

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

May 21, 2024

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

Absent: Kara Pilarski (PBSD)

- 1) Call to order
 - Meeting was called to order at 6:30 pm by Steve Bullick.
- 2) Approval of minutes of previous meeting April 16, 2024
 - Amendments:
 - i. Addition of borough manager's last name
 - ii. Investment Policy under New Business- pushed back, not tabled during April meeting
 - iii. Library giving day; small typo- change from "when" to "went"
 - Motion to accept the minutes corrected Lannie; second Katie
- 3) Reports:
 - Financial reports April
 - Small addition of money from State changes percentage of budget to 101%
 - Alex asked about gaming fund. Pam explained table game funding
 - Motion to approve Amy; Alex second
 - Boro report
 - Borough Manager Dave Soboslay discussed signage at April meeting; will discuss further once logo is finalized
 - PBSD
 - Pam attended school board meeting week of 5/13/24 and got the word out about summer reading
 - Amber and Taylor attended Holiday Park end of year celebration
 - Amber and Pam will also attend kindergarten orientation
 - Pam is excited about communication with PBSD and "getting the word out"- summer reading fliers are with PBSD librarians
 - Taylor and Pam had a great meeting with High School librarians; librarians will be teaching "gifted" program on top of library duties, so time will be limited
 - Director's Report
 - Red Print LLC will design and create logo for the library for free

- Draft and options will be available in June
 - Library intends to use Red Print LLC for production of swag
 - Basket raffle was a tremendous success and raised over \$1,200 dollars; plan to do again in September 2024 with similar lottery baskets
 - Sensor in security alarm needs to be fixed; Pam is reaching out to borough to see who they used; Pam received quote fix from Zucco. Pam would like to transition from Securetronics to Zucco Security and Surveillance.
 - Board voted to approve transition to Zucco Security and Surveillance.
 - Foothills Society
 - Has individual comcast internet line; comcast came to fix line; Foothills has not communicated with library about their individual internet or plans or back story as to where internet lines have come from
 - Pam has reached out to Patty from historical society and Dave from Borough regarding this and has not heard back
 - Need input from Borough regarding lease agreement to ensure correct language and accountability
 - Suggestion to receive an annual contact list and membership for safety and contacts
 - Pam would like to create a relationship between library, Dave from the borough, and the historical society
 - Stephen and Sara will work on creating this meeting
 - Draft of fundraising letter and ideas proposed for June meeting; final draft slated for July 2024
 - Circulation is excellent; 135 new library cards made in April; lots of new participants
- 4) Correspondence, communications, and public comments
 - None
- 5) Unfinished business
 - Financial options and moving forward
 - Lannie and Pam met; looking at using \$60,000 for financial investment
 - Quote from Mike Wargo on CDs; rates were not much different from S&T so feeling is to continue relationship with S&T
 - Rate exemption from S&T with interest of 4%. Liquid. Can withdraw up to 6 times per month.
 - Fund distribution: \$150,000 checking; Investment \$60,000, Reserve \$10,000, and Money Market \$91,000

- Board chooses a 6 month CD at 5% and will continue to watch the rates
 - Board voted to approve the new accounts unanimously.
 - Fundraising develop draft of annual letter in June and finalize in July 2024
- 6) New business
- Review of printing policy
 - Libraries have been amending their donation based printing policy; would like to change to charge for over 25 pages; would like to change to maximum of 100 pages
 - Looking to amend the donation based model for copy, printing, and faxing policy
 - Finished copy of policy to be voted on in June for adoption
 - December closing options
 - Pam would like to discuss closing Monday, 12/23 due to library being closed 12/24, 12/25, and 12/26
 - Other option- stay open 10-2 on 12/23 to allow families to stop by before holiday travel and break
 - Summer Fest
 - Looking for volunteers for time slots for 6/20, 6/21, and 6/22
 - August meeting
 - Board will decide about having August meeting
- 7) Announcements
- Katie discussed attending the Oakmont book sale; patron shared Plum library is their preferred library and loved the book sale
 - Will discuss bag sizes for upcoming book sales
 - Early discussion for book sale- preliminary date is tentatively September 7, 2024.
- 8) Adjournment
- Motion to end the meeting Amy ; Lannie second at 7:39 pm.

Next meeting: June 18, 2024