

Plum Community Library

Board of Trustees Meeting Minutes

Day: Tuesday, October 21, 2025

Time: 6:30 PM

Attendance:

- **Present:** Pam Calfo (Librarian), Lannie McCutcheon, Stephen Bullick, Dee Marsalese, Alex Kozora, Sara Brown, Leigh Anne Rethage, Katie McGregor (online)
 - **Absent:** Amy McDavis Shane, Dave Soboslay (Plum Borough rep)
 - **Called to Order:** 6:33 pm
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1. Approval of September Meeting Minutes

- Minutes amended to delete extraneous words
 - **Motion to Approve as Amended:** Alex | **Second:** Stephen
 - **Result:** All in favor – *Motion Passed*
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2. Financial Report

Presented by: Pam Calfo, Librarian

- Expenses and income are right on track for this time of year.
 - Did not get *Love Your Library* matching funds yet; submitted on October 10th.
 - Donations category covers copies & printing, memorials, walk-in donations.
 - **Motion to Accept September Financial Report:** Stephen | **Second:** Lannie
 - **Result:** All in favor – *Approved*
 - **Q3 investment report presented to board by Pam.** Financial rep will come in Jan or February to provide update.
 - **Motion to Accept Q3 Investment Report:** Alex | **Second:** Stephen
 - **Result:** All in favor – *Approved*
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3. Director's Report

Presented by: Pam Calfo, Librarian

- Increased new donors and increased average donation in 2025 *Love Your Library* fundraising. Candy, tote bags, and raffle baskets sales all did well. Letter fundraising was slightly lower compared to last year by approximately \$100. Overall, total fundraising was up \$1681 from last year.
 - Staff development was on Monday. Brian from Plum EMS provided CPR recertification. In the afternoon, staff attended a 2-hour American Sign Language training. Training was provided by CCAC ASL lead and Allegheny County ASL Poet Laureate. Staff learned about deaf culture and received commonly used gestures for use at the front desk.
 - Over 1,000 more checkouts in Sept 2025 than in 2024.
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4. Boro Report

- None
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5. School District

- Taylor made packets for Pivik Reading Night, but Pivik did not pick them up/had change in event leadership.
 - Taylor is doing classroom visits at O'Block and Pivik in November for the Children's Choice Book Awards.
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6. Old Business

- Nothing to report.
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7. Communications

- **From Pam** – more comments were written on donations than in previous years. Comment from a 9/30 donation from a grandparent was positive.
- **Public Comments** – none

8. New Business

- **Allegheny Foothills lease review**
 - AF must be open once a month per agreement. Traffic for this purpose is consistent.

- Dave from Boro reminded Pam that the agreement needs to be renewed annually (January 1st). Agreement will remain consistent to \$1,000/year lease. No changes recommended.
- Phone line: Foothills still has a phone line, but has not mentioned any issues.
- AF provides service of signing out yearbooks.
- **Motion to renew lease as written with no changes:** Lannie | Second: Leigh Anne
- **Result:** All in favor – *Approved*

- **Small Game of Chance renewal**
 - In previous years, \$125/year paid to Allegheny County.
 - There is an option of paying for two months of \$25 each for the 2 raffles per year around fall and spring book sales. Even if we hold 4 games per year, it would still be less than \$125 (\$100).
 - Can be looked at ad hoc. Vote prior to each event.
- **Plum Chamber of Commerce** will refund \$200 because the library spot on the recent mailer came after *Love Your Library* month to local mailboxes. Reaches over 9,000 homes. Would be good to repeat for Summer Reading.
- **Closure date discussion for 2026:**
 - Alex asked Dee to report on what dates most concern her.
 - Pam reports no negative feedback from patrons regarding 2025 closed dates. Received positive feedback regarding 2025 closed dates.
 - Sarah inquired about where dates are posted and how far ahead of time are closures posted. Pam responded that the dates will be on website, print calendar, signs (1 week prior), social media, and email blast (over 2700 individuals). Voicemail will be updated as well. Google business listing changed around holidays.
 - Stephen responded that the board did analyze cost vs benefit of having staff off during suggested times.
 - Dee comments that library closure dates should follow the Plum Boro's closure dates. The library is a destination. Taxpayer funds (predominantly families) support the library; there is not much business tax support in Plum. Cutting evening and weekend hours is prohibitive to working families.
 - Sarah reminded the board that Libby and e-circulation/online resources make the library accessible at all times. With advance notice, patrons can utilize these resources.
 - Pam reports that families are checking out more now because they can.
 - Stephen states that comparing staff and communities across the local area is not an equal comparison. Suggests saving valuable resources (staffing) for days that see increased traffic; data supports this.
 - Pam mentioned that the date that she is not sure of is the day after Juneteenth (Saturday, June 20th). Saturdays after a holiday do not have the volume of patrons through the door to recommend being open on those dates.

- Dee mentions that our staff does receive benefits such as paid Thanksgiving and Christmas, PTO, sick time, etc. Pam states that our salaries are far below those of neighboring libraries.
- Sarah mentions thinking about the dates and will request the statistics from Pam for the next meeting. Will be an ongoing conversation that will be voted on in November.

Attendance Note: Pam left meeting at 7:10 pm EST.

- **2025 Staff Bonuses**

- Defer until Pam is in attendance. Need to clarify if this year's budget was drafted with these values in mind.
- Sarah would like to see bonus values from last year.
- Requested value is: \$2050.

8. Announcements & Questions


None

9. Adjournment

- **Motion to Adjourn:** Alex | **Second:** Stephen
 - **Time:** 7:23 PM – *All in favor – Adjourned*
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Next Meeting:

 Tuesday, November 18, 2025

 6:30 PM

 Plum Community Library

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