

Board of Directors Meeting Notes

Date	July 10, 2024
Participants	Alia Emery (via Zoom), Melissa Krishock (via Zoom), Marissa Loeb, Chris Thomas, Stephanie Jacobs, Jay Melvin, Sharon Wilson, Keith Martin, Dan Gassert (via Zoom), Marianne Potts Absent: Guest:
Agenda Items:	Call to order 7:03 pm
Opening Motions	Keith Motioned to accept the April minutes; Jay 2nd; the motion passed unanimously Jay motioned to accept the June minutes; Steph 2nd; the motion passed unanimously
Trustee Reports:	Nothing at this time
Treasurer's Report	Steph-overall all looks on track; have until Sept. to hit reimbursement target of \$1,000; discussion of formula changes and township payments that were late from last year & what is still to be paid this year; discussed effect of presentations to townships and the increase that will be needed in 2026-2027; will start budget committee in Sept Jay motioned to approve April report; Keith 2nd; motion passed unanimously Jay motioned to approve June report; Keith 2nd; motion passed unanimously
Director's Report	Programs <ul style="list-style-type: none">• Snack cart in need of chips/candy bars• Bluey Bash - August 17th; use outside pavilion, \$5 a ticket: (Bluey costs \$175 an hour; Friends offering up to \$500 to help pay the rental fee and some decorations/food)

- Volunteers needed 8am-1pm for food & games

Fundraising

- T Shirt sale! - ordering live still
- Sold 18 items and made \$99 in the first round -\$16.68 the second round - \$38.74 third round
- Target Circle - results we got \$2860.18; check to come at end of the month

Friends - no summer meetings, next meeting is September, Fall book sale and sandwich sales scheduled; Walmart has program similar to Target Circle, must apply shortly (see below)

Operations

- Meeting with the mayor went well:
 - Will be sending monthly updates to the municipal to help show our impact on the community
 - Giving them a 6 month update as well
 - Leesport board likes to see stats; Marissa sending this report to the other municipals as well
- McKenna:
 - banking hours for maternity leave-is it legal to make a log of her working an extra day now to get items made for her leave, but she only gets paid for those hours during the time she is out?; currently no maternity/paternity policy regarding pay; she plans a short leave
 - Credit Card-would streamline purchasing for programming; currently reimbursing through petty cash; discussion of options

Keith motioned to allow McKenna to Flex work hours now to cover maternity leave time, not to surpass 96 hours; Jay 2nd; motion passed unanimously

Spark- next 2 visits have been canceled due to their legal issues with parent company

	<p>Hiring</p> <ul style="list-style-type: none"> • Looking to hire another clerk 1; planning to target someone who can work Monday and Tuesday (9-4), and Saturdays as needed • Aiden- will schedule a meeting with a board member and Marissa due to an excessive amount of calling off; evaluations for all staff are due; email Board with schedule <p>Grant opportunity: https://walmart.org/how-we-give/program-guidelines/spark-good-local-grants-guidelines</p> <p>Job study update- not able to continue due to a lack of formal, written proposal of expectations being submitted for student</p> <p>Upcoming Events- Bluey, Friends' sandwich sale and book sale, municipal meetings to attend in Aug. and Sept.</p> <p>Hoopla- slightly higher but within normal</p>
Friends Report	No summer meetings, meeting next in Sept.; book sale and sandwich sale coming up; very happy with golf tournament
County Library System	June meeting New Deputy Administrator at County
Policy Review Committee	<p>Updated policies</p> <ul style="list-style-type: none"> • Program policy to re-approve • Volunteer policy discussion of free clearances • Sexual Harassment policy discussion <p>Keith motioned to approve 2024 Program policy; Jay 2nd; motion passed unanimously</p> <p>Keith motioned to approve 2024 Public Relations policy; Jay 2nd; motion passed unanimously</p> <p>Keith motioned to approve 2024 Child Abuse Reporting policy; Jay 2nd; motion passed unanimously</p>

	Keith motioned to approve 2024 Service and Telework policies; Jay 2nd; motion passed unanimously
Development Committee	<p>Music bingo</p> <ul style="list-style-type: none"> ● All locked in: cost- \$350 for 100 people; at the Barn at Greystone for Oct. 6th 1-4pm <ul style="list-style-type: none"> ○ need 2 people to direct/park cars; ticketed event, reserve ahead; 12 rounds of bingo ○ subcommittees: raffle prizes, round prizes, food, ticket & dabber sales, setup/teardown, 50/50 tickets ○ tickets \$30/person; letter and social media posts- save the date; raffle for free tickets to event during summer reading; Steph will order ○ Raffle prizes and gift cards are starting to come in ○ RAMP certification/insurance for alcohol; Marissa will look into it ○ We must have bingo/small games of chance license
Buildings & Grounds	Volunteers needed to pull weeds
Director Review Committee	Nothing at this time
Other Business	
	Jay motioned to adjourn meeting, 2nd by Keith.; motion passed unanimously, adjourned at 8:52 pm.
Action Items	<ul style="list-style-type: none"> ● Donations for snack cart ● Continue plans for music bingo
Next Board Meeting	Next meeting will be on Wednesday, August 14, 2024 at 7:00pm.