

June 12, 2025 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 Andrea Merline, Treasurer Stephanie Giordano, Carol Shaw, Library Director Jennifer Jamison, Mayor Erland Chau, Kevin Coopersmith, Kasey Shoemaker

Absent: Gabrielle Lehne, Matt Mazzone, City Council Liaison Tom Polistina

Minutes/Correspondence: The meeting was called to order by President Jennifer Hale at 6:18pm. Jennifer Hale made a motion to waive the reading of prior minutes for May and approve the May meeting minutes with any corrections. Motion was seconded by Carol Shaw. All in favor. No abstentions.

Period for Public Expression: At 6:19pm there was an opportunity for public expression. None present.

NCS Superintendent's Report: Kasey Shoemaker shared that graduation is on 6/20/25 at 5pm. The last day of school at NCS is 6/23/25 which is an abbreviated day. Playground construction has an anticipated start date in July and is estimated to take about 6-8 weeks.

Kasey Shoemaker exited the meeting at 6:22pm.

Director's Report: Jennifer Jamison proposed to not hold regular board meetings for July and August and shared estimated expenses for those months. The board discussed the estimations and options for upcoming meetings.

Jennifer Jamison shared in the director's report updates regarding building and grounds, personnel, library resources, the summer reading program, and key initiatives for the remainder of 2025.

Jennifer Jamison shared a proposal for sprinkler system repair from Hollycroft Services and a lighting proposal from Billows Electric.

Jennifer Jamison exited the meeting at 7:08pm.

Mayor's Report: Mayor Chau shared information regarding the ordinance that is being reviewed regarding the library parking lot.

Friends of the Library Report: Carol Shaw shared that the Friends of the Library are in the process of changing the name to the Friends of the Otto Bruyns Library. All officer positions are filled and they are holding events, such as the Paint and Sip. New members have joined Friends of the Library. They had a table at the OBPL Open House. The next meeting is 9/17/25 at 5:30pm. They are planning on attending National Night Out and Trunk or Treat.

Treasurer's Report: Stephanie Giordano shared information regarding Calvi electric quotes and the bills.

Stephanie Giordano made a motion to add \$20.00 a month to the quarterly recurring transfers. Seconded by Jennifer Hale. All in favor. No abstentions.

Stephanie Giordano made a motion to transfer \$80.00 from the working account to the debit account for TechSoup costs. Seconded by Mayor Chau. All in favor. None opposed.

Stephanie Giordano made a motion to add \$48.55 to replenish the petty cash fund for the month for a total of \$200.00. Seconded by Jennifer Hale. All in favor. None opposed.

Stephanie Giordano made a motion to approve a check to replenish the petty cash fund in the amount of \$62.47. Seconded by Jennifer Hale. All in favor. No abstentions.

Stephanie Giordano shared the May bill list. Stephanie Giordano made a motion to approve the May 2025 bills in the amount of \$24,617.43. Seconded by Jennifer Hale. All in favor. No abstentions.

Jennifer Hale made a motion to table the Ancero capital expense. Seconded by Mayor Chau. All in favor. None opposed.

The working bill list was adjusted to reflect the removal of Calvi electric to be moved to the capital account. Jennifer Hale made a motion to approve the working bills in the amount of \$36,383.60. Seconded by Carol Shaw. All in favor. None opposed.

Stephanie Giordano made a motion to transfer \$40.00 from the working account to the debit account to cover the Snap charge for June and July. Seconded by Jennifer Hale. All in favor. None opposed.

Jennifer Hale made a motion to approve Calvi electric from the capital account in the amount of \$1,579.00. Seconded by Stephanie Giordano. All in favor. None opposed.

Jennifer Hale tabled the sprinkler system proposal from Hollycroft Services at this time. The board discussed taking time to review outdoor water system options and possible updates going forward.

Jennifer Hale tabled the proposal from Billows electric until installation quotes are received.

President's Report: Jennifer Hale shared a raise that was suggested for an employee. Jennifer Hale made a motion to table the personnel discussion until the July meeting when we can read the RICE notice. Seconded by Mayor Chau. All in favor. None opposed.

Jennifer Hale shared that 6/19/25 the library is closed and FAN has a meeting in the library meeting room. Mayor Chau made a motion to approve FAN utilizing the meeting room on June 19th, 2025. Jennifer Hale will open and close the library room that evening. Seconded by Carol Shaw. Jennifer Hale abstained. Kevin Coopersmith, Andrea Merline, Mayor Chau, Stephanie Giordano, and Carol Shaw voted in favor.

Jennifer Hale shared information regarding trouble for some groups for requesting meeting room usage. A group was denied their recurring time and are still waiting for a response regarding meeting time renewal. Jennifer Hale shared her concerns regarding scheduling complications.

Jennifer Hale made a motion to adjourn the meeting at 8:25pm. Seconded by Carol Shaw. All in favor. No abstentions.

Next Meeting: The next meeting of the Board of Trustees will be on July 10, 2025 at 6:15pm in the

Library Community room and via Zoom.

The meeting minutes were prepared by Andrea Merline.