

**Board of Trustees Meeting**  
**Meeting Minutes Tuesday April 23, 2024**

**In Attendance:** Kelly Swanger (Co-President), Julian Marshall (Co-President)  
Bonnie Paparella (Board Secretary), Debbie Worrell (Trustee), DeAnn Carroll  
(Trustee), Wendy Marshall (Trustee), Karin Applegate (Library staff), Jess Molinari  
(Library staff, Children's Coordinator)

**Meeting called to order at 6:28 pm**

**Check in and Welcome**

**Review and Approval of March 2024 Meeting Minutes**

Motion to approve March 2024 minutes.

1st by Julian Marshall      2nd by DeAnn Carroll      motion carried

**Good News/Brag Moments**

The Annual Report is finished and submitted.

A letter was received from Stephanie Williams regarding our non-compliance due to not having a Director in place. We are able to show that we are actively seeking one. Julian Marshall will track and report our review of resumes and our progress. Julian will contact area colleges and post on LinkedIn, Wendy Marshall will be admin for Facebook and post there.

Library Website: Julian Marshall attended training to be admin; most pages redone and are now more approachable.

Trustee Training: All new trustees attended Training and have received Certificates.

Clothing Swap went well. Discussion of what to do with remaining articles.

DeAnn Carroll will reach out to local churches to learn what resources they can offer the community, and will make a handout with that information to provide at the Resource Fair.

Motion to donate leftover clothing to Mary's Shelter.

1st by Julian Marshall      2nd by Debbie Worrell      motion carried

Discussion of the need to create business cards for each Board Member to provide authority and identity for communication with community. Julian Marshall will design and bring sample to next meeting for approval. Kelly Swanger will look into VistaPrint.

## **Interim Report**

Status of Director Search: The Board held an executive meeting prior to this meeting to review and discuss resumes that were received. Julian Marshall will reach out to prospective candidates.

Fire And Ice Committee: Wendy Marshall attended their first meeting as liaison from the Board. The committee is considering splitting proceeds between the library and another worthy cause, as they believe that without the need to pay a director's salary, our financial need isn't as great.

The Board discussed ways that the library can assist the Fire and Ice Committee in promoting the event, provide volunteers, and show support of the library through Board Members' own financial contributions.

Julian Marshall and Wendy Marshall will inventory the Fire and Ice supplies stored in the library basement. Wendy will make a list of what businesses donate to Fire and Ice, and we will continue to work on sponsorship support through advertising, banners Facebook, etc. (Will the System office provide printing for the Fire and Ice event?)

Replacement Black and White Printer: New printer has been installed. Board needs to research leasing possibilities for other printer replacement.

Longwood Gardens: the Gardens provides an adult book and a children's book to be used by libraries in ways that will promote gardening, and Longwood Gardens will supply free entry tickets. This project is a County System requirement for library funding. Wendy Marshall is planning to lead a Book Discussion of the adult title; Jess Molinari will plan a children's program/story time. DeAnn Carroll, Wendy Marshall and Jess Molinari will coordinate programming.

Building Updates: Karin Applegate had no updates to report.

Marion Township: an unclaimed municipality. Could we claim it as part of Womelsdorf Community Library's service area? Kelly Swanger reported information from the System Office: this process involves formal legal requirements; this is not advised while the Director position is vacant.

Incident Report: There is a form to fill out in the event of an incident at the library. This form was used for a recent incident involving a patron.

### **Open Forum for Guests and Friends**

Jess Molinari reported the possibility of paid internships to the library by high school students, as suggested by Gym owner Lynn Kreider. Jess already has some applications for this position. Kelly Swanger will research our ByLaws for mention of permissibility/guidelines.

Jess posed several questions regarding Director's Meeting attendance and work hours. Kelly Swanger will meet with her to review.

Karin Applegate introduced the need for new chairs (12) for the desk and the patron computers. Julian Marshall will mention to Bruce Edwards, Borough Council President to determine if the Borough has any available.

### **ByLaws/ Policy Manual edit status**

Wendy Marshall will check regarding amendment to allow two people from one household as board members at the same time.

Any changes to the ByLaws must be written into the Meeting Agenda verbatim.

### **Correspondence Secretary/Banner Program**

May Banner is to be sponsored by St Daniel's Lutheran Church

### **Volunteer Coordinator**

Bonnie Paparella reported contact attempts with a number of students and adults that expressed interest in volunteering, Many have not returned her calls. One prospective adult volunteer is very interested and will be meeting with Bonnie this week.

Bonnie questioned the Library's policy on offering Community Service hours for persons required by law (DUI's etc) It was thought that their Criminal History clearance would not be approved.

### **Morale Coordinator**

Debbie Worrell reported giving flowers to staff for Easter and flowers for Board Member Diane Schwab-Sullivan who is recovering from surgery.

### **Adult Programs Coordinator—DeAnn Carroll**

Kauffman Chicken Bake Sale was discussed. Kauffman's will drop off the number of dinners ordered ahead of time @ \$5. We need to set price, print order tickets, publicize and pre-sell. Possibility of adding apple sauce cups (BB's?) and roll and butter (Boyer's?). 2 Volunteers would be needed to fill orders on the day of sale.

Book Sale: scheduled for Saturday May 18 from 10am to 3pm. Discussion of possibility of also having a food truck present (Ice Cream?)

Julian Marshall will talk with Bruce Edwards, Borough Council President regarding issue of parking area for Food Truck and possibility of need for tents to be set up in case of rain.

DeAnn Carroll mentioned that her husband is now on the Borough Recreation Board, which has a contract with a printing business to make their signs. Can we have access to this as a Borough entity?

### **Children's Program Coordinator**

In the interest of time, Kelly Swanger will send out an email with Children's programming plans for approval.

### **Treasurer's Report/Review and Approval of Current Financials**

In the interest of time, Kelly Swanger will send out an email with the Treasurer's Report for approval.

### **Meeting Adjournment**

Motion to adjourn the meeting

1st by Julian Marshall      2nd by Wendy Marshall      motion carried

Meeting adjourned at 8:23 pm

**Next Meeting Tuesday May 28 6:30pm**