

Newark Public Library Board Meeting Minutes

2023

Date: July 13, 2023

Present: Tanya Taylor, Keeley Kuperus, Kimberly Russell, Andrea Windus, Jennifer Stell, Peter Blandino. Joey Nicosia. David Hackett

Absent: Sue Oberdorf, Chris Mizro, Debora Barry

Call to Order by Joey Nicosia at 6:05pm

Public Comment: No public attendance.

Secretary's Report: Review of minutes.

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

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

- Peter has been coordinating with Tanya and David Hackett, our new bookkeeper, on financial matters – account setups, transactions, trial balances and budget work.
- Peter provided a report on time spent on meetings, documentation and training related to treasurer responsibilities.
- The arrangement with Quickbooks is now going to be cancelled and Tanya is working on getting reimbursed. Quickbooks did not provide professional outreach or provide the services the NPL signed up for.

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

Motion to approve July's budget report made by Andrea, seconded by Keeley, and passed unanimously.

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

- Director's Report
- Adult Services Report
- Youth Services Report
- Staff Spotlight – Senior Clerk Peg Pelletier, retirement announcement. Thank you for all you have done for this library and community Peg!

Committee Reports: nothing to report.

Old Business:

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- Approval of last month's (June) budget report.
 - Motion to approve June's budget report made by Keeley, seconded by Andrea, and passed unanimously.

New Business:

- Approve the hiring of David Hackett, Bookkeeper-part-time/\$23 hour, effective June 26, 2023
 - Motion made to approve the hiring of David Hackett made by Kim, seconded by Keeley and passed unanimously.
- Approve the resignation/ retire Margaret "Peg" Pelletier, effective July 31, 2023
 - Motion made to approve the retirement of Peg made by Andrea, seconded by Keeley and passed unanimously, but with regrets (and happy for her!).
- Approve three (3) policies: 1) Circulation Policy, 2) Collection Development and 3) Harassment and Discrimination Prevention Policy to replace The Sexual Harassment Prevention Policy
 - Motion made to approve the Circulation Policy made by Andrea, seconded by Kim and passed unanimously.
 - Motion made to approve the Collection Development Policy made by Keeley, seconded by Andrea and passed unanimously.
 - Motion made to approve the Harassment and Discrimination Prevention Policy made by Keeley, seconded by Kim and passed unanimously.

Motion to adjourn the meeting made by Andrea, seconded by Keeley at 7:09pm.

Next Meeting: Next Meeting: Thursday, August 10, 2023

Submitted by Keeley Kuperus