

Newark Public Library Board Meeting Minutes

2023

Date: June 8, 2023

Present: Tanya Taylor, Keeley Kuperus, Sue Oberdorf, Chris Mizro, Debora Barry, Kimberly Russell, Andrea Windus, Jennifer Stell, Peter Blandino

Absent: Joey Nicosia

Call to Order by Sue Oberdorf at 6:02pm

Public Comment: No public attendance.

Secretary's Report: Review of minutes.

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

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

- Open question whether Joey has taken the appropriate meeting minutes to get Peter Blandino on the LNB accounts.
- Due to the lack of a bookkeeper, Tanya has been learning Quickbooks and calibrating/reconciling funds between checking, saving, payroll to ensure balances are set.

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

We will defer to approve the budget to next meeting.

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

- Director's Report
- Adult Services Report
- Youth Services Report
- Staff Spotlight: John Monaco, custodian – thank you for serving the NPL and our community!

Committee Reports:

- The Finance Committee proposes the below revisions to the naming conventions on several accounts to map them more clearly to the NPL's assigned reserves policy.
 - Rename the Capital fund (1135) account to the Reserve Fund.
 - Rename the Reserve fund CD's (1160), which is set to expire at the end of 2023, to Capital Fund CD

Old Business:

- Hoffman Clock Museum lease

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- Motion made to approve the Hoffman Clock Museum lease with the revision of removing “on behalf of the village of Newark” made by Andrea, seconded by Deb, passed unanimously.
- Motion made to have Joey sign as the landlord made by Deb, seconded by Chris, passed unanimously.

New Business:

- Oaths of Office completed and notarized
- Payment of Bills Policy
 - Motion made to approve to new Payment of Bills Policy made by Keeley, seconded by Andrea, passed unanimously.
- Bookkeeper-part-time, effective June 5, 2023
 - Tanya is planning on hiring Quickbooks to help manage our account payables/receivables. We will be assigned a bookkeeper through Quickbooks to assist getting everything setup with 24/7 support. Cost is \$1500 flat rate to do a lookback clean-up in Quickbooks to prepare for all future abstracts etc. Then \$400/month going forward to manage the books for as long as we need to find a permanent bookkeeper (as needed).
- Approval of 2024 Holidays
 - Motion made to approve the holidays made by Chris, seconded by Deb, passed unanimously.
- Investment Policy
 - Motion made to approve the edited Investment Policy made by Chris, seconded by Kim, passed unanimously.
 - We will need our LNB representative to sign the acknowledgment of the updated Investment policy
- Assigned Reserves Policy
 - Designated amounts will be discussed in the future.
 - Motion made to approve the edited Assigned Reserves Policy made by Kim, seconded by Deb, passed unanimously.
- Personnel Policy
 - Motion made to approve made by Deb, seconded by Keeley, passed unanimously
- Dissolving of the Sick Bank Policy
 - Motion made to approve made by Chris, seconded by Andrea, passed unanimously.

Motion to adjourn the meeting made by Keeley, seconded by Deb at 7:23pm

Next Meeting: Thursday July 13, 2023

Submitted by Keeley Kuperus