

Board of Trustees Meeting Meeting Minutes Tuesday August 27, 2024

In Attendance: Julian Marshall (President), Kelly Swanger (Board Treasurer), Bonnie Paparella (Board Secretary), Diane Schwab-Sullivan (Corresponding Secretary), Debbie Worrell (Trustee), Wendy Marshall (Trustee), , DeAnn Carroll (Trustee) Karin Applegate (Library staff), Connie Keller (Borough Liaison), Lynn Kreider (Fire and Ice Chairman)

Meeting called to order at 6:30 pm

Review and Approval of July Meeting Minutes

- Minutes approved as amended to correct spelling and month of July Banner sponsor
- Motion by Kelly Swanger, Second by Diane Schwab-Sullivan, motion carried

Treasurer's Report

- Report to be amended to include year to date actuals
- Report to be attached to Minutes
- Motion by Wendy Marshall, Second by Diane Schwab-Sullivan, motion carried as amended

Director's Report

- Director's Report to be attached to Minutes as amended to report accurate attendance at Fire and Ice Event to be 250 rather than 500.
- Wendy Marshall now trained to do purchasing of materials
- Library closed for Labor Day, Monday September 2
- Passport Program begins September 1, ends November 30, Debbie Worrell implementing. Patrons will receive raffle tickets for visiting multiple county libraries.
- Wendy Marshall will work on restoring Facebook account to have two new administrators.
- SALSA State Aid report submitted on time. WAFL release form signed.
- Discussed need to grow in-house program attendance.

Board President Report

- Director position remains open. Discussion of how to proceed will take place at Executive Session following Board Meeting.
- Painting in children's area to take place in September with Board Room ceiling repair to follow.
- Looking at applying insulating film to windows; double glazing original windows.

- Looking at upgrading fluorescent lamps to LED to reduce electric bill.
- Researching replacement of copier and printers.
- Procedure to train staff for alarm triggering following power outages will be documented.

Banner Program

- Diane Schwab-Sullivan reported banner sponsors for September (Wanda Moore) and October (Nation Wide Insurance/Kathy Berry).
- Discussed use of electronic sign that would be visible through windows to outside for promoting programs and events.

Volunteers

- Bonnie Paparella praised two high school volunteers for their hours of service; will purchase \$10 gift cards to show our appreciation.

Book Sale

- To be held on September 14. Caroline Rice in charge.
- Discussed promoting donations of books on banner.

Book Acquisitions

- Wendy Marshall prepared 6-page list of titles to purchase; list given to Tabitha Burkholder to order.

Longwood Gardens Bus Trip

- Monday December 9, \$80 per person, leave Masonic Lodge 10am, return around 8pm.
- Connie Keller reported that there are 2 56-seat buses chartered, 93 reservations received so far.
- Library will net \$1100 per full 56-seat bus.

Programs

- Discussed implementation of computer classes for Seniors and possibly gaming activities for children and teens.
- Enhanced WIFI and new monitors would be needed.

Staff

- Karin Applegate reported need to improve service from weekly cleaners.
- Discussed issue of patron with repeated behavior issues and two incident reports filed so far. Need to look into safety for staff and our policy regarding banning a patron.

Meeting Adjourned at 8:13 pm.

Director's Report – July 2024

Library Updates:

- Staffing
 - We are now discussing hiring replacements
 - How many?
 - For what positions?
- BCPL suggested
 - We stop weeding (so we have)
 - We need to order books (in the works)
- Youth Services meeting August 27th (today)
- Upcoming Events:
 - CLOSED Monday Sept 2nd (Labor Day)
 - College Fair – still postponed
 - Programming
 - Need to look at September programs (Childrens, Teens, Adults)
 - Decide what to keep
 - Market all the events we keep

System/District Updates:

- WAFL form was signed
- SALSA was submitted on time

Statistics

		July 2024	June 2024	June 2023
Circulation		6,702	2,796	
Computer Usage		182	105	
Patrons		705		
Children's				
	Programs	17	7	
	Attendance	65	412*	
Young Adults				
	Programs	2	2	
	Attendance	0	0	
Adults				
	Programs	8	8	
	Attendance	267**	32	

* Primarily from off-site programs

** Includes estimated 250 at Fire and Ice