

Plum Community Library

Board of Trustees Meeting Minutes

Date: May 20, 2025

Time: 6:30 PM

Attendance:

- **Present:** Alex Kozora (virtual), Sara Brown, Dee Marsalese, Leigh Anne Rethage, Pam Calfo (Librarian), Amy McDavis Shane, Katie McGregor (virtual)
 - **Absent:** Steven Bullick, Lannie McCutcheon, Dave Soboslay (Plum Borough Representative)
 - **Meeting Called to Order:** 6:31 PM
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1. Approval of April Meeting Minutes

- **Correction Noted:** Replace all instances of "Sarah" with "Sara" in the April minutes using Word's Find and Replace.
 - **Motion to Approve:** Amy
 - **Seconded by:** Alex
 - **Result:** *All in favor – Motion Passed*
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2. Financial Report

Presented by: Pam Calfo, Librarian

- Budget is currently on track.
 - Noted increase in electric costs; budgeted 10% over the previous year to accommodate.
- Donations are on target.
- No questions from the board.
- **Motion to Accept Financial Report:** Katie
- **Seconded by:** Amy
- **Result:** *All in favor – Approved*

LPL Quarter 1 Report:

- Sent via email with pre-meeting documents.

- Report prepared March 31; slight differences noted from pre-meeting presentation.
 - **Motion to Accept LP Financial Report:** Alex
 - **Seconded by:** Amy
 - **Result:** *All in favor – Approved*
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3. Director's Report

Presented by: Pam Calfo, Librarian

- **New Hire:** Steven Robledo, a Penn State New Kensington student studying communications, interested in library science.
 - Staff meeting held to prepare for the Summer Reading Program.
 - Emergency Preparedness: Jim Simms (Plum Borough Emergency Management) and a Holiday Park Fire Dept. representative provided staff training on fire safety, evacuations, and natural gas concerns.
 - Pam appointed to the **Plum Borough Comprehensive Planning Committee** as the library representative.
 - **SummerFest Update:** Borough will use an external gaming company instead of local organizations. In prior years, the library received a \$250 donation for participation. FallFest operations remain unchanged.
 - Taylor and Amber continue outreach to schools and preschools.
 - **Touch-A-Truck event** drew 600–700 attendees; the library hosted an art table.
 - **New Library Cards in April:** 72 (compared to a 50/month average).
 - **Summer Reading Program** launches June 4 with a magician event; theme: *Color Your World*.
 - RAD Pass program resumed—free tickets available with Allegheny County library cards.
 - **Upcoming Guests:** Carnegie Museum of Natural History, Pittsburgh Zoo, and Pittsburgh Ballet (via pop-up events); will promote on social media with RAD Pass.
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4. Borough Report

- No additional updates beyond previously reported items.
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5. Facilities

- Raccoon hole has been filled.

- No building damage reported from recent storms, but internet service was impacted. Plum is part of a shared ring system with Hampton and Oakmont, which were also affected.
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6. Correspondence

- No correspondence or public comments were reported.
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7. New Business

Hiring Policy Review

- Brought forward by Dee: Who is responsible for decisions regarding hiring, pay, and interviews?
- **Motion to Table to June Meeting:** Leigh Anne
- **Seconded by:** Amy
- **Result:** *All in favor – Passed*

Annual Fundraising Letter

- Katie and Leigh Anne (Fundraising Committee) will coordinate with Pam to develop a timeline.
- Progress to be discussed at the June meeting.

Animals in the Library Policy

- A guest recently brought a dog into the play area. A new sign has been posted: *"No animals permitted in outdoor area."*
- Current policy allows patrons to state an animal is a service animal; these animals may not exhibit aggressive behavior.
- ADA-compliant questions are outlined in the current policy. Exceptions include Zoo events and Paws for Reading, which are library-sponsored. Confirmed by Amy Anderson (ACLA).
- Sara suggested adding: *"ESA must follow the same requirements as service animals under the ADA."*
 - **Motion to Amend Policy:** Leigh Anne
 - **Seconded by:** Amy
 - **Result:** *All in favor – Passed*
 - **Motion to Approve Revised Policy:** Leigh Anne
 - **Seconded by:** Amy

- **Result: All in favor – Passed**

Circulation Policy Updates

- Changes:
 - Removed: “they are eligible for renewal” (3rd bullet, first section).
 - Added: “billed for the original purchase price of the item” (5th bullet, first section).
 - Added: “exact replacement item” (2nd bullet, second section).
 - Sara noted this version merges circulation and fine-free policies. Pam will review previous versions and document in a future amendment.
 - **Motion to Amend Policy:** Amy
 - **Seconded by:** Alex
 - **Result: All in favor – Passed**
 - **Motion to Approve Revised Policy:** Leigh Anne
 - **Seconded by:** Amy
 - **Result: All in favor – Passed**
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8. Announcements & Additional Discussion

CD Investment Review

- Current CD: \$25,621, maturing May 23, 2025 at 3.5% (S&T Bank money market).
- Alex recommended a 1–2 year term at 4%; 3-month term deemed too short.
- Library currently holds \$90,000 in liquid cash.
- Pam will confirm whether a specific term date must be selected.
 - **Motion to Invest CD in “1 year to less than 2 years at 4%” product:** Alex
 - **Seconded by:** Amy
 - **Result: All in favor – Passed**

April Raffle Baskets

- Raised **\$710.56**. The Spring Book Sale historically performs better than the Fall Book Sale.

Student Liaison Proposal

- Amy suggested involving a Plum Borough High School student as a liaison to the library.
- Pam will contact PBSB to explore application or nomination processes.
- Dee noted the library previously had a Teen Advisory Board.

Program Suggestion

- Sara recommended a golf-themed display in support of the upcoming **U.S. Open (June 12–15, 2025 at Oakmont Country Club)**.
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9. Adjournment

- **Motion to Adjourn:** Sara
 - **First:** Amy
 - **Second:** Leigh Anne
 - **Time:** 7:16 PM
 - **Result:** *All in favor – Meeting Adjourned*
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Next Meeting



Date: Tuesday, June 17, 2025



Time: 6:30 PM



Location: Plum Community Library

Minutes prepared: May 20, 2025 | Revised: May 21, 2025 Ir