

Plum Community Library

Board of Trustees Meeting Minutes

Date: April 15, 2025

Time: 6:30 PM

Attendance:

- **Present:** Lannie McCutcheon, Stephen Bullick, Dee Marsalese, Alex Kozora, Leigh Anne Rethage, Sara Brown, Amy McDavis Shane, Katie McGregor, Library Director Pam Calfo
 - **Absent:** Dave Soboslay (Boro Representative)
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1. Approval of March Meeting Minutes

- **Correction:** Line Item #6 – Kalie is a *staff member*, not a volunteer. She is leaving for educational purposes. (Requested by Pam Calfo)
 - **Motion to Amend:** Stephen | **Second:** Alex
 - **Motion to Approve:** Lannie | **Second:** Stephen
 - **Result:** All in favor – *Motion Passed*
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2. Financial Report

Presented by: Pam Calfo

- Proceeds from April Book Sale will be included in the May report.
 - Library financial software has been updated; board members note improved appearance of financial documents.
 - **No questions raised.**
 - **Motion to Accept:** Alex | **Second:** Stephen
 - **Result:** All in favor – *Approved*
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3. Director's Report

Presented by: Pam Calfo

- **Spring Book Sale:** Raised \$1,700 (compared to \$1,400 in Fall).

- **Tote Bags:** Sold 29 at \$15 each.
 - **Library Giving Day:** Patron blast emails sent.
 - **\$500 Donation:** From a patron who attended one Story Time session. Patron will receive a donation tree leaf.
 - **Library Clerk Position:**
 - 40 applicants: high school and college students, retirees, library workers.
 - Interviews (8 total) scheduled week of April 21.
 - Recruiting sources: Indeed, CCAC, ACLA, and Plum Library website.
 - **PBSD Outreach:**
 - Taylor and Amber to attend O'Block Field Day.
 - Difficulty booking Pivik Elementary.
 - Staff producing a Summer Reading promotional video for PBSD teachers.
 - Board to revisit PBSD rep choice next academic year.
 - **Plum Borough "Touch A Truck" Event (May 10, Holiday Park Elementary School):**
 - Library will host a craft station.
 - Taylor, Leigh Anne, and Alex will cover shifts. Pam at the Chamber table.
 - **Library Usage:**
 - 5,850 books checked out in March – highest in recent history.
 - Factors: variety of programs, Wi-Fi hotspots, community appreciation of services.
 - Pam highlighted usage levels at Plum Council Meeting (April 14).
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4. Boro Report

- Plum Council's April 14 meeting included a **Proclamation for National Library Week**.
 - Pam attended as Library Director; board member names were acknowledged as valued volunteers.
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5. Facilities

- **Raccoon Hole:** Identified on hillside near parking lot. Boro to wait until litters mature before deciding on action.
 - Historical mine on hillside has been stabilized in the past.
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6. Correspondence

- No correspondence or public comments to report.

7. New Business

Volunteer Policy Revision

- Original policy passed in 2021.
- Updated policy clarifies student volunteer rules; no clearances needed until age 18.
- **Motion to Approve Revised Policy:** Stephen | **Second:** Katie
- **Result:** All in favor – *Passed*

Audit Final Copy

- Annual audit conducted by company Maher Duessel CPAs on January 15, 2025.
- Copies emailed to board on April 8. Pam to forward final copy to Plum Borough and ACLA.

Check Signatory Updates

- **New President Sara Brown** to be added to all library accounts. Former President Stephen Bullick to be removed from all library accounts.
- **Motions:**
 - Remove Stephen / Add Sara to Account #8989
 - **Motion:** Alex | **Second:** Katie – *Approved*
 - Remove Stephen / Add Sara to Account #1645
 - **Motion:** Alex | **Second:** Lannie – *Approved*
 - Remove Stephen / Add Sara to Money Market Account #6675
 - **Motion:** Lannie | **Second:** Amy – *Approved*

Financial Advisor Update

- Mike Wargo (LPL Financial) to present at **May Board Meeting** (Tuesday, May 20 at 6:00 PM).
- Portfolio remains diverse; Wargo recommends maintaining current investment approach.
- Pam will research CD rates ahead of the May meeting.

8. Announcements & Questions

- **Candy Sales (Dee):**
 - Sarris chocolate prices increased at the end of last year; library adjusted pricing accordingly.

- New order placed before book sale and Easter.
 - Sales volume noted to have dropped at Spring Book Sale.
 - **Playground Donation (Alex):**
 - Pam will follow up with the willing donor.
 - Donor is comfortable with library deciding on purchases.
 - Boro plans to install a drain and level grass at playground.
 - **Unsold Book Sale Items (Stephen):**
 - Remaining books were donated to **eQuipbooks** in Aliquippa.
 - Some items were reserved for Book Bingo prizes.
 - DVDs to be donated to another library.
 - Puzzles and games were especially popular and may be used in future swap events.
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9. Adjournment

- **Motion to Adjourn:** Sara | **First:** Alex | **Second:** Lannie
 - **Time:** 7:00 PM – *All in favor – Adjourned*
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Next Meeting:



Tuesday, May 20, 2025



6:30 PM



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