

Plum Community Library

Board of Trustees Meeting Minutes

Day: Tuesday, June 17, 2025

Time: 6:30 PM

Attendance:

- **Present:** Stephen Bullick, Sara Brown, Pam Calfo (Librarian), Alex Kozora, Dee Marsalese, Leigh Anne Rethage, Amy McDavis Shane
 - **Absent:** Lannie McCutcheon, Katie McGregor
 - **Called to Order:** 6:31 pm
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1. Approval of May Meeting Minutes

- No changes.
 - **Motion to Approve:** Alex | **Second:** Stephen
 - **Result:** All in favor – *Motion Passed*
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2. Financial Report

Presented by: Pam Calfo, Librarian

- PR & Marketing line item – only 3% used up to this point.
 - Plum Chamber of Commerce is going to be doing a marketing campaign later this year. Organizations can purchase a square on a glossy flyer mailer for \$200. Pam plans on using some of our marketing money on this to target 8-9,000 homes. Deadline is August 1st. Chamber is thinking of doing it several times a year.
 - Computer licensing – up to 184%. The library still has a check on file that needs to be voided.
 - **Motion to Accept Financial Report:** Alex | **Second:** Amy
 - **Result:** All in favor – *Approved*
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3. Director's Report

Presented by: Pam Calfo, Librarian

- Newer agenda has corrected date for Fall Book Sale, Saturday, September 13th from 9-1.
 - During the first week of September, Soxman Funeral Home is coming to discuss post-mortem life assistance skills. Examples include car mechanic, home repairs, etc.
 - Insurance to be covered later in this meeting.
 - RAD funding is distributed via a county-wide formula such including data such as county size and computer use. New formula will be approved in September. State budget won't be approved until likely October. All libraries are in a holding pattern at this time. Pam encouraged board members to speak to their representatives. We are guaranteed our funds for 2025-2026 year.
 - Library seeing extraordinary traffic in the first two weeks of Summer. 35 library cards obtain in two weeks; usually do 50 in a month. 2800 items checked the first two weeks. 125 people attended kick-off party with magician. Staff to post "stats board" at front desk in September for Love Your Library month.
 - Pam considering meeting with Lannie (treasurer) to present worst, medium, best-case scenarios in regards to budget over the next 3-5 years. Pam meeting with ACLA on 6/18/2025 to discuss likelihood of receiving table games funding and then present to Plum Boro council.
 - Pam will meet with Dave Soboslay next week at the first of the Boro meetings. Stress that we are seeing unprecedented growth. Sara mentioned that locally and nationally families are returning to libraries and we are seeing this anecdotally online via social media. Present the stats.
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4. Boro Report

- Plum Borough Strategic Meeting begins next week.
- Stephen asked for update on playground. No update at this time.
- 15- minute parking signs are still on the table for the parking lot.
- Plum is working on comprehensive sign plan for the front of the building.
- No Plum organizations have tables at Summerfest this week. No need for signage or swag. Library is not donating just to have a sign at the entrance for no direct benefit.

5. School District

- Nothing to report.
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6. Old Business

- Circulation Policy
 - The update to this policy on today's date is to distinguish what previous policies were combined in the updated Circulation Policy.

- **Motion to Update to Policy:** Alex | **Second:** Amy
 - **Result:** All in favor – *Approved*
- Hiring Policy
 - Pam pointed out Article IX -> Section 5 in the Bylaws. *“Bylaws may be amended at any regular meeting of the Board by majority vote of all members of the Board, provided written notice of the proposed amendment shall have been mailed to all members at least ten days prior to the meeting at which such action is proposed to be taken.”*
 - Lannie and Katie were emailed pre-meeting packet containing said information.
 - Pam encourages Board to review “Board Policy re: Board vs. Library Director Accountabilities.” Pam suggests that information should be included under Article VII - > Library Director.
 - **Tabelled to July meeting**
- Annual Letter
 - Pam, Leigh Anne, and Katie met two weeks ago to discuss plans for letter.
 - Katie stressed including long-term planned giving and creating urgency. This year is the 10th annual Love Your Library campaign. Pam met with Mike (financial planner) and Carnegie Library of Pittsburgh representatives to provide recommendations. Leigh Anne suggested making lingo less financial/technical, and more library/family-friendly.
 - Magnets (2000) range from \$200-800. Likely pass this year due to expense.
 - 12,000 homes will be included in mailing, all old and new donors, 100 businesses, VIPs, school board, council members, etc.
 - Sara stressed highlighting the match aspect of the fundraising. 250-260 regular donors. Pam would like board members to personally sign these outgoing letters.
 - Mailings will still include the pre-printed Love Your Library envelopes.
 - QR code will be included. Pam will see if we can get a direct link to the ACLA donation page to the Plum library; hesitant to post link if people will donate to other libraries. Photos to be included.
 - In Plum mailer deadline July 10th. Page will look similar to mailer.
 - Sara suggested changing stats to show growth or provide percentages of growth.
- CD Length Vote
 - Board discussed via email their preferences for renewing CD.
 - **Motion to Choose 12-month renewal:** Alex | **Second:** Amy
 - **Result:** All in favor – *Approved*

7. Communications

Public Comments – Facebook comments mention positivity and community support of Pride Month in the month June.

Statement – Patron has lived all over the country, and this is the best library of which she has been a member. Easy to find books here and has joined book club.

Sara – kudos to staff and Pam for planning and forethought of themes and events across the library. Pam seconds excellence of staff.

8. New Business

A. Conference: Pennsylvania Library Association Conference (PLAC)

- **Location:** Erie
 - **Dates:** October 19–22, 2025
 - **Theme:** Pam to confirm
 - Pam would like to attend the **national conference** next year.
 - Pam recommends sending **two full-time** and **one part-time** staff members to PLAC.
 - Staff will:
 - Review program guide
 - Choose five sessions and explain:
 - Why they wish to attend
 - How sessions will benefit their work
 - Submit choices to Librarian for review
 - **Sara suggested** presenting key takeaways to staff/board after the event.
 - **Vote scheduled for July** meeting.
 - **Budget:**
 - \$1,000 in continuing education
 - \$750 in travel (12% used so far)
 - Pam is collecting travel policy examples (e.g., per diems, mileage) from other libraries to help shape internal guidelines.
 - Pam would like to present a **poster** on collaboration with the state representative (after one year of data collection).
 - Staff members **Taylor and Amber** are encouraged to present on their successful events.
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B. Insurance Proposal

- Current **\$250,000 cyber policy** is being discontinued.
- New minimum: **\$500,000 coverage at \$1,000 premium**
 - Higher than current cost
- Staff completed **cybersecurity training** via EINetwork.
- Policy term: **2 years**

- Projected **10–15% increase** in premium (Pam and Lannie)
 - Board supported updating coverage due to the evolving digital environment.
 - **Motion to Adopt “Premium Summary” as provided:** Alex | **Second:** Amy
 - **Result:** All in favor – *Approved*
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C. Facilities

- Nothing to report
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8. Announcements & Questions

None

9. Adjournment

- **Motion to Adjourn:** Sara | **First:** Alex | **Second:** Amy
 - **Time:** 7:20 PM – *All in favor – Adjourned*
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Next Meeting:

-  Tuesday, July 15, 2025
-  6:30 PM
-  Plum Community Library

lr 6.17.2025 rev 6.18.2025