

# Newark Public Library Board Meeting Minutes

2024

Date: May 8, 2024

Present: Tanya Taylor, Keeley Kuperus, Kimberly Russell, Chris Mizro, Peter Blandino, Joey Nicosia, Sue Oberdorf, Jennifer Stell, Tye Villane

Absent: Andrea Windus, Joey Nicosia

**Call to Order by Sue Oberdorf at 4:08pm**

**Public Comment:** No public attendance.

**Secretary's Report:** Review of minutes.

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

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

- Review of Treasurer's Report.
  - Auto-transfers for payroll have been setup.
  - Working to improve the way finances are displayed to the board.
- Motion to approve abstract made by Chris, seconded by Kim, and passed unanimously.
- Motion to approve the budget report made by Chris, seconded by Kim, and passed unanimously.
- Motion to acknowledge actions (financial transfers) completed by the Treasurer in previous month, which is detailed in the Treasurer report made by Deb, seconded by Kim, passed unanimously.

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

- Director's Report (Tanya)
- Youth Services Report (Tye)
- Program Coordinator Report (Wendy)
- Staff Spotlight: Jaymes Loveless – talented artist!

**Committee Reports:**

- Friends book sale –
- Finance Committee – will be meeting quarterly. Next meeting will be June 3<sup>rd</sup> and will revisit our Reserves Policy so it specifies our Savings Account as a Cash Flow Reserve Fund.

**Old Business:**

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- Construction Aid discussion. We have 2023 grant money to spend that the Village must perform the work for and we have 2025 grant money to think about. If we use the 2025 grant funding for the A/C project, we must get the project started by June 30. The remaining \$35K from the 2023 grant, we must have something started by 2028 and the Village covers those costs.

## **New Business:**

- Letter to the Village of Newark
  - Motion made by Kim to approve that the Board will send a letter to the Village of Newark describing our construction project and request for funding for the \$35K air handler and maintenance for the whole project, Deb seconded, passed unanimously 15:45
- Policies
  - Meals and Refreshments Policy
  - Program Policy
  - Reimbursement Policy
  - Tobacco Use Policy
  - Whistleblower Policy

Motion made to approve all the above policies made by Keeley and seconded by Chris, passed unanimously.

- Workplace Bullying Policy will be revised and approved next meeting.

Motion to adjourn the meeting made by Chris, seconded by Kim at 5:45pm.

Next Meeting: Thursday June 13, 2024

Submitted by Keeley Kuperus