



NORWOOD PUBLIC LIBRARY
Minutes
Board of Trustees Meeting
November 16, 2023

Present: **Board Members:** Alice David, Kathleen Hartman, David Fenton, Denise diVincenzo, Kathryn Boswell, Steve Murray.

Library Director Amanda Jones

Absent: Holly Scott, Leonard Halpern, Bridgett Osypiewski

The meeting was called to order at 6:30 p.m.

Those in attendance were asked if they had a conflict of interest with any old or new business to be discussed during the meeting—there were none.

A motion was made by David Fenton to accept the Consent Agenda, seconded by Kathryn Boswell. At this point Kathleen Hartman presented the FRIENDS Report, part of the Consent Agenda, which board members had not received prior to the meeting. As there were no questions or concerns about any part of the consent agenda, the motion to accept passed unanimously.

A motion was made by Kathryn Boswell and seconded by Denise diVincenzo to authorize payment of invoices payable as audited by David Fenton. The motion passed unanimously.

Old Business

- Issues regarding late filing of one of our prior 990 returns remain unresolved (tax preparer error).
- The outdoor light is not turning on automatically as it should (timing problems) and is scheduled to be repaired on Friday, 11/17/23, by Watson Electric.
- The library still has not received an invoice for repair of the main door lock and closing device. The side panels still have not been replaced. Amanda will try contacting the company again.

New Business

- A signed Oath of Office has been received from Sarah Shirley, who is now officially the Board's treasurer.
- There will be a zoom meeting on 12/05/23 at 6:00 p.m. that qualifies for continuing professional education (CPE) for board trustees. Anyone on the board can join this meeting and earn one qualifying hour of CPE.
- There was discussion about the proposed Trustee Education Policy prepared by Alice David based on the template obtained from NCLS. The board reviewed the policy, focusing on the categories covered including Administration, Approved Providers, Allowable Formats, Cost, and a sample Self-Assurance Form that can be used if no certificate of completion is received from the approved education activity provider. David Fenton suggested adding a "date revised" field at the bottom of each page of the policy to help insure timely review and, if necessary, revisions to the policy. Steve Murray made a motion to accept the Trustee Education Policy as presented with the addition of the "date revised" field. This was seconded by Kathryn Boswell. The motion passed unanimously.

(Continued on Nex Page)

- Alice David mentioned reading articles about possible tax credits for non-profit organizations in connection with the installation of energy efficient upgrades, such as the solar panels the library had installed. Amanda will contact our CPA John Parcell to see if he can advise us on these possible tax credits.

There was a motion to adjourn made by David Fenton, seconded by Denise diVicenzo. The motion passed unanimously.

The meeting was adjourned at 6:59 p.m.

Respectfully submitted,

Kathleen A. Hartman
Vice-President