

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

November 19, 2024

Present: Stephen Bullick, Sara Brown, Pam Calfo, Alex Kozora, Board Emeritus Member Dee Marsalese, Lannie McCutcheon, and Leigh Anne Rethage

Absent: Katie McGregor, Amy McShane, and Kara Pilarski (PBSD)

- 1) Call to order
 - Meeting was called to order at 6:30 pm by Stephen Bullick
- 2) Approval of minutes of previous meeting October (**please review/attached**)
 - Motion to accept minutes Alex; seconded by Sara
- 3) Reports:
 - Financial report October (**please review/attached**)
 - Stamp purchase and outstanding items at end of year
 - Amazon wish list orders are doing well because of library patrons
 - Almost 3200 dollars made in first three quarters via LPL Investment account report
 - Motion to accept Leigh Anne, seconded by Alex
 - Boro report
 - Foothills Lease
 - Sent by borough manager Dave; awaiting reply
 - Plum Boro Holiday Party Monday December 9th
 - Deed was never formally adopted by council for borough to take over building
 - Now approved by council and signed by borough manager Dave, is headed to county
 - 2025 budget included painting at library in January 2025
 - Library will choose some colors for high visibility areas
 - Will be done by borough
 - Boro installed a lock for gate outside
 - PBSD
 - Kindergarten has gotten library cards (Pivik, not Oblock yet)
 - Taylor is doing outreach with 2nd grade students
 - Oblock event 11/20 for kid author evening

- Director's Report (**review before meeting/attached**)
 - Love your Library month total was slightly down
 - \$3900 was raised
 - Anticipate Jack Buncher \$5000 donation
 - Library recognized at chamber dinner as member of the year
 - \$150 dollar donation from desert auction
 - Plant Sale orders due 11/22/24
 - Tote bag sale happening; sales will be in December 2024 and displayed at front desk
 - 20 Plumopoly games purchased for sale at library
 - Purchased for \$25, will sell for \$30
- 4) Correspondence, communications, and public comments
 - Brittany Beldham public comments
- 5) Unfinished business
 - Personnel
 - Health insurance Plans (**attached**)
 - UPMC Small Business Advantage Gold PPO
 - Dental and Vision (\$4.97 and \$24.33 per month respectively)
 - Motion to approve health coverage option 1 Alex, seconded by Leigh Anne
 - Motion to approve vision and dental Lannie, seconded by Leigh Anne
 - Rates of Pay (**attached**)
 - Motion to amend Pam Calfo salary from \$60,000 to \$61,000 for 2025
 - Alex motion to adopt, seconded by Stephen
 - Motion to adopt salary rates for staff for 2025
 - Motion to adopt Sara, seconded by Lannie
 - Staff end of the year bonuses 2024 (**attached**)
 - Standard years of service, same as 2023
 - Motion to adopt Sara; seconded by Alex
- 6) New business
 - 2025 Tentative Budget (**attached**)
 - Proposed budget for 11/19/24 is tentative
 - Will be passed in January 2025
 - Motion to adopt tentative budget as it exists 11/19/24
 - Leigh Anne, seconded by Alex
 - CD Rates and discussion on CD once they reach maturity
 - Idea to put money in a CD, putting into a 3 month CD at 4.5% for gains to then re-evaluate or into a 6 month CD at 4.25%
 - Motion to renew CD at 4.25% for 6 months Alex, seconded by Leigh Anne

- Plum Creek Xmas Volunteers Needed
 - 5:30 to 9 pm
 - Amy and Taylor will be present
 - Plum Chamber Elite Membership Sponsorships (attached)
 - Rolling out elite membership sponsor program
 - Proposal for Purple tier (\$500)
 - Motion to move to Purple tier Sara, seconded by Alex
 - Holiday Schedule 2025(attached)
 - Suggestion to try schedule for a year then re-evaluate
 - Motion to adopt Lannie, seconded by Leigh Anne
 - Security System – Additional camera
 - Additional camera possible for \$500
 - Draft Program and Display Policy (**attached**)
 - Will be moved to January 2025 meeting
- 7) Announcements
- No meeting in December 2025
 - Final budget will be adopted in January 2025
- 8) Adjournment
- Meeting was adjourned at 7:45 pm by Stephen Bullick
 - Motion Alex, seconded by Lannie

Next meeting: January 21, 2025

Motions Passed This Meeting:

- October 2024 Minutes Approval
- Stamp Purchase and LPL Financial Report Approval
- Health Coverage Option 1
- Vision and Dental Plans
- Pam Calfo Salary 2025
- Staff Pay rates 2025
- End of year bonuses 2024
- Tentative 2025 Budget as Exists 11/19/24
- CD Renewal at 4.25% for 6 months
- Plum Chamber of Commerce Purple Tier Membership Purchase
- 2025 Library Holiday Schedule