

Plum Community Library

Board of Trustees Meeting Minutes - revised

Day: Tuesday, September 16, 2025

Time: 6:30 PM

Attendance:

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

- Minutes amended to correct grammatical error: ACLS → ACLA
 - **Motion to Approve as Amended:** Steve | **Second:** Alex
 - **Result:** All in favor – *Motion Passed*
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2. Financial Report

Presented by: Pam Calfo, Librarian

- **Motion to Accept July Financial Report:** Steve | **Second:** Alex
 - **Result:** All in favor – *Approved*
 - **Motion to Accept August Financial Report:** Alex | **Second:** Lannie
 - **Result:** All in favor – *Approved*
 - **Motion to Accept Q2 Investment Report:** Lannie | **Second:** Steve
 - **Result:** All in favor – *Approved*
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3. Director's Report

Presented by: Pam Calfo, Librarian

- September Book Sale
 - Raised \$1,461; \$50 more than the fall 2024 book sale.

- Success in selling library tote bags
 - Basket raffle made \$318 that day
 - Received an ACLA grant of \$2,700 to provide baby bags to parents during baby story time. Bags will contain free books and early literacy materials.
 - Website improvements will be happening and should be completed by end of 2025.
 - Trunk or Treat is October 22nd at the Borough Building. Board members should let Pam know if you are interested in hosting a trunk or donating candy/giveaways (150 needed).
 - Upcoming programs include Ed Bouchette, K Pop Demon Hunters, and Instrument Petting Zoo.
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4. Boro Report

- Staff changes in supervisory roles at the borough public works office. There have been several improvements to the building already and others in the coming weeks.
 - Pam and Karen from Senior Center met with a borough consultant and borough managers to discuss exterior improvements.
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5. School District

- Working with the district to get all kindergarteners and new students library cards.
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6. Old Business

- The board had time to review the Travel Policy committed to reimburse employees for business travel
 - **Motion to Approve as Amended:** Steve | **Second:** Lannie
 - **Result:** All in favor – *Motion Passed*
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7. Communications

- **From Pam** – a Love Your Library donation envelope included a note for Taylor and Amber praising the library's children's activities.
- **Public Comments** – none

8. New Business

- Vote to close at 3:00 PM on Wednesday, October 22nd for Trunk or Treat
 - **Motion to Cancel August Meeting:** Alex | Second: Lannie
 - **Result:** All in favor – *Approved*
 - Borough Financial Ask for 2026
 - Pam compiled a rough draft of expenses and income including a breakdown with various % increases.
 - Required by the state to spend 12% on expenses = ~\$41,000
 - Agreement on presenting the data to the borough and showcasing practical service and consistent increases
 - Pam will send the board a draft of the letter asking for a 6%/\$7,500 increase
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8. Announcements & Questions

None

9. Adjournment

- **Motion to Adjourn:** Alex | **Second:** Lannie
 - **Time:** 7:31 PM – *All in favor – Adjourned*
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Next Meeting:



Tuesday, October 21, 2025



6:30 PM



Plum Community Library

km 9.16.2025; lr 10.21.2025 rev