

9/11/25 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 Jennnifer Jamison, Gabrielle Lehne, Mayor Erland Chau, Vice President Andrea Merline, NCS Representative Kasey Shoemaker, Kevin Coopersmith

Absent: City Council Liaison Tom Polistina

Jennifer Hale made a motion to table the adoption of the minutes from August 2025. 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:

- Maintenance agreement discussions
 - 2026 agreement, what constitutes a volunteer? Hope to clarify for the friends of library

Kevin Coopersmith entered the meeting at 6:27PM

Jennifer Hale made a motion to accept the Maintenance Agreement with the city for the period of January 2025 through December 2025. Seconded by Stephanie Giordano. All in favor. No abstentions.

Jennifer Hale made a motion to approve the correction of wages for the five employees to increase from \$15.49 to \$15.58 (initials). Seconded by Stephanie Giordano. All in favor. No abstentions.

Five Employees Initials

- H.V.
- S.M.
- S.G.
- S.G.
- L.D.

Mayor's Report:

- Applications for Trunk or Treat - Jennifer Jamison sent them in last week.

NCS Superintendent's Report:

- Successful 1st day of school on 9/5/25
- Elementary back to school nights are the 15th and 17th
- Middle school back to school nights are the 16th 18th.
- No school on 9/23/25 due to Rosh Hashanah
- Next board meeting for the Board of Education is on 9/29/25 in the cafeteria

- Thanks to the Northfield police department for ensuring the safety of students with bikes/scooters during pickup times

Friends of the Library:

- Book and Bake sale will be on 10/17/25-10/18/25
- First meeting 9/16/25 at 4:30PM

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

Working Account: 5248

Credits- 13 total in the amount of \$420.42

Debits- 29 total in the amount of \$48,802.84

Ending- \$133,143.05

Capital Account: 5255

Credits- 1 total in the amount of \$.05

Debits- 1 total in the amount of \$600.00

Ending- \$5,765.99

Debit Card Acct- 7994

Credits- 1 total in the amount of \$635.00 (Next Transfer in November)

Debits- 3 total in the amount of \$171.53

Ending- \$956.68

Petty Cash Replenishment for August- \$0.00

Stephanie Giordano made a motion to approve the monthly bills for August from the Working Account in the amount of \$30,757.30.

Jennifer Hale made motion to table motion. Seconded by Stephanie Giordano. All in favor. No abstentions.

Stephanie Giordano made a motion to approve the monthly bills for August from the Working Account in the amount of \$30,757.30. Seconded by Jennifer Hale. All in favor. No abstentions.

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

Topics of Discussion

- New lighting installed by Calvi
- Jennifer Jamison would like to transfer some funds (\$35,000 from Working Account to the Capital Account to designate the funds for the Strategic Policy since we will have extra funds in the Working Account.
- Lets get a proposal vs actual and then ballpark what the projects will/cost since the Strategic Plan has expired.
- Will table this currently

- Discussion on the original Strategic Plan - Jennifer Jamison to re-send to the Policy Committee.
- Letter of engagement letter was sent out to be approved.
- Meeting Room Policy with groups and insurances, a lot of back and forth with the number of people that could occupy the room – Please contact the fire inspector to come and give a recommendation on the max capacity in meeting room
- Should review the Meeting Room policy, Strategic Policy for attorney review
- New hire is going well
- Ford and Scott audit proposal

Jennifer Hale made motion to approve the Ford and Scott in amount of \$5,800.00 for the audit of 2024. Seconded by Gabrielle Lehne. All in favor. No abstentions.

Jennifer Hale made a motion to move into executive session at 7:34PM. Seconded by Stephanie Giordano. All in favor. No abstentions.

Jennifer Jamison has left zoom at 7:34PM.

Jennifer Hale made a motion to move back into public session at 8:38PM. Seconded by Andrea Merline. All in favor. No abstentions.

The executive session was to discuss legal matters and no action was taken

Jennifer Hale made a motion to adjourn the meeting at 8:39PM. Seconded by Gabrielle Lehne. All in favor. No abstentions.

Next Meeting: The next meeting of the Board of Trustees will be on 10/09/25 at 6:15pm in the Library Community room and via Zoom.

The meeting minutes were prepared by Matt Mazzone.