

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

**Thursday, September 8, 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, Stephanie Giordano, Barbara Madden, Matt Mazzone, NCS Representative Alyssa Caramenico

**Absent:** City Council Liaison Carolyn Bucci, Mayor Erland Chau

**Minutes/Correspondence:** The meeting was called to order by President Jennifer Hale at 6:17pm. Jennifer Hale made a motion to waive the reading of prior minutes for August and approve the August meeting minutes with any corrections. Motion was seconded by Wayne Palaia. All in favor. No abstentions.

**Period for Public Expression:** At 6:17pm there was an opportunity for public expression. None present.

**Mayor's Report:** Not present

**NCS Superintendent's Report:** NCS Representative present, no report at this time.

**Treasurer's Report:** Melanie Brozosky shared there is a resolution to be adopted and signatures needed to get the new banking accounts. Jennifer Hale made a motion to adopt the resolution of the Ocean First Bank Municipality Agreement for the capital account and the business account, and to authorize the following signers on the accounts: Mayor Erland Chau, President Jennifer Hale, Vice President Wayne Palaia, and Treasurer Melanie Brozosky. Melanie Brozosky seconded the motion. All in favor. No abstentions.

Capital Account Balance: \$51,473.47

Total Deposits (Includes Interest): \$0.47

Debits: \$0.00

Total Deposits (Includes Interest): \$0.47

Total Income: \$51,473.94

Bank Balance: \$51,473.94

Working Account Balance: \$114,025.30

Interest: \$1.22

Total Deposits (Includes Interest): \$75,766.67

Debits: \$4.95

Total Income: \$189,787.02

Bank Balance: \$189,787.02

The August 2022 bills were reported in the amount of \$25,933.15. Melanie Brozoksy made a motion to approve the bills for the month of August in the amount of \$25,933.15. Jennifer Hale seconded the motion. All in favor. No abstentions.

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

August 2022 Statistics:

Attendance: 1,152 people

Circulation: 2,008 items - 82 Ebooks, 62 Audiobooks

Fines/Fees: \$272.90

In Person Programs: 28

Total Attendance: 323

New Patrons: 38

Aubrey Hiers shared a director's report that included a summer reading report, Bywater support summary, Ancero support summary, program statistics, November programming proposals, Friends of the Library meeting summary, and library updates. November programming includes a Local Author Series that will be held on Saturdays at 1pm. Friends of the Library will provide refreshments for these events.

Aubrey Hiers shared that a Baker & Taylor book order had a hold up on their end and was recently able to ship out 80 books that were owed from the order. The library staff was able to process the books in the library efficiently and should be able to continue to do so in the future. Aubrey Hiers will report back at the next meeting about how the in house processing has been going.

**New Business:** The iPad program will be ending this month on September 30th. There are no statistics due to the fact that no patrons checked out the iPads for usage.

Jennifer Hale asked that one member of the board would attend the Friends of the Library meetings, which are held on the first Thursday every month from September-May in the OPBL meeting room. Jennifer Hale would like the board to check in and continue to work together with the Friends of the Library through these meeting visits. Jennifer Hale will send out a calendar of dates for board members to sign up for meetings and Barbara Madden will email out the Friends of the Library President's contact information. The Friends of the Library's next book sale is October 14-15, 2022 and it will be held in the OBPL meeting room.

Personnel Committee Updates: Previous applicants who were offered part time library positions did not accept the positions due to various reasons. Aubrey Hiers continued interviewing for a part time library assistant this week. Aubrey Hiers recommends Madeline Smith to be hired for this position. Jennifer Hale made a motion to hire Madeline Smith for the position of part time library assistant at the hourly rate of \$13.50 effective September 12, 2022. Andrea Merline seconded the motion. Melanie Brozoksy abstained from voting. All others in favor.

Jennifer Hale shared that Mia Fabi has been promoted to Senior Library Assistant. Aubrey Hiers shared that Mia Fabi is doing really well in the new position and has been learning more about the details of the position each day.

Jennifer Hale made a motion to move to executive session at 7:26pm. Motion was seconded by Wayne Palaia, All in favor. No abstentions.

Jennifer Hale made a motion to resume the meeting at 8:22pm. Motion was seconded by Wayne Palaia. All in favor. No abstentions.

Jennifer Hale made a motion to adopt the 2022 Director Evaluation. Barbara Madden seconded the motion. Melanie Brozosky opposed. All others in favor.

Jennifer Hale made a motion to adjourn the meeting. The motion was seconded by Melanie Brozoksy. All in favor. No abstentions. The meeting adjourned at 8:24pm.

**Next Meeting:** The next meeting of the Board of Trustees will be on October 13th, 2022 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.