

Plum Community Library

Board of Trustees Meeting Minutes

Day: Tuesday, July 15, 2025

Time: 6:30 PM

Attendance:

- **Present:** Pam Calfo (Librarian), Lannie McCutcheon, Stephen Bullick, Leigh Anne Rethage, Dee Marsalese, Alex Kozora, Sara Brown, Katie McGregor
 - **Absent:** Amy McDavis Shane, Dave Soboslay (Plum Borough rep)
 - **Called to Order:** 6:30 pm
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1. Approval of June Meeting Minutes

- **Motion to make amendments to June minutes.** Stephen | **Second:** Alex
 - **Result:** All in favor – *Motion Passed*
 - **Motion to Approve as Amended:** Alex | **Second:** Lannie
 - **Result:** All in favor – *Motion Passed*
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2. Financial Report

Presented by: Pam Calfo, Librarian

- Mid-year report: expenses at 50%
 - Network switch replacement; would be an expense line under FF&E: fully funded by EIN via the Hillman Foundation. Switch should last for approx. 4-5 years.
 - PR & Marketing: \$620; Constant Contact contract was up for renewal. Renewed until next June. Quote is based on range of number of subscribers. Pam will look at bounce back emails to see if we can move to a different level of coverage.
 - Sara – Programs reading at \$0; Pam reports that \$6,000 under Wachter Foundation must be used annually, so June reports \$1100 under this category.
 - **Motion to Accept Financial Report:** Alex | **Second:** Lannie
 - **Result:** All in favor – *Approved*
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3. Director's Report

Presented by: Pam Calfo, Librarian

- Pam presented monthly report at yesterday's (7/14/2025) Plum Council meeting. 32.8% higher library card sign ups compared to last year. New EIN software can show improved usage stats. 786 patrons used their library card in June. 83.3% of sign outs are from Plum alone. Average of 7 items per person.
 - Hours for State Senator Nick Pisciotano's representative have increased; added two evenings a week. Bus pass processing is popular. M-T-F 10-4; W-TH 10-6. Able to process orders for handicap plates. Staff is very appreciative of opportunity. Once a month, office hosts VA office via appointments.
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4. Boro Report

- Pam met with Dave Soboslay last week. Dave reports that library is going a good job; keep doing what we're doing. Discussed upcoming Boro events.
- Pam brought up having a junior (high school student) board member. Boro only had 1 applicant for the council this past Spring. Maybe the student would come 3x a year or quarterly. Suggest more focused targeting; mention resume/college application benefit. Librarian/board members could write recommendations for the student.

5. School District

- Nothing to report.
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6. Old Business

- By-Laws Amendment
 - As outlined in draft document; Article 7 Library Director. Wording addition was provided by HR consultant with CLP; she assisted with handbook in the past. Suggested verbiage to be included in the by-laws.
 - Dee brought up the topic of employment decisions at previous meeting. Standard non-discrimination verbiage included in existing policy. Dee outlined past procedure: librarian requests job up for opening, board approves position, librarian posts job, interviews, offers job. Dee wants the process documented. Dee would like the library board to follow the same process as the Plum Boro council.
 - Pam has hired for 5 positions during her 5 years here. Pam followed the best practice for local librarians, ACLS, and consultant. The minutes reflect this process.
 - **Leigh Anne makes motion to add addition to the existing Article 7.**

- **Motion to Add Language to By-Laws:** Lannie | **Second:** Stephen
 - **Result:** All in favor – *Approved*
- Love Your Library Month Fundraising Update
 - Pam received quotes from JanWay and our logo company; library received a donation that will cover the cost of magnet.
 - Each annual letter will include: magnet, letter, Love Your Library envelope. This year is the 10th annual LYL event. Staff will have Summer statistics on bulletin board behind checkout desk. Staff is versed in answering questions and promoting fundraising event.
 - Mailing falls under the standard size postage weight and cost.
 - Pam provided sample for board to review.
 - Letter presents with statistics and then opens up to letter. Mail merge will personalize address line.
 - 1300-1400 individuals included in mailing blast.
 - Once letters are in, board members are encouraged to come into the library to sign key donor letters. Mike Wargo and CLP Donation/Planned Giving Staff has also proofed letter. Multiple reviews by Sara and Leigh Anne.
 - Pam attended a social media training with ACLA. Add red fundraising thermometer online to show progress. Have a goal; suggested \$19,500.
 - During month: Heart-oriented crafts. Instagram/selfie frame for photos. Consider having an end-goal celebratory event.
 - Next year is 25th anniversary of building. Consider having reception/dinner with speaker at a larger location with a ticket price.
 - Pam will print letters at the end of July/early August. She will submit to bulk mail center on August 28th.
- PLA Conference in Erie
 - Oct 19-22, 2025; longer than conference than usual. Pam presented opportunity to all staff.
 - Pam presented financial statistics for sending 1 to 4 staff members. A larger number of attendees would show continuing support of education for Plum library and staff. This would be the key year to go.
 - Budget: continuing education has budget for \$1,000. Networking switch (FFE) cost (1400) is now covered by grant. We also have \$6,500 excess from last year. Totals: \$8900. Don't need to withdraw from CDs.
 - Last day is the same day of Trunk or Treat. Pam will staff appropriately. Library typically closes early that day to set up.
 - Quotes do not consider double-occupancy rooms. Double-occupancy can be suggested to staff but not required to honor dignity and respect of staff members. Pam can revise with that information and include tax information. Early registration is Aug 31st.
 - Attendees to debrief after conference. Attendance promotes education, on the job training, employee retention, motivation, and morale.
 - **Alex makes a motion to approve proposed quote for 4 attendees at 2025 PLA Conference**

- **Motion to Approve Proposed quote for 4 attendees at 2025 PLA Conference:**
Lannie | **Second:** Leigh Anne
 - **Result:** All in favor – *Approved*
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7. Communications

- **From Pam** – none to report.
- **Public Comments** – Julianna Ellington; since 1980, has lived all over the United States. Reports that staff is beyond friendly. She moved to area in August 2024. She is able to count on the staff and services of the library. She is a member of book group and Hooks & Books. Lives directly in library neighborhood.

8. New Business

- Vote for cancelling August meeting
 - Day before PBSB starts; Tuesday, August 19, 2025
 - **Motion to Cancel August Meeting:** Lannie | Second: Sara
 - **Result:** All in favor – *Approved*
 - Vote to close early the day before the book sale; Friday, September 12, 2025
 - 3 pm suggested by Pam
 - **Motion to Close at 3 pm:** Alex | Second: Katie
 - **Result:** All in favor – *Approved*
 - Book Sale Volunteers and Baskets
 - Sale is Saturday, September 13, 2025
 - Pam will ask PBSB ROTC to volunteer day before and day of
 - Raffle baskets items/themes needed: lottery tickets, wine, Italian, kids
 - Pam will send a reminder email for donations to board members. Drop off: mid-August
 - Pam will reach out to local businesses for gift cards and donations.
 - Plum Boro Fall Fest
 - Saturday, September 27, 2025 from 12-5 pm
 - Pam requesting volunteers.
 - Table Travel Policy until September meeting
 - **Motion to Table Travel Policy until September:** Alex | Second: Lannie
 - **Result:** All in favor – *Approved*
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C. Facilities

- Lantern Fly outbreak

- Plum Borough will spray for bugs.
 - 15-minute parking signs from Plum Borough
 - Still backordered
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8. Announcements & Questions


None

9. Adjournment

- **Motion to Adjourn:** Alex | **Second:** Stephen
 - **Time:** 7:37 PM – *All in favor – Adjourned*
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Next Meeting:

 Tuesday, September 16, 2025

 6:30 PM

 Plum Community Library

lr 7.15.2025; lr 7.19.2025; lr 8.24.2025