

Board of Trustees Meeting

Meeting Minutes – Tuesday January 23, 2024

In attendance: Aislinn Staaby (Board President), Bonnie Paparella (Board Secretary), Diane Schawb-Sullivan (Corresponding Secretary), Debbie Worrell (Trustee), Wendy Marshall (Trustee), Kelly Swanger (Trustee), Connie Keller (Borough Liaison), DeAnn Carroll (Prospective Trustee), Karin Applegate (Library Staff), Jess Molinari (Library Staff–Children’s), Becky Wanamaker (District Representative)

I. Call to Order @ 6:48PM

II. Check-In and Welcome to Guests and Friends

- a. Introductions
- b. DeAnn Carroll in attendance as prospective Board Member
Becky Wanamaker in attendance as System and District Representative.
She explained her role as support and resource person to county libraries, as well as serving as liaison between the libraries and the state. She recognized the increased board responsibilities we are facing in the absence of a Director, and offered her assistance as needed.

III. Review and Approval of December 2023 Meeting Minutes

Motion to approve Dec 2023 Meeting Minutes

1st Debbie 2nd Kelly motion carried

IV. Good News/Brag Moments

Karin and Jess expressed the staff’s appreciation of board support and assistance

Children’s Programs: Kudos to Jess! Average attendance 150/month

Early Learner’s Program got off to a great start; volunteer helpers needed for Tues and Thurs morning classes to enable increased class size as there is a wait list.

Escape Room in December saw a 3 day total of 150 participants.

Potentially repeated as a fund raiser in Feb.

Winter Carnival a huge success, and included participation by Bethel, Robesonia and Yocum libraries

V. Interim Report

Basement Clean-Up scheduled for Feb 4, 12-4pm sign-up to help

Aislinn will examine old records for possible shredding/burning

Purchasing of Library Materials

Staff Member Tabitha Burkholder will take this on

Motion to allow extra 4 paid hours per week which will remain under maximum hours allowed for part-time

1st Wendy 2nd Diane Motion carried

Borough Meeting Update re: Building repairs

Connie confirmed Borough's responsibility for costs

Aislinn stated Borough Board's willingness and cooperation

Suggested possible capital campaign 3-5 years

Board requested complete list of needed repairs and wishes

Toilet backup/sewer pipe settling

Heat

Roof leak

Flaking paint in Children's area

Fluorescent lights

Children's Programming

Dinosaur Adventure Program—tabled until next meeting

VI. Elections of Trustee Member and Approval of Officer

Motion to elect DeAnn Carroll as new Trustee

1st Diane 2nd Kelly motion carried

Motion to elect Kelly Swanger as Treasurer of the Board
in lieu of Aislinn Staaby

1st Bonnie 2nd Debbie motion carried

VII. Board Member Documents/Events

New Trustee Orientation—all new trustees have signed up for training

All trustees required to have a library card

Question of time frame of need for renewal of Criminal History and Child Abuse Clearances

New Trustee Governance— materials distributed

Policy Manual—need to update weather policy and clarify language

Bylaws—need to review and clarify language (“director” vs “trustee”)

New Trustee Assignments

Adult Programming—DeAnn Carroll

Review and Rewriting of Policies and Bylaws—Wendy Marshall

Staff Morale—Debbie Worrell

Social Media/Website/Newsletter—Kelly Swanger

VIII. Correspondence

Diane is willing to continue as Corresponding Secretary

Has already served two 3-year terms allowed by Bylaws 5.11

Motion to amend term to include 1 more year

1st Debbie 2nd Kelly motion carried

Fall Mailer —Thank yous and Receipts —88 thank you notes sent out

To date raised \$7050.

Top three donors: \$1000 x 2 ; \$250 x 1

IX. Financials– December report deferred due to bank adjustments;

December report will be sent via email for approval

Motion to approve 2023 December/Year End financials via email

1st–Bonnie 2nd–Kelly motion approved January 28 2024 via email

Audit required in 2024 –cost of \$4460 (not the budgeted \$2520)

Motion for budget surplus (\$8000) to cover cost

1st Diane 2nd Debbie motion carried

Adult Programming funding to be increased to \$1500 in 2024

Motion for increase to be covered by budget surplus (\$6000)

1st Bonnie 2nd Kelly motion carried

Appointment on Friday Jan 26, 4pm, at Fulton Bank for signatures

X. Upcoming Fundraisers

Read-A-Thon

Blind Date with a Book–to include children’s books as well

Banner Program –Diane seeks monthly business sponsors

January–LJ’s

February and September–Wanda Moore

XI. Open Forum for Guests and Friends

Question raised concerning status of “adopted” turtle

Aislinn will check with Sarah B.

With lack of Director, meetings need to be held in summer months.

Meeting Adjourned 8:31 pm