

Newark Public Library Board Meeting Minutes

2023

Date: May 11, 2023

Present: Tanya Taylor, Keeley Kuperus, Sue Oberdorf, Chris Mizro, Debora Barry, Andrea Windus

Absent: Joey Nicosia, Jennifer Stell, Kimberly Russell

2023-2024 Budget Hearing 6:00pm

Call to Order by Sue Oberdorf at 6:15pm

Public Comment: No public attendance.

Secretary's Report: Review of minutes.

Motion to approve secretary's report made by Chris and seconded by Chris, passed unanimously.

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

- o There was a transfer of \$25K from savings for payroll.

Motion to approve abstract and budget report made by Keeley, seconded by Chris, and passed unanimously.

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

- Director's Report
 - o In the process of resolving oath of offices for Andrea Windus and Kimberly Russell
 - o Casey Fox will be transitioning into the vacant full-time position, starting June 1, 2023, and taking over purchasing.
- Adult Services Report
- Youth Services Report
- Staff Spotlight: Hannah, public relations clerk. We appreciate you, Hannah!

Committee Reports:

- Friends of the Library
 - o The book sale generated \$1,836.80.
- The Finance Committee will be reviewing the Library's accounts, revising the naming conventions used and potentially consolidating in the next few weeks.

Old Business:

- Hoffman Clock Museum lease
 - o Tanya and Joey met with Stephanie, the account manager of the Hoffman Clock Museum to understand the lease agreement. The 2-month notice was agreed to be retained and is intended to be used in case the Hoffman Clock Museum accounts need to move to a different bank; the two-month notice would allow time for the new bank to

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generate a new lease. When this lease ends in October, the Hoffman Clock Museum will adjust to 3-year lease agreement and increase the amount they are paying in housekeeping fees.

- Approve the Annual Report
 - Motion made to approve the annual report, seconded by Deb.
- The Treasurer vacancy has been filled.
- Resolution to remove previous treasurer as signer from a library account.
 - Motion to remove Allan Mallete from the Lyons National Bank LPL account and add Peter Blandino made by Chris, seconded by Keeley, passed unanimously.

New Business:

- Resolution to approve the hiring of Peter Blandino as new treasurer, effective May 1, 2023
 - Motion made to approve Peter Blandino as the Treasurer made by Andrea, seconded by Deb, passed unanimously.
- Approve the resignation of Melissa Lindberg, Library Clerk- Full time, effective April 25, 2023
 - Motion made to approve the resignation made by Chris, passed by Chris, passed unanimously.
- Approve the resignation of Heaven Warnica, Account Clerk/Bookkeeper-part-time, effective May 22, 2023
 - Motion made to approve the resignation by Chris, seconded by Andrea, passed unanimously.
- Approve the hiring of Paul A. DuVall II, Library Clerk-part-time, effective May 1, 2023
 - Motion made to hire Paul by Deb, seconded by Keeley, passed unanimously.
- Approve Policies: Conflict of Interest Statement and Fiscal Control When Collaborating
 - Motion made to approve both policies made by Keeley, seconded by Andrea, passed unanimously.

Executive session entered at 7:10pm.

Motion to adjourn the meeting made by Keeley, seconded by Deb at 7:22pm

Next Meeting: Thursday June 8, 2023 - Trustee Workshop at 4:30 pm followed by board meeting at 6 pm

Submitted by Keeley Kuperus