

**NORWIN PUBLIC LIBRARY ASSOCIATION BOARD OF TRUSTEES**  
**MONDAY, JUNE 12, 2023 MEETING MINUTES**

**TRUSTEES IN ATTENDANCE:** **Jack Boylan (2026, S), Bill Caruthers (2025, S), Bob Cole (2024), Jim Duffy (2025),** John Duncan (2025), **Ed Federinko (2025, S), Tracy Hawley (2026), 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, Karly Kunkle, Bob Corder

**CALL TO ORDER:** Determining a quorum present, President John Duncan called the meeting to order at 5:42 PM.

**REVIEW OF MINUTES:** A motion to approve the February 2023 Regular Meeting Minutes, the March 2023 Special Meeting Minutes and the April 2023 Annual Meeting Minutes was made by Jim Duffy and seconded by Bob Cole. The motion was approved by unanimous voice vote.

**FINANCIAL REPORT:** Bob Thornton reminded the Trustees that this meeting would be his last as the Accountant of Norwin Public Library after 20 years of service. He thanks the Trustees and Diana Falk for providing an atmosphere that was truly collegial and the best experience of his 55-year accounting career. The Trustees expressed their sincere thanks to Bob for his exceptional service to Norwin Public Library and stewardship of the NPL funds. All wished Bob much good health and happiness in his retirement.

Mr. Thornton presented his financial report for the period of January through May 2023. Income for this period was \$1142.00 higher than projected while expenses were \$431.00 less than projected resulting in net ordinary income being \$1575.00 above projections.

Mr. Thornton recommended that three accounts be closed as their intended use was no longer needed: Development Reserve Checking, Funded Depreciation Reserve and Money Market Funds. Any remaining funds within these accounts will be moved to the NPL Checking Account. Jack Boylan moved to approve the closing of the recommended accounts and the transfer of those funds to the NPL Checking Account. The motion was seconded by Bill Caruthers and approved by unanimous voice vote. In a follow-up discussion, the Trustees expressed the need for excess funds within the NPL Checking Account to be moved to the NPL Investment Portfolio as soon as feasible.

Bill Caruthers moved that the May 2023 Financial Report be approved, and bills be paid. The motion was seconded by Tracy Hawley and approved by unanimous voice vote.

**PRESIDENT'S REPORT:** Mr. Duncan shared that the current officers of the Board of Trustees expressed interest in continuing in their respective offices. Bill Caruthers moved that the current officers (John Duncan, President; Jim Duffy, Vice-President; Jack Boylan, Secretary; and Rosanne Novotnak, Treasurer) be elected to serve for the upcoming year. The motion was seconded by Bob Cole and approved by unanimous voice vote.

**DIRECTOR'S REPORT:** Diana Falk reported that circulation numbers continue to grow, the numbers of participants in library programs are anticipated to exceed expectations and that the Children's Summer Reading Program over 200 participants registered to-date.

Mrs. Falk shared that the Building Committee Meeting scheduled for the previous week had been cancelled and will be rescheduled for the near future. She also shared that David Shaffer from LGA has offered to attend a future meeting of the Trustees to discuss the feasibility study and answer questions.

Mrs. Falk formally introduced Karly Kunkle and Bob Coder to the Trustees. Karly has been employed as the Children's Librarian effective June 7<sup>th</sup> and has made a wonderful first impression. Bob Corder began work on June 15<sup>th</sup> and will take over the NPL Accountant responsibilities effective July 1, 2023.

Ms. Kunkle and Mr. Coder were excused from the remainder of the meeting as Mrs. Falk presented the latest revision of the Employee Handbook for consideration. Following a discussion and some minor revisions, Jack Boylan moved that the Employee Handbook be approved, as amended. The motion was seconded by Bill Caruthers and approved by unanimous voice vote.

**FRIENDS OF NPL REPORT:** Jack Boylan reported that the Friends recently held a one-day book sale and made several hundred dollars. Jack shared that the next book sale is scheduled for June 21st from 10:00 am - 6:00 pm. Diana Falk added that the Friends provided \$4500.00 to fund the summer reading program.

**GENERAL ANNOUNCEMENTS:** Roseann Novotnak informed the Trustees that the next Murder Mystery Play will take place on October 13, 2023 starting at 6:00 PM. Mrs. Novotnak then asked whether it would be possible to move the meeting start times a bit earlier. There was a consensus among the Trustees that future meetings would start at 4:30 PM. Mrs. Falk asked if the August meeting could be moved from August 14<sup>th</sup> to August 21<sup>st</sup> to ensure her attendance at the August meeting. Again, the consensus of the Trustees was to approve the meeting date change.

**ADJOURNMENT:** There being no further business, on a motion from Jim Duffy and seconded by Bob Cole, the meeting was adjourned at 6:47 PM by unanimous voice vote.

Next Meeting: August 21, 2023 at 4:30 PM

Respectfully submitted,

Jack Boylan, Secretary