

Date: 1/13/2022

Call to Order by Joey Nicosia at 6:02 PM

Present:

- Joey Nicosia
- Allan Mallette
- Keeley Kuperus
- Melissa Correia
- Kimberly Russell
- Andrea Windus
- Debora Barry

Absent:

- Sue Oberdorf
- Christine Mizro

Public Comment:

- No public comments.

Secretary's Report: Review of minutes.

Motion to approve made by Kim Russell and Keeley Kuperus 2nd, passed unanimously.

Treasurer's Report:

- Considerations for next year's budget include that utilities costs will increase, and personnel expenses will also rise due minimum wage increases.
- Now, staffing is sufficient. Each staff member works one evening a week to adjust to shortages due to natural attrition and Saturday staffing likely needs to be redistributed.
- There is no concern that the library needs to restore lost hours due to the pandemic and reductions in staffing, but we are appropriately adhering the state's requirements for standard public library hours. For Newark's population size, the standard hours the library is required to be open is 35 hours.

Motion to approve abstract made by Keeley Kuperus, Kim Russell 2nd, passed unanimously.

Motion to approve budget report made by Keeley Kuperus, Deb Barry 2nd, passed unanimously.

Director's Report:

- December is a light month for programming and new activities at the library. All regular programs and services are running smoothly and remain popular.
- Boiler work continues and is moving along according to schedule.
- Mini blinds installed in the Renner Room upstairs for privacy.
- Security cameras are being replaced externally.

Committee Reports:

- No committee updates

Old Business:

- No old business.

New Business:

- Door counter/sensors are problematic and unreliable. This is a critical metric for library foot traffic and helps measure the role the library plays in this community. Melissa highly recommends a counter/sensor that was installed in the Lyons Public Library and an estimate from SenSource was provided. This is just a sensor and does not collect video. After reviewing the price estimate and understanding that the site survey may alter the final quote, the board approves the work up to the presented estimate price of \$4,000.

Motion to approve that installation of new door counters/sensors up until \$4,000 made by Keeley Kuperus, Deb Barry 2nd, passed unanimously.

- Since COVID, the library reduced the number of computers and monitors to allow for social distancing. Even with 5-8 computers instead of 10, these computer stations are rarely all simultaneously used. The existing computer desks are too large, take up too much space, do not permit privacy and are configured inconveniently causing an unsightly cord mess.

Motion to approve the purchase of 8 computer desks made by Keeley Kuperus, Andrea Windus 2nd, passed unanimously.

- Mini blinds installed in the Renner Room upstairs for privacy. Board approved the bill.

Motion to approve the invoice of mini blinds made by Kim Russell, Andrea Windus 2nd, passed unanimously.

- The Youth Services Librarian shares office space with 4 other staff members and the Youth Librarian deserves a space to conduct business with privacy. There are no storage spaces to capitalize on and given the success of the Renner Room, a proposal has been made to enclose a class office space (12x8) in the youth area.

Motion to approve the construction of Youth Services Librarian office with a budget of \$18,000 made by Deb Barry, Keeley Kuperus 2nd, passed unanimously.

Motion to adjourn made by Keeley Kuperus, Deb Barry 2nd, passed unanimously.

Next Meeting: February 10, 2022