

Date: December 8, 2022

Present: Joey Nicosia, Sue Oberdorf, Keeley Kuperus, Chris Mizro, Andrea Windus, Tanya Taylor, Heaven Warnica

Absent: Debora Barry, Kimberly Russell

**Call to Order by Joey Nicosia at 6:01 pm**

**Public Comment:** No public attendance.

**Secretary's Report:** Review of minutes.

Motion to approve Secretary's Report made by Sue, seconded by Andrea, and passed unanimously.

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

- Motion to approve the abstract and budget report made by Sue, seconded by Chris, and passed unanimously.

**Director's Report:** Review of Director's Report.

- NYS sexual harassment training certificates – board agreed the staff can present annual certificates from other employers or previous employment if needed. The NPL Board is also looking into taking the certificate training at a board meeting.
- NPL will be starting a new program called Sit & Stitch on December 15<sup>th</sup>.
- Eligible candidates for the Adult Coordinator position will be reviewed and interviewed in December
- Friends Meeting Room completed.
- NPL meeting with OWWL: Aunt Flow project which will help purchase a feminine product dispenser to place in the bathroom.

**Youth Director's Report:** Review of Youth Director's Report.

**Committee Reports:** No committee reports.

**Old Business:**

- Approve Personnel Policy Amendment.
  - Motion to approve the revised personnel policy made by Chris, seconded by Sue, and passed unanimously

**Executive session initiated at 6:40pm. Executive session concluded at 7:38pm.**

- Approve Library Treasurer Job Description/Responsibilities and Treasurer service rate/contract.

- Motion to approve the Treasurer job description made by Chris, seconded by Andrea, and passed unanimously.
- Motion to approve Treasurer pay rate of \$25 hourly not to exceed \$3K annually made by Keeley, seconded by Andrea, and passed unanimously.
- Motion to approve the hire of Lynette Morrison as Treasurer made by Sue, seconded by Andrea, and passed unanimously.

## **New Business:**

- Approve Public Relation Clerk job description
  - Motion to approve public relation clerk job description made by Keeley, seconded by Andrea, and passed unanimously.
- Approve Children's Program Clerk job description
  - Motion to approve children's program clerk job description made by Andrea, seconded by Keeley, and passed unanimously.
- Approval for Tanya Taylor from provisional to probationary status.
  - Motion to approve Tanya Taylor from provisional to probationary status made by Chris, seconded by Sue, passed unanimously.
  - Congratulations Tanya for being top of the list for her civil service test. It is our pleasure to recommend Tanya Taylor's title from provisional to probationary status! At the December meeting of 2023 we will celebrate our new Director!
- Approve probationary hire of Jordyn Loveless, Adult Services Coordinator, effective January 3, 2023.
  - Motion to approve probationary hire of Jordyn Loveless as adult services coordinator made by Keeley, seconded by Chris, and passed unanimously.
- Approve increase pay rate for Hannah Bates (library clerk).
  - Motion to approve increase pay rate to \$15.90 for Hannah Bates made by Chris, seconded by Sue, passed unanimously.

One final motion was made to adjourn the meeting at 7:54pm.

Next Meeting: January 12, 2023

Submitted by Keeley Kuperus