

Date: January 9, 2020

Call to Order by Joey at 6:00 PM.

Present: Joey Nicosia, Melissa Correia, Deb Barry, Chris Mizro, Russ Harris, Dan Bement, Allan Mallette, Sue Oberdorf

Absent: Lisa Burley

Public Comment: None.

Secretary's Report: Review of minutes. Motion to approve made by Russ, Chris 2nd, passed unanimously.

Treasurer's Report: Review of abstract. Motion to approve abstracts made by Chris, Russ 2nd, passed unanimously. Review of budget report. Motion to approve made by Russ, Dan 2nd, passed unanimously.

Director's Report: Review of programs and services. Staff meetings scheduled monthly for the next 6 months. Working with the Village of Newark and the State Education Department to move forward with the roof project. Grant experts in Albany suggest breaking it down into two projects: structural improvements this year, then apply for resurfacing next year.

Melissa also reported that longtime library patron, June Runner, passed away and left a \$38,000 bequest for the library. Suggestions for the bequest included a glassed-in meeting space, repainting of the Community Room and downstairs hallway, installation of window blinds. An ad hoc committee was formed to plan a project. Committee members include Melissa, Joey, Russ, Allan, and other board members are welcome to join once a meeting date has been set.

Committee Report: none

Old Business: none

New Business:

*Mid-year budget update - Melissa reviewed the first six months of income and expenses line by line. We are on target to come in at budget or slightly below, allowing for designation of additional funds for assigned reserves.

*Assigned Reserves Policy revision – Following a discussion at last month's meeting, an additional reserve fund has been designated for Health Insurance Contribution. Dan moved to revise, Russ 2nd, approved unanimously.

*Designate assigned reserve funds– Based on the current year's income and expenses, the library should have approximately \$250,000 to designate for reserve funds. The treasurer and the board

believe that the specific reserve funds do not have to have specific dollar amounts assigned, but that the “Designated Reserve Fund” monies will support all six categories of reserves.

*Approve purchase of tables – Melissa submitted an estimate from Caitlin Office Interiors & Design for the purchase of 2 mobile multi-function tables. Chris made a motion to approve up to \$900 for the purchase of 2 tables, without the stated \$50 delivery charge. 2nd by Dan, passed unanimously.

Motion to adjourn is made by Dan, Russ 2nd, passed unanimously.

Meeting adjourned at 6:51pm. **Next meeting February 13, 2020 at 6:00 PM.**