

Board of Trustees Meeting
Meeting Minutes Tuesday May 28, 2024

In Attendance: Kelly Swanger (Co-President), Julian Marshall (Co-President)
Bonnie Paparella (Board Secretary), Diane Schwab-Sullivan (Corresponding Secretary),
Debbie Worrell (Trustee), Wendy Marshall (Trustee), Karin Applegate (Library staff)

Guests in attendance: Emily Ulmer (new Library Director), Bruce Edwards (President
of Womelsdorf Borough Council)

Meeting called to order at 6:40 pm

Check in and Welcome The Board welcomed Bruce Edwards as President of the
Womelsdorf Borough to our meeting, and our new Director Emily Ulmer, who will begin
employment with the Library on Monday June 3, 2024.

Review and Approval of April Meeting Minutes

Motion to approve by Julian Marshall

Second by Debbie Worrell

Motion carried

Good News/Brag Moments

Book Sale generated over \$1000 in proceeds

April Raffles generated over \$400 in proceeds

Meet and Greet to welcome Emily Ulmer as new Library Director and Tabitha
Burkholder as new Assistant Director

Scheduled for Friday June 21, 6 to 8pm

Website updated with upcoming events. Thank you to Julian Marshall for the
updates and maintenance of the website

Interim Report

Welcome to Emily Ulmer, our new Library Director. The Board fully supports
Emily and is looking forward to her leadership in presenting the library as
the heart of the community.

The Board also is pleased to announce the promotion of Tabitha Burkholder to
Assistant Director, and is looking forward to our new team of leadership.

Fire and Ice Committee

Board representative Wendy Marshall reported that to date there are 5 ice
cream vendors, 6 professional and 3-5 amateur chili vendors as well as
two vegan chili vendors

The Committee requested:

the library to check paper supplies stored in the basement.

Emily Ulmer as new Library Director to attend their next meeting

Volunteer help from the library: set up, clean up, and at the event

A Library table with information and children's activities

Longwood Gardens tickets for a raffle

Building Updates reported by Karin Applegate:

Installation of a new hand dryer in the bathroom, thanks to Borough.

New Children's computer and two new monitors for the front desk from BCPLS

Wall painting in Children's area: painter to determine wall construction material

Repair of Board Room ceiling not yet scheduled

Rug in Board Room needs cleaning and new padding due to water damage

Fluorescent lighting in Library area at Director's desk area needs maintenance

Open Forum for Guests and Friends

Bruce Edwards, Borough President, explained plumbing challenges and cautioned Emily Ulmer as new Director to make periodic checks

Board Member Documents

Revised Job Descriptions reviewed and discussed at tonight's Staff Meeting

Revisions of Bylaw formatting to separate into individual documents will be prepared and emailed to board for review and will be approved at next Board Meeting

Correspondence Secretary/Banner Program

Updated list of thank yous to be sent after Diane Schwab-Sullivan's hiatus

Banners: May–St. Daniel's Lutheran Church

June–several businesses still to respond

Considering offering businesses free week of banner display when month not being sponsored

Board is planning a date in the fall to reorganize banner storage

Volunteer Coordinator

Two new volunteers for shelf reading

Clearances need to be stored in secure area

Volunteer Appreciation Event planned for Saturday September 14, 3-7pm at Marshall's home; BBQ at Tennis Court, weather permitting

Morale Coordinator

Thank you received from Karin Applegate for P&J's gift card

June thank you to staff being planned

Adult Program Coordinator

Tabled in Coordinator's absence; updates will be sent

Children's Program Coordinator

144 people attended events in May

Summer Quest plans underway

Treasurer's Report/Review and Approval of Current Financials

Julian Marshall requested Year-To-Date reports for comparison

February report Motion by Julian Marshall, second by Bonnie Paparella; carried

March report Motion by Julian Marshall, second by Debbie Worrell; carried

April report Motion by Julian Marshall, second by Bonnie Paparella; carried

Upcoming Fundraising/ Events

BBQ Chicken Sale/Bake Sale–Saturday June 8

Book Sale May 18th

Discussion of the advantage of combining fundraising events at the same time
Increases attendance

Eg, bake sale with BBQ; Touch a Truck with Book Sale

Events to be announced on the website

Possible Fundraiser with Boyer's Supermarket–food item sale with pre-orders

To be investigated

General Board Meeting Adjourned at 7:50 pm

Executive Session discussion ended at 8:02 pm

Next Meeting June 25, 2024 at 6:30 pm