. Family pass = 6 people. Aubrey will check and see if museums will hold passes and Library provides dated voucher thus avoiding problems with lost/unreturned passes. Aubrey will also contact AC Aquarium about passes. Possible three museums - AC Aquarium, Noyes Museum, Children's Museum. Settle and approve policy at July meeting.

Circulation Policy - discussion. Andrea made motion to approve the following addition to current policy: "Temporary, non-resident cards are available for a non-refundable fee of \$10 and valid for a period of 4 months." All in favor.

Roof is fixed. Fixing inside is coming.

Aubrey to obtain photo of Eagle Scout and his project for display.

Discussion on recovering materials and fines. Overdue items = 883, lost items = 926, unpaid fines = \$5095, patrons owing materials = 492. Bulk mail notification = \$45. Notices to patrons will be sent. Records will be updated.

Koha/Destiny Q & A.

Both share many features.

Koha - \$5000 to migrate files. No cost for server.

New server for Destiny = \$8000 on average and lasts 5-7 years.

Contact Groundswell about future IT contract if Koha is used.

Over the last couple of years how many Koha updates have caused an effect on customizations.

Aubrey and Anne will visit Waterford Library for more info about Koha.

Board members are encouraged to go to Koha tutorial <http://catalog.bywatersolutions.com/>

PW and user name is "bywater" for both

Discussion will continue in July

Old Business:

Strategic Plan - Andrea will provide update at July meeting.

New Business:

Library closed July 3 and 4.

July 4th parade - starts at 9am, line up at Broad and march to Birch Grove Park. So far Mike, Shannah and Anne participating. June 27 at 11am is cape making.

Andrea reported about Friends meeting - spoke to them and said Board is more than willing to help Friends but please be specific about the help that is needed.

Meeting adjourned 7:21 pm

Next meeting July 9, 2015 at 6pm

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Northfield Public Library Board of Trustees Meeting Minutes 7-9-15

Present:

President Shannah Smith, Northfield Mayor Erland Chau, Secretary Anne Cancelmo, Dan Reardon, Vice President Andrea Haney, Library Director Aubrey Gephardt, Treasurer Elaine Meglathery, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Mike Ruth, NCS Superintendent Representative Alyssa Leatherwood

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 6-11-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - an alternate member needed for the Birch Grove committee - send resume and letter of intent to City Hall, attention Erland Chau. Met with Red Cross representative and although the project is in its infancy stage a grant is being written to provide free workshops for the community. Info will be shared as it becomes available.

City Council Representative - no report available.

NCS Superintendent Representative - no report available.

Treasurer - Water bill shows a previous balance of \$46 that was paid on 6-30-15; current payment adjusted to reflect new balance of \$167.80. Motion to pay amended bill list - all in favor.

Library Director - reviewed report
National Night Out - at NCS, August 4, library will participate

June figures
Attendance - 2795
Circulation - 3504
Fines/fees - \$266

In process to do bulk mailing regarding overdue/lost books. See previous minutes for details.

Discussion about purchase of Museum passes. Purchase tabled until autumn. Noyes is moving. No response from Aquarium.

99 children in summer reading program.

Interior roof repairs not yet started.

Aubrey will start taking health benefits in August. Money is allocated in Budget and she has started process with City.

Old Business:

Koha - Gary is familiar with Linux and Perl

Andrea shared info plus pros/cons she has received from libraries who use Koha. Hammonton extends an invitation to come and visit.

Contact will be made with Groundswell regarding any additional costs as Koha updates occur

Strategic Plan - Andrea is working on the numbers and updating sections for goals that have been met and/or revised. Amy is joining committee to review goals & objectives.

Audit - not yet received

Next Friends of Library meeting is September

New Business:

None

Meeting adjourned 6:42 pm

Next meeting August 13, 2015 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 8-13-15

Present:

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

Absent:

Northfield City Council Liaison Jim O'Neill, NCS Superintendent Representative Alyssa Leatherwood, Vice President Andrea Haney, Northfield Mayor Erland Chau, Amy Moskovitz

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:00 pm. A motion was made to approve the minutes from the 8-9-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available

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City Council Representative - no report available.

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NCS Superintendent Representative - no report available.

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Treasurer - NJAW bill is \$199.67 not \$214.47. Amended bill total = \$30, 238.60. Motion to pay amended bill list - all in favor.

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Library Director - reviewed report
July 2015 check out total = 4234 vs. 4276 July 2014

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Aubrey has registered for health benefits. Balance for 2015 = \$12,301.60. Cost is \$29,523.84 for 2016. Figures obtained from Ray.

Come autumn there will be a solid month of sign language for babies.

Adult computer classes are coming.

Working with NCS coordinating technology between school and library.

May have a domino book chain to kick off November book sale.

No written confirmation from Grundswell regarding Koha update costs.

Russ resigned due to double knee replacement. Aubrey and Gary are filling in his hours.

City checked out interior roof. Will be fixed on a TBD Sunday. Schedule will be coordinated with Aubrey. Water damaged areas will be repainted.

Old Business:

Strategic Plan - report will be made when Andrea returns.

Audit - awaiting final copy.

Next Friends of Library meeting is September

New Business:

Shannah will investigate policies regarding adult volunteers.

Shannah and Aubrey were approached by a patron regarding her wish to run a pre-school in the library. The Board is opposed.

Meeting adjourned 6:26 pm

Next meeting September 10, 2015 at 6pm

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Northfield Public Library Board of Trustees Meeting Minutes 9-10-15

Present:

President Shannah Smith, Secretary Anne Cancelmo, Mike Ruth, Dan Reardon, Library Director Aubrey Gephardt, Treasurer Elaine Meglathery, NCS Superintendent Representative Alyssa Leatherwood, Vice President Andrea Haney, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Northfield Mayor Erland Chau

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:05 pm. A motion was made to approve the minutes from the 8-13-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available

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City Council Representative - no report available.

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NCS Superintendent Representative - NCS had a busy summer and it continues as school reopened with programming especially for 3rd and 8th grade as well as STEAM .

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Treasurer - JEM Heating & Cooling bill was deleted from Bill List reducing bills to be paid from \$22,103.53 to \$19,835.48. Motion to pay amended bill list - all in favor.

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Library Director - reviewed report

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Awards/rewards distributed at the end of summer party. Top reader read 87 books. The next top readers read 76 and 72 books respectively.

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Aubrey's benefits start October 30, 2015 and will cost \$7380.96 for the remainder of 2015. Therefore Budget Line Item 27 is in excess of \$15,073.28 so she would like to transfer \$5000 from Line Item 27 to Line Item 29 for Library books.

On November 17 at 6:30 pm there is an invitation only free NARCAN training provided y OASIS. Aubrey will check out the legal issues.

No official Audit report yet and Aubrey will continue to request it.

The interior roof is not yet fixed and Aubrey continues contact with the City.

Aubrey reviewed Koha pricing structure from Groundswell and ByWater. She will contact Groundswell asking their price without server services. She will also contact ByWater regarding their estimate and timeline for Koha.

Old Business:

Strategic Plan - report will be made after Andrea and Amy meet to review/revise plan.

Shannah is collecting data on policies regarding Adult Volunteer Policies as they are many and varied.

Next Friends of Library meeting is October 1, 2015. Shannah will attend. Anne attended in September and updated Board, specifically asking Board members to contribute mittens and hats for Christmas gifts to those in need.

New Business:

Shannah is unable to attend October 8th meeting.

Meeting adjourned 7:10 pm

Next meeting October 8, 2015 at 6pm

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Northfield Public Library Board of Trustees Meeting Minutes 10-8-15

Present:

Secretary Anne Cancelmo, Mike Ruth, Dan Reardon, Library Director Aubrey Gephardt, Treasurer Elaine Meglathery, Vice President Andrea Haney, Amy Moskovitz

Absent:

Northfield City Council Liaison Jim O'Neill, Northfield Mayor Erland Chau, NCS Superintendent Representative Alyssa Leatherwood, President Shannah Smith

Minutes/Correspondence:

The meeting was called to order by Vice President Andrea Haney at 6:03 pm. A motion was made to approve the minutes from the 9-10-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - no report available

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City Council Representative - no report available.

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NCS Superintendent Representative - no report available

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Treasurer - Discussed the \$318 cost for movies; they are shown at least once a month and follow established guidelines for showing. Motion to pay bill list - all in favor.

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Library Director - reviewed report

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Discussed 2016 financials. Reviewed YTD then looked at preliminary 2016 Budget. Issues: 1.) getting \$20,000 less from City (2016 allocation=\$304,400) and 2.) approx. \$30,000 allocation needed for health benefits. These two items reduce available 2016 budget monies by \$50,000. 3.) switch to KOHA and keeping Groundswell for IT is reflected. 4.) \$4680 (\$10/hr x 10hrs/wk) is included to pick up the slack from Russ's resignation. Should another employee be hired or should current employees get additional hours to fill his job responsibilities?

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Cleaning - Aubrey will have Linda itemize services so contract/costs can be evaluated.

Fundraising ideas discussed to lessen the impact of the reduced Budget. Aubrey will work on creating a Restaurant Week/Night type theme to benefit the Library. Connect with the Friends of the Library. Suggested restaurants to contact: The Spot, Roberta's, Capri, Greens and Grains, Chido Burrito, WAWA, Valentino's, Ventura's, Rose's Garden Grill, Giovanni's, Fresco, Pizza Hut, Carluccio's,

No official Audit report yet from Ford Scott and Aubrey continues to request it. If she doesn't have it by November 1, Anne will go there November 2.

KOHA - shared official contract for services. \$2600 annual service fee. \$4800 for the one time migration to KOHA. \$1800 live webinar training.

Old Business:

Strategic Plan - report will be made after Andrea and Amy meet to review/revise plan.

Aubrey spoke with OASIS and the Library is not legally responsible if help is given to a person under the influence.

Next Friends of Library meeting is November 5, 2015. Anne will attend. Dan and Aubrey gave an update in Shannah's absence. Northfield and Linwood are partnering to do a Mystery Night. The Book Sale is November 13 & 14 with a library wide domino train of books to kick off the event.

Interior roof update - being done on Sundays. Slow and intensive, but progress is being made.

New Business:

The motion was made by Mike to use \$6600 from the 2016 Capital Budget for the move to KOHA and seconded by Dan. All in favor.

Amy will organize with Aubrey a relief effort to assist Syrian refugees under the umbrella of NuDay Syria

Meeting adjourned 7:20 pm

Next meeting November 12, 2015 at 6pm

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Northfield Public Library Board of Trustees Meeting Minutes 11-12-15

Present:

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

Absent:

Northfield City Council Liaison Jim O'Neill

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:04pm. A motion was made to approve the minutes from the 10-8-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - discussed 2016 City budget and is awaiting information from the State of NJ and its impact on the budget. Discussed the OASIS workshop, what was written in the Library newsletter, opposition to the workshop, and impact of newsletter and workshop on the community.

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City Council Representative - no report available.

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NCS Superintendent Representative - winter sports starting, NEF Carnival in January, Dave's Day approaching, and "Music Man" to be presented in spring.

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Treasurer - Bills reviewed, discussed. Motion to pay bill list - all in favor. Andrea is approved to sign checks for bill payment.

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Library Director - reviewed report

Friends are setting up for Book Sale with a domino sequence 11-13-15 to kick off sale. They purchased a rolling cart with locking cabinets for Library use.

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Statistics - YTD fines: \$3275.95, circulation: 33,902, attendance: 29,815.

Narcan workshop - discussion about training on 11-17-2015 and newsletter. Mayor wants to know intent of Board with regards to using Narcan on Library premises so Council can be informed. Workshop will be held; to date only Aubrey and Anne are attending.

Audit report received from Ford Scott and will be discussed at December meeting.

KOHA - installation date 2-20-16. Library website being updated and Gary working on Google calendar so both mesh with KOHA.

Old Business:

Strategic Plan - report will be made after Andrea and Amy meet to review/revise plan. It must be completed by January 2016.

Next Friends of Library meeting is January 7, 2016. NOTE: meeting time is 6pm. Shannah will attend. Anne gave update from November meeting - book sale, mystery night. Two Christmas trees with one to be decorated with hats, gloves, and scarves that will be donated to the Women's Shelter; please bring donations to next meeting.

Interior roof update - completed, however paint lines are visible since paint colors do not match. Aubrey will contact Kathy.

New Business:**2016 Budget**

- down \$20,000 from City

- medical benefits included in 2015 budget as in 2016 - difference is the benefits taken partially in 2015 will be throughout 2016 thus monies returned in 2015 budget will not happen in 2016
- working over 29 hours/week makes an employee eligible for medical benefits
- health benefits = \$36,300
- several employees are interested in picking up Russ's hours, making 20 hours/2 weeks split between current employees
- need to determine exactly what the 2016 contribution of City will be, in 2015 it was \$324,194, expected 2016 is \$304,404
- expected 2016 fines about \$3000
- signs will be put up, donation form will be included in newsletter, change bucket on counter - all for donations to purchase books, DVDs. Donor will have a donation plate with their name on it placed on donation.
- Anne will write letter to City Council regarding decreasing the Library's yearly contribution from \$20,500 to \$10,500 in light of the budget deficits

Meeting adjourned 7:35 pm

Next meeting December 10, 2015 at 6pm

Northfield Public Library Board of Trustees Meeting Minutes 12-10-15

Present:

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

Absent:

Northfield City Council Liaison Jim O'Neill

Minutes/Correspondence:

The meeting was called to order by President Shannah Smith at 6:01pm. A motion was made to approve the minutes from the 11-12-2015 meeting and waive a formal reading of said minutes. Motion seconded and approved.

Reports:

Mayor - is encouraging better communication between municipality and agencies, contact him or Mary Canesi. So far is very satisfied with communications with Library. He is speaking with Council regarding possibilities/process regarding solar power. American flag - Aubrey is in charge of raising/lowering and awaits Mary's emails about half staff. Light issues - the light is out on the flag as are the ones in front of the Library, outside the bathroom and the parking lot lights go on/off at whim.

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City Council Representative - no report available.

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NCS Superintendent Representative - getting ready for winter/spring programming.

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Treasurer - Patricia's Cleaning Service being paid for two months this month. Northfield bills - questions regarding payments since one bill is 50% higher than before, Aubrey will follow up w/Ray especially with regard to health insurance payment. Additional bills reviewed, discussed. Motion to pay bill list - all in favor to pay ten at the moment and the remainder when new checks arrive.

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Library Director - reviewed report

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Monday - Mahjong in morning, kids knitting/sewing in afternoon

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Tuesday - ladies knit

Thursday - "make" club and tinkering

Friday - Legos

Hour of Code - increasing the number of hours/month as interest increases, all ages participate

Passed around a card to sign in memory of George Evinski and also collected for his scholarship

KOHA - on schedule, go live date is 2/22

Due to time of year receiving kind gestures and donations from patrons

Old Business:

Strategic Plan - Andrea and Amy met and are working on revisions that incorporate the old plan, Shannah's notes and a strategic plan that Amy created as part of her coursework. A new branding program will be implemented: instructions, etc. will be available through the Library website and sent out through the City of Northfield. Information will be available by 12-18-15. Contest runs January through February 2016. The Plan must be completed by January 2016.

2016 Budget - discussed.

- Cleaning - All agreed to pay \$10/hr. for 6 hr/wk. MWF 9-11am. Year total = \$3120. Aubrey will send email to Board outlining job description.
- No wiggle room at all.
- Motion made to increase staff salaries by 2% in accordance with City procedures. On back burner - look to increase salary based on performance evaluation and/or other options. All in favor. *** Shannah needs to send Ray notice about the raises.
- Motion to approve 2016 Budget pending receipt of information from Ray regarding PERS and health benefits. All in favor.

Next Friends of Library meeting is January 7, 2016 at 6pm. Shannah will attend.

New Business:

Board members donated hats, gloves and scarves for Christmas giving tree.

Discussed Audit received in November. Motion to accept it. All in favor.

Linda Hecht needs a performance evaluation as a full-time employee.

Letter to City Council was discussed and put on hold.

Motion to approve the 2016 meeting schedule as follows. All approved.

Month	Date	Alt. Date
Jan.	14	21
Feb.	11	18
Mar.	10	17
Apr.	14	21
May	12	19
Jun.	9	16
Jul.	14	21
Aug.	11	18
Sep.	8	15
Oct.	13	20
Nov.	10	17
Dec.	8	15

Public notice needed for Audit and Meeting Dates.

Meeting adjourned 8:30 pm

Next meeting January 14, 2016 at 6pm