

## PLUM COMMUNITY LIBRARY

### Board of Trustees Meeting

January 23, 2024

**Present:** Sara Brown, Stephen Bullick, Pam Calfo, Alex Kozora, Lannie McCutcheon, Katie McGregor, and Leigh Anne Rethage

**Absent:** Board Emeritus Member Dee Marsalese, Amy McShane, and Kara Pilarski (PBSO)

1. Call to order
  - Meeting was called to order at 6:46 pm by Steve Bullick.
2. Approval of minutes of previous meeting November (please review/attached)
  - Approved Leigh Anne Rethage and Lannie McCutcheon seconded. Minutes approved.
3. Reports:
  - Financial reports December (please review/attached)
    - One time payment for RAD in account
    - Expenses at 98%
    - Fundraising (Candy) made \$3,000 profit
    - PR and Marketing used 54% of budget; ideas encouraged
  - Annual Report ( please review/attached)
    - Idea to send out to realtors, donors, volunteers
    - Library use has gone up in almost all categories
  - Director's Report (review before meeting/attached)
    - RAD paying for all library computers in Allegheny County
    - Library audit will be conducted on 1/22/24 and 1/23/24
    - Library made \$3,000 in candy sales in 2023
    - RAD wants all libraries to be open 7 days/week. ACLA has been disputing this and talks are preliminary.
  - Boro report
    - Status of Foothills Lease- awaiting lease, Borough Manager David Soboslay has followed up with Foothills Society for a response.
  - PBSO
    - See Director's Report for initiatives
    - Received a request for teachers to receive cards. Working with the SD to setup program. Communication will be sent on a rolling, periodic basis.
    - Hoping to provide new students and kindergarten students cards in spring of 2024.
    - Pam Calfo spoke with a School Board Member about speaking at an upcoming meeting (2/12/24) and welcomed new members.
4. Correspondence, communications, and public comments
  - None
5. Unfinished business
  - Final Budget Adoption 2024 ( see attachment)

- Katie McGregor motioned to approve; Lannie McCutcheon seconded. Budget approved.
  - Mike's memorial leaf and gift to family and Leaf recognitions
    - Pam Calfo offers personal pictures and thanks you for leaf donations.
- 6. New Business
  - Board Officers and committees ( see attachment/ )
    - Push to have virtual committee meetings (outside of monthly board meeting) for continuation of goals.
  - Personnel
    - Youth Service Librarian position
      - As of 1/9/24 library has received thirteen applications for the position and interviews have been scheduled.
      - New hire will be offered healthcare; Pam would like to create a standard waiting period for this hire (90 days). Need future discussion about vision and dental as well.
      - Pam has orientation and shadowing program for all hired staff.
  - Director's Goals ( Board members should review attached goals sent to you as members of Personnel Committee)
- 7. Announcements
  - Need a logo for volunteer/board members to identify helpers during Fall Fest, etc.
  - Book Sale- 4/13/24 tentative date
- 8. Adjournment
  - Motion to end Stephen Bullick, Lannie McCutcheon seconded at 7:38 pm

**Next meeting: February 20, 2024**