

Newark Public Library Board Meeting Minutes

2024

Date: October 10, 2024

Present: Tanya Taylor, Jennifer Stell, Tye Villane, Joey Nicosia, Deb Barry, Becky Hauf, Chris Mizro, Sue Oberdorf, Peter Blandino

Absent: Keeley Kuperus, Andrea Windus, The Village Board Liaison

Call to Order by Joey Nicosia at 6:02 pm

Public Comment: None

Secretary's Report: Review of minutes.

Motion to approve secretary's report made by Becky Hauf and seconded by Sue Oberdorf and passed unanimously.

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

- Review of Treasurer's Report.
- Motion to approve abstract made by Sue Oberdorf, seconded by Deb Barry, and passed unanimously.
- Motion to approve the budget report made by Sue Oberdorf, seconded by Becky Hauf 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 Sue Oberdorf, seconded by Chris Mizro, passed unanimously.

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

- Director's Report (Tanya)
- Youth Services Report (Tye)
- Program Coordinator Report (Wendy)

Committee Reports:

- Friends – Fireplace plaque has been placed. They meet again in January.

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- Finance Committee – None.

Old Business:

- Tanya is in the process of sending documents to Allied CPA so they can complete the audit.
- The Village has sent the proposed agreement for the HVAC system to their lawyer, we are waiting for the response from them.
- For the November meeting Tanya will include all 3 HVAC quotes in the Board Report so they can be reviewed and we can show that we had 3 quotes per our Bidding & Procurement Policy.

New Business:

- Motion made for permission for Joey Nicosia to sign the update lease agreement with the Hoffman Clock Museum made by Sue Oberdorf, seconded by Deb Barry, passed unanimously.
- Motion made to approve Jean Steiner from part-time Desk Clerk to full-time Purchasing Clerk effective October 21st, 2024 made by Sue Oberdorf, seconded by Chris Mizro, passed unanimously.
- Motion made to appoint Kim Nevlezer as part-time Bookkeeper on October 16th, 2024 at a pay rate of \$24/hour made by Sue Oberdorf, seconded by Chris Mizro, passed unanimously.
- We discussed the possibility of looking into owning the library building, we will not be pursuing this option at this time.
- Entered executive session at 7:17 ended executive session at 7:19.
- Policies: Bed Bugs & Pest Policy, Circulation Policy amendment, Emergency Procedure Policy.
- Motion made to approve all the above policies made by Deb Barry and seconded by Chris Mizro, passed unanimously.
- Motion made to approve the Cash Handling Procedures & Policy by Deb Barry, seconded by Chris Mizro, passed unanimously.
- Chris Mizro will not be present at the November 2024 meeting, Joey Nicosia may not be present.
- Motion made to make a resolution for Kim Nevlezer to have view-only access to our LNB accounts made by Becky Hauf, seconded by Sue Oberdorf, passed unanimously.

Motion to adjourn the meeting made by Deb Barry, seconded by Becky Hauf at 7:21pm.

Next Meeting: Thursday November 14, 2024

Submitted by Jennifer Stell