

## Plum Community Library

### Board of Trustees Meeting Minutes

**Date:** Tuesday, January 20, 2026

**Time:** 6:30 PM

**Location:** Plum Community Library

---

#### Attendance

**Present:**

Pam Calfo (Librarian), Sara Brown, Elizabeth Harrison, Alex Kozora, Lannie McCutcheon, Amy McDavis Shane, Katie McGregor, Leigh Anne Rethage

**Absent:**

Dave Soboslay (Plum Borough Representative), Dee Marsalese (Emeritus Member), PBSB Representative

**Call to Order:** 6:34 PM

---

#### 1. Approval of November 2025 Meeting Minutes

- Minutes were amended to remove an unnecessary comma.
  - **Motion:** Approve minutes as amended
    - Motion: Amy
    - Second: Alex
    - **Result:** All in favor – Motion passed
- 

#### 2. Financial Reports

**Presented by:** Pam Calfo, Librarian

##### End-of-Year Financial Report

- Library finished slightly over budget due to staff attendance at the Pennsylvania Library Conference (approved by the Board under continuing education).
- Overages occurred primarily in payroll and electricity (warm summer).

- Fundraising goals were exceeded; higher costs associated with replacing Sarris candy inventory.
- The library experienced its busiest year in recent history, including visitor counts and circulation.
- Overages will not impact reserve funds.
- **Motion:** Accept December Financial Report
  - Motion: Leigh Anne
  - Second: Lannie
  - **Result:** All in favor – Approved

### **LPL Financial – 4th Quarter Report**

- Report provided by Michael Wargo, LPL Financial, and presented at 6:01 PM prior to the Board meeting.
  - **Motion:** Accept LPL Financial 4<sup>th</sup> Quarter Report Financial Report
    - Motion: Lannie
    - Second: Alex
    - **Result:** All in favor – Approved
- 

## **3. Director’s Report**

**Presented by:** Pam Calfo, Librarian

- Pam will present 2026 goals at the February Board meeting.
- Karly Kochanov began as Children’s Librarian on January 5, 2026.
  - Upcoming “Meet Miss Karly” event was shared on social media.
  - Normal programming will resume in February.
  - Karly previously worked at Norwin Library and has a background in education.
  - Orientation is ongoing; Karly will enroll in the library’s health insurance beginning in April.
  - Taylor overlapped with Karly prior to departure to assist with the transition.
- Upcoming programming includes a presentation on protecting oneself from online romance scams.
- Pam will meet with the local State Representative to assess the partnership involving office space usage at the library.
- 2025 circulation and usage highlights:
  - Checkouts, renewals, and digital circulation increased 9% over 2024.
  - Nearly 5,000 physical items circulated.
  - Over 700 new library cards issued (excluding PBS student cards).
  - Programming was reduced in quantity but increased in quality.
  - Homeschool programming continues to increase circulation and attendance.

- Discussion noted national reading trends (“BookTok,” analog trends, books adapted to film).
  - Summer Reading Program planning is underway:
    - Theme: **Dinosaurs**
    - Potential performers and activities discussed including balloon artist.
  - Plum Chamber of Commerce mailer:
    - Cost: \$200
    - Distribution: 15239 ZIP code only (excludes New Kensington–Plum residents)
    - Mailing planned for late February
    - Will advertise Spring Book Sale
    - Deadline approximately February 1
    - Chamber intends to mail quarterly; summer edition could promote Love Your Library Month
  - **Spring Book Sale:** Saturday, April 11, 2026, from 9:00 AM–1:00 PM
- 

#### 4. Borough Report

- Pam contacted all newly elected council members to introduce herself and the library.
  - Councilman Jim McBride toured the library.
  - Pam is available to attend the February Borough Council meeting.
- 

#### 5. School District Report

- None
- 

#### 6. Communications

- Thank-you note from the Dorohovich family was read aloud.
  - **Public Comments:** None
- 

#### 7. New Business

##### Board Officer Assignments (led by Sara Brown)

- Officers will serve one-year terms.
- Nominations and approvals:

- **President:** Sara Brown
    - Nominated by Alex | Seconded by Lannie
  - **Vice President:** Alex Kozora
    - Nominated by Sara | Seconded by Amy
  - **Treasurer:** Lannie McCutcheon
    - Nominated by Amy | Seconded by Elizabeth
  - **Secretary:** Leigh Anne Rethage
    - Nominated by Sara | Seconded by Amy
  - 2026 focus will center on the library’s anniversary.
  - All Board members will serve on the Personnel Committee; additional committees deferred at this time.
- 

## 8. Old Business

### 2026 Budget Review

- “Travel” line item will be renamed “**Local Travel**” to include bank trips and community site visits.
  - Larger travel expenses such as hotels and turnpike tolls will fall under **Continuing Education**.
  - Gas and electric expenses were reviewed; the Borough recommended a new electricity broker, potentially reducing 2026 costs.
  - Pam is awaiting quotes from large mail houses for expanded donor outreach; funds may need to be drawn from the money market account, affecting the \$5,000 fundraising line item.
  - One Certificate of Deposit will mature in May 2026.
  - Materials budget must reflect the 2024 spending amount for 2026 due to changes in Pennsylvania law.
  - **Motion:** Accept 2026 Budget as reviewed
    - Motion: Elizabeth
    - Second: Amy
    - **Result:** All in favor – Approved
- 

## 9. 25th Anniversary Discussion

Suggestions included:

- Larger, targeted mailer to reach untapped or lapsed donor populations
- Open House celebration
- Planning meeting with food

- Potential timing in September during Love Your Library Month; please keep September 11<sup>th</sup> 25<sup>th</sup> anniversary in mind.
  - Yard signage and community visibility
  - Fundraising goal of \$25,000
  - Donor recognition ideas (e.g., signature pin)
  - Promotion of the library donor tree
  - Consideration of Steelers schedule prior to finalizing date
- 

## 10. Announcements & Questions

- Welcome extended to Elizabeth Harrison.
  - Board member introductions conducted.
- 

## 11. Adjournment

- **Motion:** Adjourn
    - Motion: Amy
    - Second: Lannie
    - **Result:** All in favor – Meeting adjourned at 7:39 PM
- 

## Next Meeting

 **Tuesday, February 17, 2026**

 **6:30 PM**

 **Plum Community Library**

*Ir 1.20.26; revised 1.21.26*