

7/10/25 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, Secretary Matt Mazzone, Treasurer Stephanie Giordano, Carol Shaw, Library Director Jennnifer Jamison, Gabrielle Lehne, City Council Liaison Tom Polistina, Kevin Coopersmith

Absent: NCS Representative Alyssa Caramenico, Alyssa Marzena, Vice President Andrea Merline, Mayor Erland Chau.

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 June 2025. Motion was seconded by __ Stephanie Giordano ___. All in favor. No abstentions. Jennifer Hale made a motion to approve the minutes for June 2025. Motion was seconded by __ Stephanie Giordano ___. 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: Discussion on the annual library maintenance agreement

NCS Superintendent's Report: Summer camp has started, the summer play will be the Little Mermaid, the first day of school is September 5th 2025.

Friends of the Library: Carol Shaw shared that they have recently accepted some new members

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

Working Account: 5248

Credits- 13 total in the amount of \$3,104.81

Debits- 32 total in the amount of \$31,435.55

Ending- \$240,146.28

Capital Account: 5255

Credits- 1 total in the amount of \$.09

Debits- 3 total in the amount of \$9,839.35

Ending- \$4,895.87

Debit Card Acct- 7994

Credits- 2 total in the amount of \$120.01 (Next Transfer in Aug)

Debits- 4 total in the amount of \$251.74

Ending- \$591.74

Per Stephanie – The Petty cash refund is \$162.00.

Stephanie Giordano made a motion to approve the monthly bills from the Working Account in the amount of \$45,147.84. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Stephanie Giordano made a motion to approve payment of Hollycraft Services in the amount of \$600.00. Seconded by Carol Shaw. All in favor. No abstentions.

Topics of Discussion

- Marzena: Do we have someone who can shadow her or be a back up to her if she out.

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

Topics of Discussion

- Lighting Upgrades
- Water fountain testing
- Gnats inside the building and contacting pest control.

Mayor Erland Chau entered at 7:17PM via zoom.

Tom Polistina left at 7:22PM

Kevin Coopersmith made a motion to approve the Calvi in the amount of \$2,449.00 from the Capital Account. Seconded by Gabrielle Lehne. Jennifer Hale voted no. Mayor Chau, Stephanie Giordano, Matt Mazzone, Carol Shaw voted in favor. No abstentions.

Kevin Coopersmith made a motion to approve the Billows in the amount of \$2,874 from the Capital Account. Seconded by Carol Shaw. Jennifer Hale voted no. Mayor Chau, Stephanie Giordano, Matt Mazzone, Carol Shaw voted in favor. No abstentions.

Jennifer Hale made a motion to add an additional \$219.00 to the debit account on a quarterly basis to cover the water fountain fee. Seconded by Carol Shaw. All in favor. No abstentions

Carol Shaw made a motion to increase Jill Tracey's salary to \$16.50 effective immediately. Seconded by Jennifer Hale. All in favor. No abstentions.

Jennifer Hale made a motion to designate \$5,324.00 from the Working Account to the Capital Account for the Capital Lighting Project. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Jennifer Hale made a motion to designate \$2,000.00 from the Working Account to the Capital Account for the Technology Capital Project. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Stephanie Giordano made a motion to move \$1,865.00 from the Working Account to the Capital Account to go along with the Capital Technology plan. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Jennifer Hale made a motion to designate \$600.00 from the Working Account to the Capital Account for the Building Capital Project. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Jennifer Hale made a motion to move \$73.00 from the Working Account to the Debit Account to cover the July Wellsys water bill before the quarterly transfer. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Old Business: Parking Lot Ordinance No 11-2025

Jennifer Hale made a motion to move into executive session at 8:55PM
Jennifer Hale invites Jennifer Jameson to stay and sit in.

Stephanie Giordano made a motion to come out of executive session at 9:27PM. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Stephanie Giordano made a motion to adjourn the meeting at 9:28PM. Seconded by Kevin Coopersmith. All in favor. No abstentions.

Next Meeting: The next meeting of the Board of Trustees will be on 8/14/25 at 6:15pm in the Library Community room and via Zoom.



The meeting minutes were prepared by Matt Mazzone.