

Newark Public Library Board Minutes | 2022

Date: November 17, 2022

Present: Joey Nicosia, Sue Oberdorf, Chris Mizro, Jennifer Stell, Andrea Windus, Deb Barry, Tanya Taylor

Absent: Keeley Kuperus, Kim Russell

Call to Order by Joey Nicosia at 5:10 pm

Public Comment: No visitors from the community visited until 5:25 when Mr. and Mrs. Morrison joined the group.

Secretary's Report: Review of minutes.

Motion made to approve by Andrea, seconded by Deb, and passed unanimously.

Director's Report: Review of Director's Report

- Great attendance with adult programming with programs to continue as able given a recent resignation from Rachel effective 11/11/22.
- The replacement for an Adult Programs Coordinator/Library Clerk will be pursued after the approval of an updated job description. Interviews will follow soon after given expressed interest from potential candidates.
- Tanya discussed an option for health insurance. This option has been presented to staff.
- Follow up is required with the installation of the glass for the Friends meeting room. This will be addressed by Tanya.
- The heating situation has been addressed and remedied.

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

- Allen Mallette resigned from the position of treasure which was in effect on 11/14/22. He was thanked for his services and paid for the ½ year of service provided.
- The job description of the treasure is to be amended and approved in the near future.

- Coverage for insurance lapsed due to confusions regarding submission dates. Coverage was continued but did incur a late fee of \$51.00.
- The check for Scholastic was lost in the mail and not received as of 11/14/22. Payment was expected to be taken care of by the school district but instead, the library was contacted, and the situation was resolved.
- The Lavender and Grace payment was also addressed and resolved.
- As presented, the library was over budget due to salary resolutions made by staff leaving and the need for payout settlements. Additionally, the hire of a new director and associated health insurance fees also contributed. Our library was recently in a state of transition for multiple positions which necessitated the temporary overlap in positions as well as an increase in salary requirements.
- Stuart Foundations money used to purchase OWWL Eye.
- Budget will be on target once staff/insurance needs have been completely addressed.

Motion made by Deb Barry to approve the abstract, seconded by Andrea Windus, and passed unanimously.

Youth Director's Report

- many books are being borrowed
- Second D & D group started up due to popularity
- outreach to schools is in place and will be continued

Committee Reports: no outstanding committee action/reports to be discussed

Old Business: None

New Business:

- paid holidays...currently have 11 but next year there will be 12 due to the layout of the calendar

Andrea made a motion to approve these days, Deb seconded, passed unanimously

- 2023 Board Meeting Dates...discussed and motion made to approve by Deb, Andrea seconded, passed unanimously

Motion made by Andrea to approve Rachel Wizeman resignation, seconded by Deb, and passed unanimously

***Personnel Policy Amendment:**

- Civil Service to include, “probationary” and length of probationary term
- internal job titles different than civil service and reworded to align with NPL titles
- discrimination/harassment clarification
 - wording taken from OWLS PLS HR attorney
 - problems/complaints addressed by the assistant director
 - written complaints should be filed with the director or assistant director
- alcohol/substance abuse
 - wording to include “not under the influence of legal or illegal drugs during scheduled
 - work hours
- compliance and confidentiality
 - changes regarding freedom of speech reworked per the counsel of the OWLS PLS HR
 - Attorney
- definitions of schedules
 - 35 hours/week=full time and less than 29 hours/week=part time
- insurance coverage offered to staff working more than 17 hours/week

This policy was not approved, need to make corrections and revisit at the next meeting.

***Petty Cash Policy:**

- wording to include the actual amount available within the petty cash coffer as well as the process for payment requests
- amount of reimbursement also included which is up to \$25.00, amounts over \$26.00 to be paid as a check
- The Director and the Assistant Director are the only individuals able to grant permission to use Petty cash
- The Director, Assistant Director, and the Bookkeeper are the only ones able to disseminate cash for reimbursement

A motion was made to approve the Petty Cash Policy by Andrea, seconded by Deb, and passed unanimously.

***Corporate Credit Card Policy:**

- minor labels were changed for clarification along with a change from plural to singular “card vs. cards” as we have only one card.

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A motion was made to approve this policy by Deb, seconded by Andrea, and passed unanimously.

***Library Clerk Job Description:**

- clarification of wages listed to start at \$17.00/hour
- bachelor's degree not required

A motion to approve was made by Andrea, seconded by Deb, and passed unanimously.

***Treasurer's Job Description:**

- Both the list of duties and the description require modifications. Two positions are required to manage the checks and balances of our library's financial system.
 - Next month, we will have a new job description.
- This position is typically an "overseer" of the finances and assists the NPL's Board with advisement and guidance in their chosen plan of action.
- The finance committee to revisit this job description this month.

A motion to revisit the Treasurer Job description was made by Deb, seconded by Andrea, and passed unanimously.

One final motion was made to adjourn the meeting at 6:24.

Submitted by Sue Oberdorf