

NORWIN PUBLIC LIBRARY ASSOCIATION BOARD OF TRUSTEES

MONDAY, February 12, 2024 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 4:33 PM.

REVIEW OF MINUTES: A motion to approve the December 11, 2023 Regular Meeting Minutes was made by Rosanne Novotnak and seconded by Bill Caruthers. The motion was approved by unanimous voice vote.

FINANCIAL REPORT: Bob Coder presented his financial report for the period ending December 31, 2023 as it is the year-end report for Norwin Public Library. He pointed out that the negative change in the checking account was due to the transfer of funds approved by the Trustees earlier in the year. The Balance Sheet shows assets and liabilities/equity balanced at the end of the year. The next step is review by the auditors.

For the month of January 2024, Mr. Coder reported that income exceeded projections while expenses were lower than projected resulting in net ordinary income being \$6217.84 above budget projections. Mr. Coder informed the Trustees that investments were down to start the new year.

Bill Caruthers moved that the Financial Report for the period ending January 31, 2024 be approved and bills be paid. The motion was seconded by Jim Duffy and approved by unanimous voice vote.

PRESIDENT'S REPORT: John Duncan advised the Trustees that Rosanne Novotnak and Bob Cole will have their terms of service end in April 2024. He then reminded the Trustees that Bill Caruthers and Jim Duffy comprise the Nomination Committee and that Mr. Cole and Mrs. Novotnak have indicated they would like to continue to serve on the Board of Trustees, if elected. Mr. Caruthers stated that he and Mr. Duffy would recommend Mrs. Novotnak and Mr. Cole each be renewed for a new three term as Trustee. Elections will take place at the Annual Meeting in April 2024.

DIRECTOR'S REPORT: Diana Falk informed the Trustees that a program titled, "The History of Distilling in Westmoreland County" is being considered for a Friday or Saturday after regular library hours. The program, if approved, would include tasting. The consensus of the Trustees was to allow the program, with the requirement that the presenter provide a certificate of insurance naming NPL as an additional insured.

Mrs. Falk reported that in addition to NPL having a record circulation in 2023, January 2024 circulation was 13% higher than January 2023.

Mrs. Falk provided copies of the revised draft of the NPL Community Room Use Policy. Based on the discussion that ensued, it was recommended the policy and request form be amended to include language requesting proof of insurance that includes NPL as an additional insured. Also, the request form should include a check-off statement that the requesting person/organization has received and read a copy of the Community Use Policy in addition to the check-off statement that the person/organization will adhere to the Policy. Mrs. Falk will make those changes

and send the revised policy to the Trustees via email for review and vote on whether to approve the revised policy.

Mrs. Falk shared that Karly Kunkle provided a program about therapy dogs that was extremely popular and well received. Ms. Kunkle will also speak to the Rotary Club at an upcoming meeting about NPL programs and services.

Mrs. Falk informed the Trustees that NPL received a grant for 500 eclipse glasses for use at the solar eclipse that will occur on April 8th. A total eclipse will be viewable (with the special glasses) along a limited path that goes through and around Erie, PA. In addition, she reported that Covid 19 ARPA Capital Project Funds are available (with no matching fund requirement), and she will be making an application to cover the costs of renovations to NPL.

Mrs. Falk shared the following news concerning the WLN:

- The new WLN Executive Director started Monday, January 12, 2024
- Volunteers are being sought to serve on the District Advisory Council. There was no interest among the Trustees at this time.
- There are two continuing education opportunities available this spring. Diana will send out information to the Trustees concerning both these opportunities.

Mrs. Falk shared the recommendation of the NPL Building Committee for the first round of renovations. After a thorough discussion, Bill Caruthers made the following motion,

To move forward with building renovations as recommended by the NPL Building Committee for Year 1, to include 1) creation of a family restroom in the Children's Library; 2) enclosing the meeting space at the library entrance (formerly the Third Place); 3) create additional staff storage space; 4) install two sets of sliding doors at the main entrance; 5) replace carpeting and paint throughout the library; 6) install new HVAC controls; and approve any additional architectural fees associated with these projects.

The motion was seconded by Jim Duffy and approved by unanimous voice vote.

FRIENDS OF NPL REPORT: Jack Boylan reported that the annual Christmas Basket & Book Sale, has brought in \$4085.00. The Groundhog Day Sale brought in \$1068.00. The next sale will be Valentine's Day, followed by a sale on March 13th. It is planned to hold sales in April and May with a final sale in June, being the popular "bag" sale.

GENERAL ANNOUNCEMENTS: The June Meeting of the Trustees will be changed to Monday, June 17, 2024 to accommodate the busy schedules of the Trustees.

ADJOURNMENT: There being no further business, on a motion from Jim Duffy and seconded by Bill Caruthers, the meeting was adjourned at 6:10 PM by unanimous voice vote.

Next Meeting: April 8, 2024 at 4:30 PM

Respectfully submitted,

Jack Boylan, Secretary