

NORWIN PUBLIC LIBRARY ASSOCIATION BOARD OF TRUSTEES

MONDAY, AUGUST 12, 2024 MEETING MINUTES

TRUSTEES IN ATTENDANCE: **Jack Boylan (2026, S), Bill Caruthers (2025, S), Bob Cole (2027), Jim Duffy (2025), John Duncan (2025)**, Ed Federinko (2025, S), Tracy Hawley (2026), Rosanne Novotnak (2027).
[Those in attendance in Bold Print; () indicates final year of appointment.
S indicates Norwin School Board Appointee]

OTHERS IN ATTENDANCE: Diana Falk, Bob Coder, LGA Representatives

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

LGA PRESENTATION: Representatives from LGA presented all the material options for the upcoming renovations (paint colors, carpeting, wall and floor tiles, etc.) Throughout the process, Trustees made decisions by consensus for each material.

REVIEW OF MINUTES: A motion to approve the June 17, 2024 Regular Meeting Minutes was made by Jim Duffy and seconded by Bill Caruthers. The motion was approved by unanimous voice vote.

FINANCIAL REPORT: Bob Coder reported that for the month of July 2024, income was below projections while expenses were slightly higher than projected resulting in net ordinary income being \$1215.28 under budget projections. Mr. Coder informed the Trustees that investments well exceeded projections in July.

For the period January through July 2024, Mr. Coder reported total revenue was higher than projected and expenditures were lower than projected resulting in Net Operating Revenue being \$11,317.50 above budget.

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

PRESIDENT'S REPORT: None

DIRECTOR'S REPORT: Diana Falk reported that the summer reading program was fantastic by all measures, but most satisfying was the resulting 32.8% increase in circulation of children's materials from the previous year. Karly and Melanie led the way and were well supported by the library staff and the Friends of NPL.

Mrs. Falk discussed the many adult programs provided by NPL, and numerous community outreach activities provided at the Norwin Community Picnic.

Mrs. Falk shared that the 20th Anniversary of NPL on Caruthers Lane is October 2, 2024. Activities to celebrate this landmark occasion will include a photo retrospective, an updated history of NPL, and a reception (including a program).

Mrs. Falk asked the Trustees to consider adding two additional meetings as the upcoming renovations will require more frequent discussions. By consensus, the Trustees agreed to set meeting dates for Tuesday, September 17th and Tuesday, November 12th; both meetings will start at 4:30 pm.

FRIENDS OF NPL REPORT: Jack Boylan reported that the annual June “Brown Bag” Sale brought in \$1850.00. This brings the total funds raised by book sales to \$5965.00. Jack also shared how the Friends reach out to the community by participating in the annual Excellence in Education Luncheon and providing baskets to support various community fundraisers.

Moving forward, the Friends will offer free children’s books to teachers from Norwin elementary schools and Queen of Angels School on August 27th to help them provide reading materials for their classroom libraries. The following day, August 28th, the final book sale of 2024 will be available to the public. Following this sale, any remaining books will be given to West Newton Library.

The annual Christmas Basket/Bundle Sale will open on November 27th for the Friends Preview and then open to the public on November 29th.

GENERAL ANNOUNCEMENTS: Bob Cole asked whether it would be wise to include the adult bathroom renovation as part of the Phase 1 work. Following a discussion, it was determined that Mrs. Falk would ask the architects to provide a cost estimate for this additional work and address this question at the September meeting.

ADJOURNMENT: There being no further business, on a motion from Jim Duffy and seconded by Bob Cole, the meeting was adjourned at 6:20 PM by unanimous voice vote.

Next Meeting: September 17, 2024 at 4:30 PM

Respectfully submitted,

Jack Boylan, Secretary