

Plum Community Library
Board of Trustees Meeting
October 15, 2024

Present: Stephen Bullick, Pam Calfo, Alex Kozora, Dee Marsalese (Emeritus), Katie McGregor, Lannie McCutcheon

Absent: Sara Brown, Amy McShane, Leigh Anne Rethage, Kara Pilarski (PBSD)

1. Call to Order: Meeting was called to order by Stephen Bullick at 6:28 pm.
2. Approval of September Meeting Minutes
 - a. Correction: 3)., A, 6 = *motion to accept financial report for August.*
ACTION: *Stephen Bullick asked for a motion to approve the minutes. Lannie McCutcheon made a motion, seconded by Alex Kozora.*
3. Reports
 - a. Financial Report
 - i. Budget: on-track at 73%
 1. Expenses: will do additional supply orders by end of year.
 2. Income: Wachter Foundation check expected to be received by end October. Love Your Library month donations submitted to Buncher Foundation and will find out total match in November.
ACTION: *Stephen Bullick asked for a motion to approve the financial report. Alex Kozora made a motion, seconded by Lannie McCutcheon.*
 - b. Boro Report
 - i. Inviting borough manager to January or February library board meeting.
 - ii. All set for Trunk or Treat at borough building on 10/23.
 1. Pam and team will be calling the 150 participants to remind them the event is at the borough building and *not* at the library.
 - c. PBSD Report
 - i. Pivik Elementary: Taylor has been visiting once a month to collaborate on programming.
 - ii. O'Block Elementary: Partnered on Battle of the Books
 - iii. Partnered on two events: "I Survive Night" (100 attendees) and a mini escape room (25 attendees).
 - d. Director's Report
 - i. Budget and Fundraising:
 1. New Donors = **19**
 2. Following national trends, average donors were down, but average gift size was up (\$73).

3. Winter Plant Sale – Leigh Anne leading, expect more information soon.
4. Game of Chance License = up for renewal. Pam will fill out; Steve Bullick or Lannie McCutcheon needs to get it notarized.
5. Ordering 100 tote bags with new logo to sell during holiday time.
6. The Library’s CD is due on November 23, 2024. Pam is reaching out to S&T in November to have a better idea of what rates will be.
7. Partnering with Penn Hills and Monroeville Libraries for a joint grand focusing on providing more outreach services to the schools in those districts. Pam recommends opening a separate account in the budget to hold any grant money received.

ACTION: *Stephen Bullick asked for a motion to approve the opening of the new account. Alex Kozora made a motion, seconded by Lannie McCutcheon.*

- ii. Library Operations: Based on prior year numbers, Pam Calfo proposed that the library be closed on November 29 and November 30 in 2024.
 1. Pam will report in December on any patron feedback.
 2. The team will explore a take-home programming idea to offer earlier in the week.
- iii. Christmas at Plum Creek = volunteers needed, more information soon.

ACTION: *Stephen Bullick asked for a motion to approve the holiday closures. Lannie McCutcheon made a motion, seconded by Alex Kozora.*

4. Correspondence, Communications, and Public Comments

5. Unfinished Business

a. Holiday Schedule

ACTION: *Stephen Bullick asked for a motion to table the discussion and vote until the November meeting to have more members present for the discussion. Lannie McCutcheon made a motion, seconded by Alex Kozora.*

b. Crisis Management Plan

ACTION: *Stephen Bullick asked for a motion to adopt the Crisis Management Plan. Alex Kozora made a motion, seconded by Lannie McCutcheon.*

6. New Business

a. 2025 Draft Budget

- i. Budget draft shared in November will be closer to the final.
- ii. Income:
 1. Gaming – recommendation from ACLA to stay flat.
 2. Money Market – new income.
- iii. Expenses:
 1. Staff Fees – 5 staff up for clearances.
 2. Fundraising – won’t be ordering as much candy.

b. Plum Library Media Statement Draft

ACTION: *Stephen Bullick asked for a motion to adopt the draft of the Plum Library Media Statement. Lannie McCutcheon made a motion, seconded by Alex Kozora.*

c. Proposed Personnel Committee Meeting in November

i. Leigh Anne Rethage and Amy McShane's terms are up in 2024.

7. Announcements

8. Adjournment:

ACTION: *Stephen Bullick asked for a motion to adjourn the meeting at 7:18 pm. Lannie McCutcheon made a motion, seconded by Alex Kozora.*

Next meeting: November 19, 2024