



## Norwood Public Library Board of Trustees Monthly Minutes January 21, 2021

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**Members in Attendance:** Kathleen Hartman, Leonard Halpern, Steve Murray, David Mudry, David Fenton, Molly Andrasik

**Library Director:** Amanda Jones

The meeting was called to order at 6:35pm

**Approval of Minutes/Financial Report/Director's Report (includes personnel forms) Library Outreach Committee Report/NPL Friends Report**

**Monthly Audit Invoices/Payments:** Audited by Kathryn Boswell

**Official Motion:** The December 2020 minutes; the Treasurer's/Financial Report, Director's Report, and Library Outreach Committee Report were accepted and approved on a motion made by David Murdry and seconded by Leonard Halpern ; all in favor, no one opposed.

**Conflict of interest with any of the Old or New Business that we will be discussing:** none

### Old Business:

- Amanda contacted the library's accountant John Parcell to inquire about the 2018 IRS form 990 that was not filed by John Parcell's office. The library received a penalty invoice from the IRS. John Parcell is waiting on a response from the IRS.
- Amanda reported that curbside service continues to run smoothly during the pandemic. Patrons are grateful for this option.

### Policy Updates/Revisions:

None

### New Business:

- **Official Motion:** David Mudry made a motion to approve the accounts on the 2021 "prepaid claims" list sent with Amanda's director report. The motion was seconded by Steve Murray and passed unanimously.
- Amanda's summarized the two recent "Ballot Basics" meetings/workshops she participated in virtually. PC Sweeney from Everyday Library, a pro bono organization, led these workshops. He noted that while libraries are perceived more favorable than in the past by the public, there has also been a decrease in willingness to vote for tax increases proposed by libraries. He provided

some practical tools for finding community supporters, including ActionSprout and the database Reference USA.

- Kathleen Hartman asked if there were any questions on the proposed budget for 2022 from the budget committee. David Fenton noted that the committee would need to review the latest financial reports provided by the accountant. David Mudry asked why the library's commercial insurance increased. Amanda explained that we had seen an increase last year, but that we also received an insurance refund. We may receive another insurance refund this year. Amanda noted that she did not spend all of the book budget line in 2020 due to backordered books from book suppliers. Kathleen Hartman reminded the Board that this budget is for the following year, 2022. The Board briefly discussed requesting a tax levy increase. Due to community hardships during the pandemic, the Board is in agreement not to request an increase in 2021. The Board will consider requesting an increase in 2022 as costs of operation continue to increase.
- **The Finance Committee will meet February 2<sup>nd</sup> 6pm to review the proposed budget.**

**Public Comments/Concerns:** Amanda mentioned that former library staff member Courtney Carey ran a Facebook fundraiser to benefit the Norwood Public Library. \$175 in funds were raised for the library. The Board will send Courtney a card to thank her.

**Official Motion:** Leonard Halpern made a motion to adjourn, seconded by Steve Murray. All in favor, none opposed.

**Next Board Meeting: February 18, 2021, 6:30 P.M., NPL Library**

*Respectfully submitted by Amanda Jones*

*January 26, 2021*