

## **Northfield Public Library Board of Trustees Meeting Minutes**

**Thursday, October 13, 2022 at 6:15pm**

**Otto Bruyns Public Library Meeting Room, 241 W. Mill Road, Northfield 08225**

This meeting was advertised in the Atlantic City Press and posted on the library website.

**Present:** President Jennifer Hale, Vice President Wayne Palaia, Secretary Andrea Merline, Treasurer Melanie Brozosky, Library Director Aubrey Hiers, Mayor Erland Chau, Stephanie Giordano, Barbara Madden, NCS Representative Alyssa Caramenico, City Council Liaison Carolyn Bucci

**Absent:** Matt Mazzone

**Minutes/Correspondence:** The meeting was called to order by Vice President Wayne Palaia at 6:15pm. Wayne Palaia made a motion to waive the reading of prior minutes for September and approve the September meeting minutes with any corrections. Motion was seconded by Stephanie Giordano. All in favor. No abstentions.

**President's Report:** Wayne Palaia discussed that there have been some security concerns at the back of the library. Police have been called and they are aware of this concern.

**Period for Public Expression:** At 6:18pm there was an opportunity for public expression. None present.

**NCS Superintendent's Report:** Alyssa Caramenico shared the PTO Fall Fest will be held tomorrow night, October 14th, at the fields from 5-7pm. There is a BOE meeting on Monday, October 24th at 7pm.

Jennifer Hale entered the meeting at 6:22 p.m.

**Treasurer's Report:** Melanie Brozosky shared more information and updates about the status of our accounts.

- Account 2361 is to be closed pending final transfer of September's interest in the amount of \$0.41 into the account ending 5255. No October interest will accumulate from this account.
- Account 5255 is the new Capital account. The September transactions only include the initial balance transfer from the 2361 account. This account is to be used for all Capital transactions going forward. September interest in the amount of \$0.41 will be transferred into this account from the account ending in 2361.
- Account 1900 is to be closed pending final check clearance from X-tel Communications for \$31.44. The remaining balance will be transferred to the account ending 5248. No September expenditures will be deducted from this account.
- Account 5248 is the new Working account. The September transactions only include the initial balance transfer from the 1900 account. This account is to be used for all Working account transactions going forward. The remaining balance for account 1900, including interest for September, will be transferred into this account.

Capital Account 2361

Beginning Balance: \$51,473.94

Total Deposits (Includes Interest): \$0.41

Debits: \$51,473.94.00

Total Income: \$0.41

Bank Balance: \$0.41

Working Account 1900

Beginning Balance: \$189,787.02

Interest: \$1.33

Total Deposits (Includes Interest): \$272.78

Debits: \$190,027.47

Total Income: \$32.33

Bank Balance: \$32.33

Capital Account 5255

Beginning Balance: \$0.00

Total Deposits (Includes Interest): \$51,473.94

Debits \$0.00

Total Income \$51,473.94

Bank Balance: \$51,473.94

Working Account 5248

Beginning Balance: \$0.00

Interest: \$0.00

Total Deposits (Includes Interest): \$163,514.16

Debits: \$0.00

Total Income: \$163,514.16

Bank Balance: \$163,514.16

The September 2022 bills were reported in the amount of \$24,628.93. Melanie Brozoksy made a motion to approve the bills for the month of September in the amount of \$24,628.93. Wayne Palaia seconded the motion. All in favor. No abstentions.

Mayo Chau entered the meeting at 6:30pm.

**Mayor's Report:** Mayor Chau followed up regarding the discussion of solar panels after previously sharing the pamphlet of solar information. Mayor Chau inquired about the status of that discussion.

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

September 2022 Statistics:

Attendance: 1,094 people

Circulation: 1,333 items - 72 Ebooks, 69 Audiobooks

Fines/Fees: \$276.90

In Person Programs: 28

Total Attendance: 225

New Patrons: 29

Aubrey Hiers shared a Director's Report that included updates regarding finance, vendors, personnel, buildings and grounds, safety, collections, Friends of the Library, Municipal Alliance, and the community. Aubrey attached a document with Capital Project recommendations that included general project ideas as well as short term and long term goals. Aubrey discussed an interest in a white board in the meeting room for programming.

**New Business:** Committee Updates and Reports:

- Buildings and Grounds: A Maintenance Agreement Draft has been sent out in Google Docs and as a PDF. This draft also includes payroll (city agreement). Please review and edit the draft.
- Policy Committee: Operational hours policy has been submitted. A draft of Meeting Room Policy was shared.

It was discussed that committees should meet at least once a quarter.

Stephanie Giordano shared that she met with Aubrey Hiers and they are developing a Volunteer Policy. Stephanie Giordano will get the policy drafted for review.

Getting the board packets out by Fridays at 4p.m. and using a shared Drive was discussed. This would allow board members more time to review all information. Aubrey Hiers shared that she will put together a proposal for a Google Drive for the board and report back with the proposal at next month's meeting.

**Unfinished Business:** iPad Proposal and Statistics: Aubrey Hiers shared that she had no time to work on an iPad proposal. Aubrey stated the iPads were not used and there aren't any statistics at this time.

Friends of the Library BoT Rotation: Barbara Madden shared that the Friends of the Library requests just one member of the BoT at the meetings going forward.

Annual BoT Calendar: Jennifer Hale would like to have this calendar finalized and up for a vote by the December meeting.

Mia Fabi's review will be tabled while the Personnel Committee reviews information. This will be discussed at the next meeting.

Wayne Palaia made a motion to move to executive session at 8:04pm. Motion was seconded by Andrea Merline. All in favor. No abstentions.

Wayne Palaia made a motion to resume the meeting at 8:15pm. Motion was seconded by Melanie Brozosky. All in favor. No abstentions.

Wayne Palaia requested that Aubrey Hiers reach out to Cathy Smith to inform about upcoming programming that uses the library parking lot.

Wayne Palaia made a motion to adjourn the meeting. The motion was seconded by Barbara Madden.

All in favor. No abstentions. The meeting adjourned at 8:17pm.

**Next Meeting:** The next meeting of the Board of Trustees will be on November 10th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.