

Adamstown Area Library Board of Trustees Meeting, Jun 9, 2021 – via Zoom

Present: Tom Martin, Cindy Mellinger, Carolyn Reiste, Curt Unruh, Jessica McManimen, Hope Schmids, Anne Williams, JJ Valerio, Daryl Groff

Absent: Marj Hyrb, Brad Rauch, John Schmoyer

Public present: Brenda Peters – Friend's member

Anne called the meeting to order at 6:31 PM. The meeting was held via Zoom.

Secretary's Report- submitted by Tom Cindy motioned to accept, Hope 2nd, motion passed

Treasurer's Report- JJ presented, P&L review, passport pics restarting, wage hours slightly lower, book purchases restarted, utilities up with new building, fundraising expense questions, balance sheet reviewed. Hope motioned to accept with fundraising expense question investigations, Jess 2nd Motion carries

Public Comments- Friends – Brenda Peters - busy with the book sale, advertising is pulling people in, over \$7k made so far, till end of June, customers wearing masks, basket bingo is on, investigating for volunteers to extend sale

Director's Report- Carolyn - new registrations up, pushing for signups, people counter working fully, district negotiations, system changes, chat with librarian, advisory council, summer reading program kickoff success, Daryl – membership drive in local schools PTA? Jess – take advantage of Scholastic book sales events? Cindy – BASICS program starting in Cocalico, tie into the library? We are in FIRST10 with CSD and ELANCO. Roof leak issues, Heck involved. Tom motioned to approve, JJ 2nd Motion carried Carolyn – book complaint on a specific children's book content. Hannah (new hire) has preferred pronoun they/them.

Facilities Report - Children's Shelving – delayed end Jul / Aug. JP Jay Furniture – swatches on the way. Phase 4+ of Reopening – updated hours, future masks policy

Interim/Maternity Leave Plan - July 24 due date, Laura & Sharon filling in for full coverage, prioritize bills and salaries, some reporting, checking in on Fridays starting a few weeks after birth, planning on 8 to 10 weeks total depending on birth, other part time staff filling in duties as needed, Circulation desk hiring

Old Business: Dedication Ceremony – Hope – due to RSVP response, 3 sessions down to 1, morning event only, extra pottery will be used for future fund raising, approx 45 people coming, will save on expenses **Volunteer Duties** – Anne – assignments for the event, arrive @ 7:45ish for volunteer duties, wrap up around 10 AM approx

Strategic Plan – Jess – not much to update, after dedication restart, analyze SWOT responses, report themes by end of July for Aug board meeting

Golf Tournament – Carolyn, 4some and sponsorships trickling in, sending out spreadsheet for past business contacts, flyer will be sent, update press releases

New Business: Board/HR Policies – Cindy – Carolyn invited board to webinars, Cindy attended session regarding bylaws, term limit information re-add to the bylaws, update retirement policies, motion to remove 401K verbiage from policy, Tom & Curt 2nd, review fund options for near future, possible SIMPLE IRA?

Daryl – add staff to book sale if staffing needed? Carolyn currently is out of hours, none to spare

Adjourn: 8:12 PM Motion by Cindy, 2nd by Curt. Motion carried.

Next Regular Meeting: Jul 14, 2021 at 6:30 PM

Submitted by Tom Martin