

# Newark Public Library Board Meeting Minutes

2024

Date: June 13, 2024

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

Absent: Chris Mizro, Sue Oberdorf

**Call to Order by Joey Nicosia at 6:04pm**

**Public Comment:** No public attendance.

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

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

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

- Review of Treasurer's Report.
- Motion to approve abstract made by Keeley, seconded by Andrea, and passed unanimously.
- Motion to approve the budget report made by Keeley, 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 Kim, seconded by Andrea, passed unanimously.

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

- Director's Report (Tanya)
- Youth Services Report (Tye)
- Program Coordinator Report (Wendy/Mr. Fox)

**Committee Reports:**

- Friends of the Library
- Finance Committee – will be meeting quarterly. Meeting on June 3<sup>rd</sup> discussed the audit, assigned reserves, and the 5-year budget projections.
- Discussion was held on a Building committee that includes a NPL board member, a Village board member, maintenance staff and the Executive Director, to meet annually to cover forecasted expenses and work. Or, does the Village Board have a building committee we can attend?

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## **Old Business:**

- Letter to the Village of Newark and the Board meeting. Tanya and Joey attended the Village Board meeting last month to request that the Construction Aid check the NPL delivered to the Village be applied to NPL HVAC project. The Village denied the request. The request was denied because the Village already contributed the in-kind services for the past project and this funding rightfully belonged back to Village. Tanya did the right thing returning the funds.
  - Tanya provided the board with a slide deck detailing Construction Aid.
- Rotating audit for financial documents was created for July 2024-June 2025.
- Policies: The Workplace Bullying Policy is still under revision. We reached out to OWWL and our payroll company Asure for some guidance and we will be able to restructure a draft of this policy when we meet as a committee on July 17th and present these changes at the August board meeting.

## **New Business:**

- Motion to approve the 2025 Holidays made by Keeley, seconded by Andrea, passed unanimously.
- Motion to approve closing the library Friday, July 5 with holiday pay and closing the library Saturday, July 6 but without holiday pay made by Kim, seconded by Keeley, passed unanimously.
- Motion to approve the Board of Trustee Job Description made by Keeley, seconded by Kim, passed unanimously.
- Motion made to acknowledge, with regrets, the resignation of David Hackett, Account Clerk/Bookkeeper – part time, effective July 3, 2024 made by Keeley, seconded by Andrea, passed unanimously.
- Motion made to approve the below policies made by Andrea, seconded by Kim, passed unanimously:
  - Anti-Nepotism Policy
  - Assigned Reserves Policy
  - Conduct Policy
  - Personnel Policy – Section 4.12(new)
- Request to ask to look for a Hiring policy to determine when the board should be approving hiring and offers.

Motion to adjourn the meeting made by Andrea, seconded by Kim at 7:33pm.

Next Meeting: Thursday July 11, 2024

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Submitted by Keeley Kuperus