

*Matt Mazzone*

12/11/25 at 6:16pm

**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, Carol Shaw, Gabrielle Lehne, Vice President Andrea Merline, Library Director Mia Fabi, Kevin Coopersmith, Treasurer Stephanie Giordano, Tom Polistina, Lauren Totoro, Kasey Shoemaker, Mayor Erland Chau

**Absent:**

**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 November 2025. Motion was seconded by \_\_ Stephanie Giordano \_\_\_\_ . All in favor. No abstentions. Jennifer Hale made a motion to approve the minutes for November 2025. Motion was seconded by \_\_ Stephanie Giordano \_\_\_\_ . All in favor. No abstentions.

**Period for Public Expression:**

None present.

Mayor Chau entered at 6:19PM

**President's Report:**

Jennifer Hale made a motion to approve retaining the legal services of McManimon, Scotland, and Baumann for January 2026 until the reorganization meeting of 2027. Seconded by Stephanie Giordano. All in favor. No abstentions.

Jennifer Hale made a motion to approve the proposed 2026 meeting dates. Seconded by Carol Shaw. All in favor. No abstentions.

**Dates Listed Below:**

January 8th/15th  
February 12th/19th  
March 12th/19th  
April 9th/16th  
May 14th/21st  
June 11th/18th  
July 9th/16th  
August 13th/20th  
September 10th/17th  
October 8th/15th  
November 12th/19th  
December 10th/17th

**Mayor's Report:**

None to report

Jennifer Hale stated that we will have a seat available on the board since Vice President Andrea Merline is resigning. The board thanks Andrea for her years of service.

**NCS Superintendent's Report:**

Per Kasey Shoemaker, "Hi everyone, our Superintendents report includes reminders that our next board of education meeting is December 22nd at 7pm in the cafeteria. Northfield Community School will be having a half day on December 23rd and will return from winter break on January 5th. Thank you!"

**Friends of the Library:**

Welcoming new Friends of the Library President, Lauren Totoro

- Sing along on Saturday at 4pm, had around 16 people in attendance, and will focus on more advertising for the future.
- Kids Valentines Day party will be in February
- 28<sup>th</sup> will be the book and bake sale
- January 10<sup>th</sup> from 10:00AM-1:00PM will be finger knitting
- The next meeting will be on the 16<sup>th</sup> at 4:30PM
- They have a balance of \$2,598.98 in their account.

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

Working Account: 5248

Credits- 12 total in the amount of \$630.79

Debits- 28 total in the amount of \$32,139.29

Ending- \$254,918.48

Capital Account: 5255

Credits- 1 total in the amount of \$.03

Debits- 0 total

Ending- \$3,317.10

Debit Card Acct- 7994

Credits- 2 total in the amount of \$.635.01 (Next Transfer in February)

Debits- 3 total in the amount of \$176.54

Ending- \$1,061.75

Motion for the Cash Replenishment to full amount on Jan 1<sup>st</sup>, 2026.

Jennifer Hale made a motion to replenish the petty cash to \$200.00 effective January 1<sup>st</sup>, 2026. Seconded by Stephanie Giordano. All in favor. No abstentions.

Stephanie Giordano made a motion to approve the monthly bills for the total of \$25,915.14. Seconded by Jennifer Hale. All in favor. No abstentions.

**Director's Report:** Please refer to the following attachment Mia Fabi provided:

Topics of Discussion

- Hosted 1<sup>st</sup> staff meeting and it went very well
- Got in touch with pro video
- Card catalog was replaced and updated
- New library cards have arrived
- Supply issues with book vendors (Ingram has more volume now, so possible delays)
- Rolling chairs – we will try to use the rubber caps - Ok to order more
- Library's 100<sup>th</sup> Birthday Celebration
- Drafted new voucher forms
- Petty cash was replenished
- Look into Kanopy
- Ionic Net – website redesign

Jennifer Hale made a motion to approve the retention of Steven Guzman as a permanent employee based on the recommendation of the Library Director and personnel committee. Seconded by Mayor Chau. All in favor. No abstentions.

Jennifer Hale made a motion to approve partnering with Scioscia for their new book club and file grant to include Harriet Tubman. Seconded by Matt Mazzone. All in favor. No abstentions.

Discussions on past due books and fines - No fine until its 90 days and marked loss – We can try this on the 1<sup>st</sup> of next year.

**Nomination Committee:**

President: Jennifer Hale

Gabrielle Lehne accepts the nomination of Jennifer Hale as President. Seconded by Mayor Chau. All in favor. No abstentions.

Jennifer Hale accepts.

Vice President: Gabrielle Lehne

Andrea Merline accepts the nomination of Gabrielle Lehne as Vice President. Seconded by Mayor Chau. All in favor. No abstentions.

Gabrielle Lehne accepts.

Treasurer: Stephanie Giordano

Jennifer Hale accepts the nomination of Stephanie Giordano as Treasurer. Seconded by Mayor Chau. All in favor. No abstentions.

Stephanie Giordano accepts.

Secretary: Matt Mazzone

Jennifer Hale accepts the nomination of Matt Mazzone as Secretary. Seconded by Mayor Chau. All in favor. No abstentions.

Matt Mazzone accepts.

Jennifer Hale made a motion to approve the proposed adjustments to the 2025 budgets. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Lori Valerio hourly rate to \$22.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Beth Ann McCarthy hourly rate to \$21.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Jack Notarfrancesco hourly rate to \$16.50/hr. effective January 1<sup>st</sup>, 2026. Seconded by Andrea Merline. All in favor. No abstentions.

Jennifer Hale made a motion to increase Sage Markarian hourly rate to \$16.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Sage Markarian hourly rate to \$16.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Steven Guzman hourly rate to \$16.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Suzanne Grassi hourly rate to \$16.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Lori Dalzell hourly rate to \$16.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to increase Emily Christian hourly rate to \$16.00/hr. effective January 1<sup>st</sup>, 2026. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to approve the annual salary of full-time Director Mia Fabi to be \$52,500.00 effective January 1<sup>st</sup>, 2026. Seconded by Matt Mazzone. All in favor. No abstentions.

Jennifer Hale made a motion to approve the proposed 2026 budget. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to approve the ionic net website design in the amount of \$5,800.00. Seconded by Gabrielle Lehne. All in favor. No abstentions.

Jennifer Hale made a motion to move \$5,800.00 from the Working Account to the Capital Account. Seconded by Carol Shaw. All in favor. No abstentions.

Jennifer Hale made a motion to adjourn the meeting at 8:25PM. Seconded by Mayor Chau. All in favor. No abstentions.

**Next Meeting:** The next meeting of the Board of Trustees will be on 1/08/26 at 6:15pm in the Library Community room via Zoom.

The meeting minutes were prepared by Matt Mazzone.

A handwritten signature in black ink, appearing to read "Matt Mazzone". The signature is written in a cursive, flowing style with a large initial "M".