

Newark Public Library Finance Committee Minutes

2023

Date: February 9, 2023

Present: Joey Nicosia, Tanya Taylor, Lynnette Morrison, Keeley Kuperus, Debora Barry, Sue Oberdorf, Chris Mizro, Andrea Windus, Jennifer Stell, Kimberly Russell, Casey Fisher

Absent:

Call to Order by Joey Nicosia at 6:00 pm

Public Comment: No public attendance.

Secretary's Report: Review of minutes.

Motion to approve Secretary's Report made by Deb, seconded by Chris and passed unanimously.

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

Motion to approve abstract made by Deb, seconded by Keeley and passed unanimously.

- Starting next meeting the board member reviewing the abstract and checks will make the motion to approve.

Motion to approve budget report made by Sue, seconded by Andrea and passed unanimously.

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

- Motion made to approve the Tummonds Grant Report for submission made by Andrea, seconded by Sue and passed unanimously.
- Motion made to approve early closure of the library to allow for a staff meeting on Friday, March 10 2023 made by Keeley, seconded by Chris and passed unanimously
- Updated the personnel policy to 8.4 Payout for Vacation Leave.
 - Motion made to approve the change made by Andrea and seconded by Keeley, passed unanimously.
 - The library has an internal Policy Committee to systematically work through policy updates, comprising of Tanya, Jennifer and Ty. The board was invited to attend.
- Discussions about installing security cameras inside and outside the library given elevated incidents of violence at the library.
- Adult Services Report:
 - One addition to January calendar is bi-weekly Gentle Movement classes on Friday. On the 27th, the create-your-own oil candles program had full attendance. Jordyn has been reaching out to community members and organizations (Alzheimer's Association, Snap Ed, Medicare group, the Wayne County Humane Society, Golisano Children's hospital,

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Clifton Springs cancer center, internal co-workers, and a few patrons) to seek out collaborations for the near future.

- Youth Services Report:
 - Focus on providing productive and constructive activities for the teens while also keeping a welcoming and safe environment for teens. Continuing outreach to the school to further bridge the gap between community and school programs.
- Staff Spotlight: Casey Fisher

Committee Reports:

- Friends of the Library:
 - Mr. Spike Herzig will be speaking with the Friends of the Newark Library (Friends) on Feb. 23, 2023 at 1:30pm to talk about the Geneva Friend's history, relationship and programming. Discussion related to the Trustees Handbook responsibilities versus the by-laws for the Friends, will be discussed further.
 - The rummage sale was highly successful and earned over \$800 for the Friends.

Old Business:

- Radder Trust Funds
 - The Finance Committee Minutes from January 23, 2023 were shared.
 - A motion to take \$650K of investment funds to set aside in reserves and then take another approximate \$15K from investment funds to add to the 2023 Fiscal Year budget made by Keeley, seconded by Kim, passed unanimously.
 - A policy will be generated to put guidelines around the permissible use of the reserves.

New Business:

- Discussion surrounding getting a resource officer or local police to walk through the library during peak teen hours to provide additional support to the library staff and provide intervention when necessary. The board had questions around whether, since the library is a school district library, the library could leverage and share the existing resource officer at the high school for this purpose or if there is something the School Board can approve and support.
 - Discussed requiring teens to sign a code of conduct form with guardian contact information.
 - Chris, Sue, Deb, Joey and Kim will meet with Newark policy along with Tanya, Jen and Ty.
- Approval of policies. Motion made to approve the following procedures made by Kim, seconded by Andrea and passed unanimously.

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- Americans with Disabilities Act Policy
- Conduct Policy
- Conflict of Interest Statement
- Employee Disability Accommodation Policy
- Executive Director Evaluation Policy
- First Amendment Audit Response Policy
- Procedure for Handling Infractions of Library Conduct Policy
- The personnel committee will meet to discuss when Tanya will need goal setting prepared.

Motion made to enter Executive Session at 7:40pm to discuss personnel matters made by Sue and seconded by Kim. Motion made to leave Executive Session at 8:36 made by Keeley, seconded by Sue.

- Motion made to table the discussion and approval of the clerk job description made by Chris and seconded by Andrea.

One final motion was made to adjourn the meeting at 8:38 made by Andrea, seconded by Keeley.

Next Meeting: March 9, 2023

Submitted by Keeley Kuperus