

## PLUM COMMUNITY LIBRARY

### Board of Trustees Meeting

February 20, 2024

**Present:** Sara Brown, Stephen Bullick, Pam Calfo, Alex Kozora, Board Emeritus Member Dee Marsalese, Lannie McCutcheon, Amy McShane, Katie McGregor, and Leigh Anne Rethage

**Absent:** Kara Pilarski (PBSD)

- Call to order
  - Meeting was called to order at 6:28 pm by Steve Bullick.
  
- Approval of minutes of previous meeting January (**please review/attached**)
  - Removal of Dede Kenny from attendance (no longer on board)
  - Motion to adopt Amy McShane, second Katie McGregor
  
- Reports:
  - Financial reports January (**please review/attached**)
    - Motion to adopt Leigh Anne Rethage, Alex Kozora second
  
  - Director's Report (**review before meeting/attached**)
    - Spring book sale 4/13/24 from 9 am to 1 pm, volunteers needed
    - Grant with Penn Hills and Monroeville through Grable Foundation. Grant to cover portion of a proposal for a dedicated outreach staff person that would provide outreach services to the three school districts that the libraries serve.
    - Pam met logo designer for Plum Boro (Eric Zimmerman) and is working on design and quote for Library. Quote to come March or April 2024.
    - Taylor Akers hired as Youth Services Librarian. Beginning March 2024.
  
  - Boro report
    - Pam Calfo met new Council Members
    - Library link is now on Boro website
    - March 30<sup>th</sup> is Eggstravaganza if library wants to sponsor for \$100
  
  - Foothills Lease ( attached / please review)
    - Signed lease approved at February 2024 council meeting. Any changes to lease need to get to borough by August or September for them to make changes prior to the end of the year.
    - Sara Brown and Pam Calfo to work on policy changes or amendments.
  
  - PBSD
    - Pam Calfo met with Assistant Superintendents Dr. Ashley Boyers and Denise Sedlacek. Collaborations were discussed, as well as setting up information tables at curriculum night events, parent/teacher conference days, Welcome Back Movie Night, and other events.
    - This Spring all kindergarteners and new students to the district will receive library cards in March.
    - In May, Pam will be providing a brief update on summer reading.

- Correspondence, communications, and public comments
  - No new business.
- Unfinished business
  - Financial presentation discussion / options / decision on moving forward
    - Discussion of strategic 5-year plan and need for decisions in March on financial planner.
    - Board will review mockups before March 2024 meeting.
  - Employee Waiting Period Policy ( review attached)
    - Motion to adopt Lannie McCutcheon, Katie McGregor second
  - Collection Development Policy
    - Ob pages 3 and 4 highlighted portions on challenges / need to finalize the change
    - Change to language identifying number of items for reconsideration (one item).
    - Motion to amend policy Amy McShane, Stephen Bullick second
    - Amended policy accepted Leigh Ann Rethage motioned, Amy McShane seconded
- Board Officers and committees ( see attachment/ nomination and selections/ refer to bylaws for descriptions))
  - Personnel
    - Lannie retain treasurer position, Sara retain secretary position, Alex to meet with Stephen and Pam to discuss Vice President position, Katie McGregor and Leigh Anne retained as fundraising positions, Sara Brown retained as policies and procedures position
    - Director’s Goals ( Board members should review attached goals sent to you as members of Personnel Committee)
- New Business
  - Introduction to Employee handbook revision ( attached/review)
    - Addition of “Nothing in this handbook intended to interfere or discourage employees from exercising their rights under the National Labor Relations Act”
      - Motion to adopt as amended Amy McShane and Alex Kozora
      - Motion to adopt as amended Leighanne Rethage and Lannie McCutcheon
- Announcements
  - Discussion of summer book reading theme forthcoming
- Adjournment
  - Motion to end the meeting Leighanne Rethage, Amy McShane second at 7:33 pm.

*Next meeting: March 19, 2024*