

Date: April 13, 2023

Present: Joey Nicosia, Tanya Taylor, Keeley Kuperus, Sue Oberdorf, Chris Mizro, Jennifer Stell, Kimberly Russell, Debora Barry

Absent: Andrea Windus

Call to Order by Joey Nicosia at 6:01pm

Public Comment: No public attendance.

Secretary's Report: Review of minutes.

Motion made to make minor edits to the previous minutes and to approve the Secretary's Report made by Kim, seconded by Chris, and passed unanimously.

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

Motion to approve abstract and budget report made by Kim, seconded by Deb and passed unanimously.

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

- Staff Spotlight on Casey Fox
- Adult Services Report
- Youth Services Report

Committee Reports:

- Friends of the Library meeting update from March 10, 2023
 - The book sale starts May 3, 2023.
 - The Friends will be sending out surveys for engagement after the book sale.

Old Business:

- Hoffman Clock Museum lease
 - The Hoffman lease was revised by the trusts bank representative allowing 2 months' notice to break the lease. A meeting with Joey, Tanya and the Hoffman representatives will be scheduled to finalize the lease agreement.
- Trustees Workshop hosted by NPL, to fulfill continuing education requirements. There are new trustees, so it is suggested that we host an Intro to Trustees 101. Ideally, it will be scheduled an hour before our May or June board meeting.
- Health Insurance. The board is voting to contribute \$350/per month per employee as a flat rate in October this year. This will require a policy change for the library at this time in advance of the open season insurance selection season and this is a decrease in what is currently being provided.

- o Motion made to pay a flat rate of \$350 contribution to employee health insurance beginning after health insurance enrollment in Oct/Nov 2023, made by Sue and seconded by Deb, passed unanimously.

New Business:

- Approve to terminate Jasmine Guardian, Library Clerk Part-Time, effective February 21, 2023
 - o Motion made by Chris, seconded by Sue.
- Planning Committee
 - o A cohort will be formed in the OWWL Library system to create strategic long-range plans. Kim Russell and Deb Barry volunteered to participate for Newark.
- Approve Policies
 - o Working Remotely Policy
 - o Pandemic Responsive Plan
 - o Personal Protective Equipment (PPE)
 - o Motion made to approve all above policies made by Keeley, seconded by Chris.
- Board Contact List, all contact information was verified.
- Treasurer vacancy - discussed the search for a new treasurer. An update will be provided as Old Business at the next meeting.
- Budget vote and trustee election - prep discussion

Motion made to go into executive session called at 7:43pm by Joey and seconded by Deb.

Executive session concluded at 8:16pm

Motion to adjourn the meeting made by Deb, seconded by Kim at 8:16pm

Next Meeting: May 11, 2023

Submitted by Keeley Kuperus