

NORWOOD LIBRARY BOARD MINUTES

From: Kathryn Boswell
Date: December 17, 2020

Members in attendance: Molly Andrasik, Kathryn Boswell, Alice David, Denise DiVincenzo, David Fenton, Leonard Halpern, Kathleen Hartman, David Mudry

Library Director: Amanda Jones

The meeting was called to order at 6:38 p.m. on December 17, 2020. No guests in attendance.

A motion made by David F. to accept the consent agenda, without seeing financial reports (they had not yet been sent out to the trustees), was seconded by Leonard and passed unanimously.

The Friends' current balance is \$6503. The only expense has been water for the water cooler.

After inquiry, it was determined that no conflicts of interest existed for any new or old business.

A motion was made by Alice to pay the outstanding bills, as audited by David F. The motion was seconded by Denise and passed unanimously.

Old business:

The "Curbside-Only" service is going very well. Some Potsdam patrons are coming as well.

New Business:

IRS Notice – We were notified that our 2018 annual 990 return had not been filed. Amanda spoke to John Parcell, who said that the return was mistakenly listed as filed, while in fact it had not been filed. He will contact the IRS and does not believe there will be a penalty. He will request an abatement. If there is a penalty it would be on the order of \$4000, and Parcell would be responsible to pay it. [Note as of 1/6/21: the return has now been filed.]

Alice asked how our budget is looking in light of the changes required by the pandemic. Amanda said we currently have more than usual in the book budget, but that is because the vendors are behind, and the orders will arrive. In planning for next year's budget, Amanda will evaluate line by line. She noted that postage has been somewhat higher than expected, but that on the whole the budget is fine. She also noted that we received a generous donation from the family of Devin Berger for programming. There was discussion of the upcoming finance committee meeting. Amanda will send out figures in January, when we have the full year's numbers, and the committee will meet in February.

Alice noted that it is a good idea for us to advertise in the Norwood/Norfolk School Newsletter. Amanda said that we have done so, and will do so in the future.

Executive Session:

Amanda left the room to allow for an executive session of the Trustees, on the subject of proposed salary increases.

David F. made a motion to go into executive session. The motion was seconded by Leonard and passed unanimously.

The proposal was a 3% raise for both Amanda and Jenna. After discussion, the board agreed that this amount was both appropriate and within our budget.

Alice made a motion to leave executive session. It was seconded by Leonard and passed unanimously. Then, a motion to raise Amanda and Jenna's salaries by 3% was made by Leonard and seconded by Alice. It passed unanimously. This increase will bring Amanda's annual salary to \$29,066 and raise Jenna's hourly rate from \$13.10 to \$13.50 per hour.

All trustees wish to express their thanks and appreciation for all that Amanda and Jenna have done, in particular as they have had to go above and beyond the normal call of duty in dealing with the pandemic.

A motion to adjourn was made by Leonard and seconded by Kathryn, and passed unanimously. Meeting adjourned at 7:07 p.m.

The next meeting will be January 21, 2021, at 6:30 p.m. in the NPL Community Room, and/or by Zoom.

Respectfully submitted,

Kathryn Boswell