

NORWOOD PUBLIC LIBRARY
Minutes
Board of Trustees Meeting
December 21, 2023

Present: **Board Members:** Alice David, Kathleen Hartman, David Fenton, Bridget Osypiewski, Kathryn Boswell, Steve Murray and Leonard Halpern.

Library Director Amanda Jones

Absent: **Board Members:** Holly Scott, Denise diVincenzo

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 Leonard Halpern to accept the Consent Agenda, seconded by Bridgett Osypiewski. 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 Kathleen Hartman and seconded Steve Murray to authorize payment of invoices payable as audited by Alice diVincenzo. The motion passed unanimously.

Old Business

- Issues regarding late filing of one of our prior 990 returns remain unresolved (tax preparer error).
- There was discussion about the possibility of some kind of rebate available to not-for-profit organizations for the installation of energy efficient upgrades. Amanda read a response to her inquiry about this matter that made no sense to the board members present. Amanda will call around to other north country library system members to see if any of them have dealt with this issue. General consensus was that it may not be worth pursuing.
- The library has received a bid from Barkley's Safe and Lock for replacement of front door unit compliant with the Americans with Disabilities Act, and Amanda will contact them to set up a date for the necessary replacement and repairs.
- Watson Electric repaired the outdoor light.

New Business

- Holly Scott resigned from the Board effective immediately because she's finding it too difficult to travel from the St. Regis Falls school area back to Norwood to attend the Board meetings and she's unable to timely prepare the monthly Board meeting minutes. There was discussion of just granting her a leave of absence until the school year ends, at which time Holly intends to retire from teaching, and could then re-assume her Board duties. However, her term on the Board ends May 31, 2024, and she would be required to run again for her trustee position. It was decided to just table the matter until we can ascertain whether Holly intends to run again for a trustee position.

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- Matt Corey has suggested to the NCLS members that they incorporate a Meeting Cancellation Policy into their library's bylaws because of the surge in COVID illness and because of the problematic weather conditions in the north country during the winter months. David Fenton made a motion to have President Alice David to draft a cancellation policy to be reviewed at our board meeting on January 18, 2024. The motion was seconded by Leonard Halpern and passed unanimously.

Executive Session

A motion to go into Executive Session to discuss personnel matters was made by Kathleen Hartman and seconded by David Fenton. The motion passed unanimously.

After leaving Executive Session a motion was made by David Fenton and seconded by Kathleen Hartman to set the Library Director's annual salary for 2024 at \$33,008 and to set the library assistant's hourly wage to \$15.33 per hour. The motion passed unanimously.

There was a motion to adjourn made by Kathleen Hartman, seconded by Leonard Halpern. The motion passed unanimously.

The meeting was adjourned at 7:19 p.m.

Respectfully submitted,

Kathleen A. Hartman
Vice-President