

NORWIN PUBLIC LIBRARY ASSOCIATION BOARD OF TRUSTEES
MONDAY, AUGUST 21, 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 Coder

CALL TO ORDER: Determining a quorum present, President John Duncan called the meeting to order at 4:35 PM.

REVIEW OF MINUTES: A motion to approve the June 2023 Regular Meeting Minutes was made by Rosanne Novotnak and seconded by Tracy Hawley. The motion was approved by unanimous voice vote.

FINANCIAL REPORT: Mr. Coder presented his financial report for the period ending July 31, 2023. He opened his report by sharing that the movement of funds (approved by the Trustees at the June 2023 meeting) were recorded on the Balance Sheet on page one of the report.

Income for this period was \$2185.00 higher and expenses \$9056.00 less than projected resulting in net ordinary income being \$11,242.00 above projections.

For the period of January through July 2023, Mr. Coder reported that net ordinary income was \$10,845.00 above projections. Mr. Coder pointed out that the investment gains were enhanced resulting from the transfer of funds as noted earlier in his report. In addition, Mr. Coder informed the Trustees that the Valuation of Investments Report will show both restricted and unrestricted investments separately; previously the report combined these funds.

Rosanne Novotnak moved that the May 2023 Financial Report be approved, and bills be paid. The motion was seconded by Jim Duffy and approved by unanimous voice vote.

PRESIDENT'S REPORT: No Report

DIRECTOR'S REPORT: Diana Falk reported that circulation numbers continue to be about 7.6% higher than the same period in 2022. She also shared that the number of adult participants in library programs are 54% higher than 2022 and are comparable to pre-pandemic numbers. Mrs. Falk complimented Karly and Melanie for their excellent efforts resulting in record-breaking participation in the Children's Summer Reading Program.

Under Community Outreach, Mrs. Falk shared that Karly and Melanie conducted two story times at the Annual Community Picnic and, at NPL, introduced the first ever "story walk." In addition, Karly spoke at a recent Norwin Chamber of Commerce Meeting to share the good news about the Children's Summer Reading Program.

Mrs. Falk reported that two companies are to visit and offer their ideas and estimates to repair sidewalk areas that are becoming uneven. Also, Scott Electric has provided an estimate of \$666.000 to begin the conversion to LED lighting inside the library.

Mrs. Falk provided the Trustees with a renovation feasibility study from LGA Partners. After an extended review and discussion of the report, Rosanne Novotnak made a motion to **“approve using up to \$500,000.00 from the PNC Investment Account for facility improvements without further approval of the Trustees.”** Jim Duffy provided a second and the motion passed by unanimous voice vote.

Mrs. Falk informed the Trustees that the WLN Annual In-Service Day will be October 9, 2023 and requested permission to close the library that day to allow employees to attend. Jack Boylan moved to **“ Allow the closure of the Norwin Public Library on October 9, 2023 for staff to attend the WLN In-Service Day.”** The motion was seconded by Tracy Hawley and passed by unanimous voice vote.

FRIENDS OF NPL REPORT: Jack Boylan reported that the Friends “First Day of Summer” Book Sale on June 21st brought in \$1800.00 (\$1612.00 from books and \$188.00 from the sale of hot dogs). The next Book Sale is scheduled for August 23rd from 10 am – 6 pm.

On September 11th, local teachers will be invited to the basement to select books to support their classroom libraries and curriculums. This service of the Friends of NPL is provided at no cost to the teachers or their schools. The following day the Friends will have an opportunity to purchase books prior to opening the sale to the public. September 13-16 will be the popular “Brown Bag” Sale for the public. A paper grocery bag is provided at a cost of \$5.00 per bag of which patrons can take as many books as can be fit in the bag.

GENERAL ANNOUNCEMENTS: No announcements

ADJOURNMENT: There being no further business, on a motion from Jim Duffy and seconded by Tracy Hawley, the meeting was adjourned at 5:55 PM by unanimous voice vote.

Special Meeting: September 11, 2023 at 4:30 PM

Respectfully submitted,

Jack Boylan, Secretary