

NORWIN PUBLIC LIBRARY ASSOCIATION BOARD OF TRUSTEES
MONDAY, FEBRUARY 13, 2023 MEETING MINUTES

TRUSTEES IN ATTENDANCE: **Jack Boylan (2023, S), Bill Caruthers (2025, S), Bob Cole (2024), Jim Duffy (2025), John Duncan (2025), Ed Federinko (2025, S), Tracy Hawley (2023), Rosanne Novotnak (2024).** [Those in attendance in Bold Print; () indicates final year of appointment. S indicates Norwin School Board Appointee]

OTHERS IN ATTENDANCE: Diana Falk, Bob Thornton, Polly Holup (Visitor)

CALL TO ORDER: Determining a quorum present, President John Duncan called the meeting to order at 5:41 PM.

REVIEW OF MINUTES: A motion to approve the December 2022 Regular Meeting Minutes was made by Rosanne Novotnak and seconded by Bill Caruthers. The motion was approved by unanimous voice vote.

FINANCIAL REPORT: Bob Thornton presented his financial report for the fiscal year January 1 through December 31, 2022, noting this was an unaudited report. Total income for the year was greater than budgeted and expenses less than projected resulting in Net Ordinary Income for FY 2022 being \$56,186.00 above budget estimates. The NPL Investments showed an unrealized loss just over \$450,000 for FY 2022.

Jack Boylan moved to approve the Financial Report and pay the bills. The motion was seconded by Tracy Hawley and passed by unanimous voice vote. Mrs. Hawley complimented Mr. Thornton for his excellent record keeping. This was followed by several comments noting the teamwork that allows for excellent stewardship of the public funds.

PRESIDENT'S REPORT: John Duncan announced that Jim Duffy and Bill Caruthers had agreed to serve as the Nominating Committee as the three year terms of Tracy Hawley and Jack Boylan were coming to an end. Mr. Caruthers reported that Dr. Boylan and Mrs. Hawley had both indicated a desire to be renewed; therefore, Mr. Caruthers made the motion that Tracy Hawley and Jack Boylan both be nominated for a three-year term to be voted on at our Annual Meeting in April. The motion was seconded by Jim Duffy and passed by unanimous voice vote.

Mr. Duncan requested a special meeting be scheduled to discuss and possibly take action on timely matters. Bill Caruthers made a motion, seconded by Jim Duffy that Monday, March 13, 2023 at 5:30 PM be scheduled for the special meeting. The motion passed by unanimous voice vote.

DIRECTOR'S REPORT: Diana Falk reported that, for the fifth consecutive year, NPL had the highest circulation among the Westmoreland County public libraries. Also, program attendance is gradually growing thanks to the hard work and diverse programs being offered by Barb and Krista.

Mrs. Falk provided copies of the Collection Development Policy that has been modified over the past few weeks from Trustee comments and recommendations. Mr. Caruthers moved that the Collection

Development Policy be approved, as revised. The motion was seconded by Jim Duffy and approved by unanimous voice vote.

Mrs. Falk provided a copy of the proposed Agreement with LGA Partners, L.P. to provide a Library Renovation Feasibility Study. Following a thorough discussion and recommendations from Bob Cole, Tracy Hawley and Diana Falk, Rosanne Novotnak moved to accept the proposal from LGA Partners, L/P. for the Library Renovation Feasibility Study contingent upon there being no glaring deficiencies found by Mrs. Falk in her study of references and reviews.

Mrs. Falk informed the Trustees that organization of the Westmoreland Library Network (WLN) encompasses “The System”, a voluntary consortium and “The District”, a state designated region. The van delivery and part of the executive director’s salary are among services budgeted through “The District.” Mrs. Falk also shared that Ann Andrews has been promoted as the new Executive Director (and District Administrator.) Mrs. Falk has volunteered to serve on the search committee for the new District Consultant, Ms. Andrews former position.

FRIENDS OF NPL REPORT: Jack Boylan shared the 2022 Friends’ sales events earned \$9,413.00, The first sale of 2023 (Groundhog Day Sale) brought in \$940.00. The Library provided a thank you luncheon for the Friends’ volunteers at Abruzzi’s. Dr. Boylan shared sincere thanks and appreciation on behalf of the Friends for the wonderful social gathering.

GENERAL ANNOUNCEMENTS: None

ADJOURNMENT: There being no further business, on a motion from Jim Duffy and seconded by Bill Caruthers, the meeting was adjourned at 6:33 PM by unanimous voice vote.

Next Meetings: March 13, 2023 (Special Meeting)
April 10, 2023

Respectfully submitted,

Jack Boylan, Secretary