

Board of Trustees Meeting

Meeting Agenda – Tuesday, October 24th, 2023

In attendance: *Sarah Sechrist (Board President), Wendy Marshall (Trustee), Debbie Worrell (Trustee), Aislinn Staab (Board Treasurer), Bonnie Paparella (Trustee), John Fraunfelter (Trustee), Carolyn Rice (Guest)*

I. Call to Order at 6:30pm

II. Check-In and Welcome to Guests and Friends

- Welcome to Carolyn Rice

III. Review and Approval of September 2023 Meeting Minutes

- Motion to Approve – John 1st – Aislinn 2nd - APPROVED

IV. Good News/Brag Moments

- Children's programs are seeing great attendance – even virtual sessions!

V. Correspondence

- 5 Thank You notes were sent for library donations
- John Fraunfelter is the banner program sponsor for November
- Additional donations will receive thank you notes from the past few weeks

VI. Open Forum for Guests and Friends

- Guest shared hope for more support from Systems Administration in recruiting for new director
- The Book Sale exceeded \$600 in donations
- Suggestions for potential advertising for book sale in the future
- Suggestions for recruiting library staff and/or directors

VII. Interim Report

- New Staff Update
- Renewal of Westfield Insurance
- Ongoing adjusted library hours
- Conrad Weiser Homestead Event
- Staff Annual Evaluations
 - o Will be completed in November

VIII. Review and Approval of current Financials

- Motion to Approve Financials – John 1st, Debbie 2nd APPROVED
- Automatic/online payments will be update for several bills

- Pursuing UGI to see if retroactive pay of sales tax will be reimbursed from the past few years
- Reminding staff to deposit their checks on the date on the check
- Cooperative Spending needs to be spent prior to the end of the year

IX. Fall Mailer

- To be developed over the next week and sent to board for review
- will have Director open position advertised in mailer
- quote to be received from Little Mountain Printing

X. Upcoming Fundraising/Events

- Mystery date with a Book (speaking with staff this week about doing in the next few weeks)
- Motion to Approve 2 Weeks of Holiday Raffles – Sarah 1st, John 2nd – APPROVED
- Discussed several upcoming fundraisers on behalf of Children’s Coordinator Jess (November & December fundraisers)
- Discussed Storytime field trip ideas that are being explored by Children’s Coordinator Jess

XI. Adjourn the Meeting @ 7:36 PM

Next Meeting: Tuesday, November 28th, 2023