

Newark Public Library Board Minutes | 2017

Date: November 16, 2017

Call to Order by Joey at 6:36 PM.

Present: Chris Mizro, Russ Harris, Lisa Burley, Tyler Kindron, Joey Nicosia, Alina Palis, Melissa Correia, Andrea Jacoby

Absent: none

Public Comment: none

**** New board members Tyler Kindron and Andrea Jacoby officially sworn in****

Secretary's Report: Review of minutes. Motion to approve September minutes (October meeting didn't have quorum, minutes were reviewed) made by Chris, 2nd by Russ, passed unanimously.

Treasurer's Report:

*Motion to approve October bills made by Russ, 2nd by Chris, passed unanimously.

*Review of current budget standings

*Review of abstract. Motion to approve abstract made by Russ, 2nd Andrea, passed unanimously.

Director's Report:

*Attendance for adult programming has been down, so in an effort to boost awareness of the programming we offer an area has been set up in plain sight listing the program offerings, as well as paper sign-up sheets. Melissa is also looking into advertising special events in local papers to increase exposure.

*The Village has been in with several engineering companies to assess the HVAC system

*The Victor Farmington Library offered us the leftover books from their book sale. We accepted the offer, and brought in about \$150 in sales as a result.

*Peg and Melissa attended a workshop at the Rochester Regional Library Council called "Libraries = Education", which offered strategies for advocating for funding with legislators.

New Business:

*2017/2018 Officers-Andrea will be filling Peter Chambers seat, with a term expiring June 2020. Tyler will be filling Andy Chappell's seat, with a term expiring June 2019.

*Personnel Policy Amendments-

-Breaks Section A changed to read 'as staffing levels allow'. Motion to approve made by Russ, Chris 2nd, passed unanimously

-Section VII, under paid holidays Columbus Day added as a closed, paid holiday. The day after Thanksgiving is no longer a paid, closed holiday, the library will be open this day. Christmas Eve the library will be closed, but it will be an unpaid holiday. Motion to approve made by Lisa, Chris 2nd, passed unanimously.

- Full time employees will be paid up to 7 hours for a paid holiday. Motion to approve made by Russ, 2nd Lisa, passed unanimously

-Part time benefit eligible employees are paid the hours they would normally work on that day of the week, up to 7 hours per day. Motion to approve made by Russ, 2nd Lisa, passed unanimously.

-Staff training days will be determined by the Executive Director and the Board. Motion to approve made by Deb, 2nd Chris, passed unanimously

-Section IX/Benefits, Vacation Leave-all instances of the word 'accrue' changed to 'earn'. Exempt employees earn 4 weeks of vacation per year for the first five years of employment, after which five weeks are earned each year. Motion to approve made by Chris, Russ 2nd, passed unanimously. Paragraph three of this section changed to read 'up to 2 weeks' instead of 10 days, verbiage added stating 'Newly hired non-exempt employees may not take paid vacation time during their 6 month probationary period, except with the approval of the Director and the Board of Trustees. Motion to approve made by Chris, Deb 2nd, passed unanimously.

*Employment Practices Liability Insurance coverage- Motion made by Deb to add \$1,000,000 Employment Practices and Liability coverage to our Directors and Officers policy at an annual cost of \$246, Tyler 2nd, passed unanimously.

Motion to adjourn is made by Deb, 2nd Chris, passed unanimously.

Meeting adjourned at 8:15. **Next meeting December 14, 2017 at 6:30 PM.**