

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

March 19, 2024

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

Absent: Amy McShane and Kara Pilarski (PBSD)

- 1) Call to order
 - Meeting was called to order a 6:33 pm by Steve Bullick.
- 2) Approval of minutes of previous meeting February
 - Motion to adopt Katie McGregor, second Leigh Ann Rethage
- 3) Reports:
 - Financial reports February
 - Slight increase to budget with bump in state money
 - Motion to adopt Lannie McCutcheon, second Alex Kozora
 - Director's Report
 - Spring book sale 4/13 9 am-1 pm. Will need board member volunteers to work the sale
 - Sending postcards to about 300 current donors encouraging donations during library giving day which is 4/3/24
 - Upcoming draft of sponsorship letter for businesses to sponsor programs to be presented at April library board meeting
 - Library has the opportunity to receive an additional Wireless Access Point to increase Wi-fi coverage in the building
 - Starting on Earth Day (Monday 4/22/24), library will have an ongoing seed exchange and repository in the back of library
 - New children's librarian Taylor had first story time and first group had 15 kids attend
 - First Autism support group with expert to speak with parents about support and provide childcare during meeting. Went extremely well, will continue to happen, and parents were very appreciative of the engagement
 - Family STEAM Night- 3/27 @ 6pm
 - Music Event: HP Intermediate Band-3/20 @ 6 pm
 - Boro report
 - Boro liaison coming to April 2024 meeting to make introductions
 - Discussion regarding new signage for building
 - PBSD
 - Need for communication with Kara Pilarski after PBSD's 3rd quarter and budgeting proposals in the district
 - Plum librarians speaking with teachers during professional development day
 - Rollout of kindergarten and new student library cards

- 4) Correspondence, communications, and public comments
 - No new business
- 5) Unfinished business
 - Financial presentation discussion / options / decision on moving forward
 - Stephen spoke with President of Monroeville Library about expectations and management of funds from an outside source; positive feedback was given and proposed fiduciary was highly recommended
 - Suggestion for Pam Calfo to follow-up with Mr. Wargo with follow-up discussion from Lannie McCutcheon and Stephen Bullick.
 - Need to determine a financial investment amount and movement of other funds to a higher yield savings account. Pam discussed need for \$100,000.00 to remain in library's checking account for regular in flow and out flow. Financial plan crucial for attracting donors and large contributions.
 - Will need to pass Financial Policy at April 2024 meeting.
 - RAD contribution seems to be ideal start for investment. Will speak with S&T regarding other monies.
 - Foundation data gathering
 - Upcoming years will involve strategic planning
 - Finding volunteers for foundation can be difficult for maintenance
 - Will follow-up with Murrysville and Pittsburgh Foundation for guidance.
 - Unattended Child Policy (Policy attached)
 - No state standard for policies
 - Head of Children's library services with ACLA made recommendation of age 10-11 (grade 5)
 - Suggestion to add adult supervision tag to website under kid activities
 - Suggestion to change "Must be nearby" to "Must be in the building"
 - Suggestion to change minor age from 9 to 11
 - Motion to bring forth the changes to policy Leigh Ann Rethage, second Lannie McCutcheon
 - Motion to readopt the policy with changes Sara Brown; second Alex Kozora
 - Board Officers and committees (see attachment/ nomination and selections/ refer to bylaws for descriptions)
 - Financial committee Ad-Hoc as needed; all members of the board
 - Suggestion to denote on document board members with financial signatory privileges
- 6) New Business
 - Fundraising
 - Postcard for library giving day; sending to all current donors; suggestion to also put on Facebook, have a stack at the library circulation desk, and also make a large sign/make a sign for Eggstravaganza event on Saturday, March 30th at Larry Mills Park
 - Wireless Wiring

- PBL has two wireless access points; currently sitting on the ground; not ideal for patrons to use Wi-Fi signal
- EI network suggests another access point as well as putting the access points higher
- EI network is confident we can use the Hillman grant for entire rewiring of wireless access point; estimate is \$1,000
- PLB pays and then is reimbursed; will confirm approval with Plum Boro
- Logo Development
 - Pam in discussions with local company out of Greensburg (Redprint LLC); quoted at \$750. Business agreed to work with PLB on pricing for screen printing
 - Motion to adopt RedPrint LLC without any competitor comparison; Leigh Ann Rethage, second Lannie McCutcheon
- Per Diem expenses for National Conference
 - Four days
 - Suggestion for \$65 dollars per day
 - Motion to adopt directors per diem at \$65/day- Leigh Anne Rethage; second Lannie McCutcheon
- 7) Announcements
 - None
- 8) Adjournment
 - Motion to end the meeting Pam Calfo, second Katie McGregor at 7:42 pm.

Next meeting: April 16 , 2024