

Newark Public Library Board Minutes | 2022

Date: October 10, 2022

Present: Kim Russell, Melissa Correia, Allan Mallette, Deb Barry, Joey Nicosia, Sue Oberdorf, Chris Mizro, Jennifer Stell, Andrea Windus

Absent: Keeley Kuperus,

Call to Order by Joey Nicosia at 6:02pm

Acknowledgement: The Board presented Melissa with a plaque, card, and cake for Melissa Correia's dedication, service, and commitment with her tenure at Newark Public Library.

Public Comment: Dave Collett - recently moved back to the community and loves books

Youth Programs and Services' Report

A smooth transition has been made from Alicia to Tye and Tye is becoming acclimated to the community. Tye came and presented his 1st report with special attention to Dungeons and Dragons Club.

Secretary's Report: Review of minutes.

Motion to approve by Sue, seconded by Chris, passed unanimously.

Treasurer's Report: Review of abstract and budget report.

Motion to approve abstract by Deb, seconded by Sue, passed unanimously. Motion to approve budget report by Andrea, seconded by Chris

- Due to interest rates, some money was moved around.
- Moved \$16,000 to building fund (parking, facility if parking never is resolved) so the building fund isn't just a rainy day fund but has a specific intent
- Finance Committee (Joey, Keeley, Deb, Allan) suggested to be convened in January to review benefits, etc. Budget needs to be to School Board by March, so needs Board of Trustees approval by February. We need to ask for what we need.
- Payroll is 68% of budget, so changes in minimum wage and it is important

Director's Report: Review of Director's Report

- Numbers are strong and new activities have been added (see Director's Report for specifics). Circulation is also going great with increase of 22%) OWWL increase up 9%)
- The new Director, Tanya Taylor begins Monday 10/17/22!
- Heating system is still out of whack, despite it being fixed.
- Air conditioning project - NYS Construction Grant needs to be finished by June 30, 2023. Village is supposed to send out for bid.
- New exterior security cameras are now working! This has been in process for 3 years.

Committee Reports: No outstanding committees.**Old Business:** None**New Business:**

* Personnel

- Motion to accept the Resignation of Library Director motion to approve by Deb, seconded by Sue
- Motion made to approve the provisional hire of Tanya Taylor, Library Director motion to approve by Chris, seconded by Kim
- Motion made to accept the resignation of youth services librarian Alicia Vazquez, motion to approve by Chris, seconded by Andrea
- Motion made to accept the resignation of part-time library clerk Caitlin Simonse Barnes, motion to approve by Sue, seconded by Andrea
- Probationary status for Tye and Jen as both received 100% on the civil service exam and are no longer provisional hires

* Job description amendments

- A review of all job descriptions should take place as they may be outdated
- Adult Program Coordinator - reviewed by the board. Motion to approve by Sue, seconded by Deb
- Library Clerk - reviewed by the board. Motion to approve by Andrea, seconded by Chris

*Policies

- 3D Printer policy - reviewed by the board. Motion to approve by Sue, seconded by Deb
- Trustee education policy - reviewed by the board. Motion to approve by Sue, seconded by Andrea
- Personnel Policy amendments - reviewed by the board. Motion to approve by Sue, seconded by Deb
- Circulation Policy amendments - reviewed by the board. Motion to approve by Deb, seconded by Chris

Motion to adjourn at 7:26pm

Submitted by Kim Russell