

## PLUM COMMUNITY LIBRARY

### Board of Trustees Meeting

June 18, 2024

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

**Absent:** Amy McShane, Kara Pilarski (PBSO), Leigh Anne Rethage (unable to virtually attend due to library power outage).

1) Call to order

- Meeting was called to order at 6:30 pm by Stephen Bullick.

2) Approval of minutes of previous meeting May

- Amendments
  - Note to add that board voted to approve the transition from Securetronics to Zucco Security
  - Remove bullet point "Pam will talk at Chamber meeting about diversifying of signatories at S&T bank"
  - Addition of board voting on fund distribution
  - Lannie motion to change minutes; Alex seconded
  - Adoption to new minutes Alex; Lannie seconded

3) Reports:

- Financial reports May
  - Money market and changes in accounts will be reflected in June financial reports
  - Stephen and Lannie will sign off on all reflected financial changes
  - Investment account will have monthly statements which can be provided to the board
  - Motion to adopt financial report Alex; Katie seconded
- Boro report
  - Pam will have parking passes for summer fest; contact Pam if you have any questions
- PBSO
  - None
- Director's Report
  - Fall books sale Sat 9/7/24 at 9 am. Proposal to close library at 1 pm on Friday 9/6/24 at 1 pm for sale setup.

- Monday farmer markets promotion of summer reading is going great
  - Phone line through borough request will be in August due to ongoing issues with phone lines
  - Lots of summer reading participation, especially in the AM
  - Incident report:
    - Not first time of occurrence
    - As a result, list of books has been created for staff to periodically check availability if book says it is available
- 4) Correspondence, communications, and public comments
- Really great feedback about Taylor, children’s librarian, and her engagement with kids and constant improvement
- 5) Unfinished business
- Fundraising develop draft of annual letter in June and finalize in July
    - Katie, Leigh Anne, and Pam met; Pam is working on draft of fundraising letter to be reviewed by the board in July. Lots of good ideas for social media as well
  - Foothills lease review draft and set up a meeting in June (**draft attached for review**)
    - Borough involvement helped tremendously in relations
    - The comcast line for Foothills Society is under Plum Library; Foothills society does not want to use public Wi-Fi. May have to choose between using library Wi-Fi or using a comcast account which they will pay for
    - Need to work with FHS to discuss programming and terms in lease for presence and any work done in the building
  - Logo Development update
    - Pam presented a log for the library to discuss
      - Motion to adopt logo drafts by Red Print, LLC
        - Alex; Lannie Seconded
      - Will discuss sign options with Dave
  - Investment policy - Financial options and moving forward
    - Motion to adopt Sara; Katie seconded
  - Printing policy
    - Motion to adopt amendments Alex; Lannie seconded
  - December closing options
    - Motion to approve December 23<sup>rd</sup> 2024 hours 10 am to 2 pm
      - Alex; Katie second
  - Summer Fest
    - Pam will bring a “Love your Library” sign to the booths as well as a QR code

- August meeting
  - August meeting canceled
  
- 6) New business
  - Donation and Memorial Policy Review
    - Dee spoke about donations in memory; Pam would like to put a time period in the policy of 2-3 months in memoriam donations to use for tree leaf on giving tree as well as clarifying wording regarding time of leaf on tree (10 years); Pam will add wording in policy for board to vote on at July 2024 meeting
  
- 7) Announcements
  - None
  
- 8) Adjournment
  - Motion to end the meeting Lannie ; seconded by Alex at 7:32 pm.

**Next meeting: July 16, 2024**