

8/14/25 at 6:18pm

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, Secretary Matt Mazzone, Treasurer Stephanie Giordano, Carol Shaw, Library Director Jennifer Jamison, Gabrielle Lehne, City Council Liaison Tom Polistina, Mayor Erland Chau, Vice President Andrea Merline, Darren Boyd, NCS Representative Kasey Shoemaker

Absent: Alyssa Marzena, Kevin Coopersmith

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:15 pm. Jennifer Hale made a motion to waive the reading of prior minutes for July 2025. Motion was seconded by __ Stephanie Giordano ____ . All in favor. No abstentions. Jennifer Hale made a motion to approve the minutes for July 2025. Motion was seconded by __Carol Shaw ____ . All in favor. No abstentions.

Period for Public Expression:

At 6:20pm there was an opportunity for public expression. None present.

President's Report: None

Mayor's Report:

- thanking the board and staff for Northfields national night out.
- Making us aware of some miscommunication regarding the library agreement with the city and the amount of money charged to the library, it will be brought up in the September meeting at the city council.

NCS Superintendent's Report:

- 9/2/25 is the start of school dates for staff
- First day for students is a half day on 9/5/25
- Full school calendar is available on the school district website.
- Playground is delayed until Spring 2026 due to contractor delays
- Information was provided by Kasey Shoemaker

Jennifer Jameson is inquiring about her rice notice and the rationale for discussing personnel matters regarding her performance.

Jennifer Hale and Mayor Chau would like to discuss some questions and concerns brought to the boards attention with no intent for disciplinary actions.

Jennifer Jamison requested documentation of the performance issues being brought to closed session from Mayor Chau questioned why she had not been notified in writing prior to August 13 that her performance was questioned.

Jennifer Hale made a motion to move into executive session at 6:28PM and invited Darren Boyd to stay. Seconded by Stephanie Giordano. All in favor. No abstentions.

Jennifer Hale made a motion to return to regular session at 8:05PM. Seconded by Mayor Chau. All in favor. No abstentions.

Jennifer Hale made a motion to form a committee to be able to discuss any concerns with the library director that consists of Carol Shaw, Gabrielle Lehne, Stephanie Giordano, and Andrea Merline. Seconded by Mayor Chau. All in favor. No abstentions.

The purpose of the newly formed committee should help the director with any concerns and issues she may have.

Friends of the Library:

- Members of the Friends were planning to attend National Night Out, but the City informed them they needed insurance to attend and that the Library's insurance only covered employees.
- Next meeting will be the first Tuesday in September at 6:00PM
- They plan on going to bank next week to fix their accounts

Treasurer's Report: Stephanie Giordano shared information and updates regarding the accounts.

Working Account: 5248

Credits- 12 total in the amount of \$536.82

Debits- 33 total in the amount of \$59,157.63

Ending- \$181,525.47

Capital Account: 5255

Credits- 2 total in the amount of \$9,788.07

Debits- 3 total in the amount of \$8,318.00

Ending- \$6,365.94

Debit Card Acct- 7994

Credits- 1 total in the amount of \$73.00 (Next Transfer in November)

Debits- 3 total in the amount of \$171.53

Ending- \$493.21

Petty Cash Replenishment for July- \$46.76

Topics of Discussion

- Discussing the petty cash and debit card policy that was created by the board
- Discussing the Ford, Scott, and Associates bill and discrepancy, they are billing us an additional \$500.00.
- Jennifer Hale found a motion that mentioned not to exceed \$5,000 to Ford, Scott, and Associates

Stephanie Giordano made a motion to approve the monthly bills for July from the Working Account in the amount of \$45,929.23. Seconded by Jennifer Hale. All in favor. No abstentions.

Director's Report: Please refer to the following attachment Jennifer Jamison provided:

Topics of Discussion

- Financial Audit
- Bills and Payments
- Building/Grounds
- Personnel
- Policies
- Programming

Jennifer Hale made a motion to approve the Ford and Scott for the 2024 audit for a fixed fee not to exceed \$5,000 dollars. Seconded by Stephanie Giordano. All in favor. No abstentions

Jennifer Jamison proposed we close the library on 9/5/25 for Calvi electric to install lighting. Please make sure we notify the city as a heads up that work is being done.

Jennifer Jamison would like to hire another staff member

Discussions were had regarding the payroll and the amount of hours worked for our employee's as it seems very high recently and the city reached out to notify us

Mayor Chau made a motion to call the motion and vote on hiring Steven Guzman

Jennifer Hale makes a motion to table the motion and cancels the motion as the board needs more time to vote after reviewing why payroll levels were so high.

Jennifer Hale made a motion to approve an electronic vote pending clarification of hours to hire Steven Guzman for the position of Part Time Library Assistant up to 15-20 hours at a salary of \$15.49. Seconded by Stephanie Giordano. All in favor. No abstentions

Jennifer Jamison is asking for permission to hire an attorney to review our policies, the cost would be \$200.00 per hour

Jennifer Jamison will send the policies she wants reviewed by attorneys to everyone so we can review and discuss them at the next meeting.

Discussions on our Meeting Room policy and possible revisions – We will use the current policy in place until we revise.

The Building and Grounds updates will be tabled for next meeting

The Directors evaluation is to be completed by all members of the board.

Jennifer Hale is letting Jennifer Jamison have the opportunity to state what is on her mind

Jennifer Jamison wants to know why those personnel matters weren't brought up to her. She feels biased about the executive session we had at the beginning of the meeting and unfair for her to be discussed for 2 hours without being there to defend herself and feels bullied with no resolution.

Jennifer Jamison reiterates why those personnel matters weren't brought up to her and feels that the issues are punitive. She states the actions taken tonight create a hostile working environment and she feels bullied by the board, not being notified within 48 hours andd with having to wait outside for close to two hours.

Andrea Merline and Gabrielle Lehne reassured Jennifer that the executive meeting was for us to try and help Jennifer and that was the resolution by forming a new committee.

Jennifer Jamison didn't think it was fair that another person was invited to stay during executive Session.

Jennifer Hale and Mayor Chau confirmed the board can invite anyone to executive session.

Jennifer Hale made a motion to adopt the new Library Director performance appraisal for the year of 2025. Seconded by Gabrielle Lehne. All in favor. No abstentions

Jennifer Hale made a motion to adjourn the meeting at 9:49PM. Seconded by Gabrielle Lehne. All in favor. No abstentions.

Next Meeting: The next meeting of the Board of Trustees will be on 9/11/25 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Matt Mazzone.