

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

July 16, 2024

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

Absent: Kara Pilarski (PBSD)

1) Call to order

- Meeting was called to order at 6:31 pm by Stephen Bullick.

2) Approval of minutes of previous meeting June (please review/attached)

- Motion to accept minutes Alex, Lannie seconded

3) Reports:

- Financial reports June (**please review/attached**)

- Money market account has made \$369. 26 in interest
- Will be creating a document that outlines who is the signers on each account and update it as needed.
- October 10, 2024, library will be doing continuing education for staff; including a virtual session on serving adult patrons with intellectual disabilities. Pam is working on getting some CE programming on ASL (American Sign Language). Both speakers will receive stipends/donations to their causes.
 - Eventually will be open to more people beyond library staff.
- Leigh Anne motion to approve; Alex seconded

- Boro report

- Issues with programming at Plum Community Center and parking; using library parking with no communication to library and staff.
 - Need to monitor situation and possibly will get signs that say “for library parking only” if things continue to happen.

- Suggestion for curbside/15 minute parking signs for patrons picking up books
 - Will continue to communicate with Boro and David Soboslay about protocol and how to handle parking between the two facilities
- PBSD
 - Taylor and Pam will meet with PBSD in August prior to the school year
- Director's Report (**review before meeting/attached**)
 - In August Pam and Lannie will meet to draft budget
 - Pam made suggestion to have Boro handle phone system and signage
 - Pam would like to do raffle baskets in September again; Pam would like donations by August
 - Pam met with David Soboslay and Mona Costanza to discuss Trunk or Treat
 - Suggestion to have event at the Plum Borough building; significantly more spaces and room for games at this location as opposed to the library
 - Great opportunity for partnership between the borough and the library
 - Tentatively on October 23rd at 5:30 pm
 - Fall Fest Saturday September 28 and will need volunteers; more information to come
 - Holiday Schedule: Pam would like to review this a year in advance to look at calendar to see where holidays fall
 - Circulation this June 2024 was highest ever; lots of patrons and checking items out
 - Pam has phone calls with insurance brokers to provide Taylor and Amber with health insurance as opposed to monthly stipend

- Friday, August 16th YMCA is doing school backpack giveaway 4:30 to 6:30
 - Library will provide flyers and will partner in future
- Incident report: Another occurrence on 7/11/24
 - Pam reviewed footage and options for security viewing

4) Correspondence, communications, and public comments

- Patron said that zoo program was the best program they have had
- Taylor is doing an excellent job with children's programming

5) Unfinished business

- Annual Fundraising letter-two versions for current donors. (**attached for review**)
- Later there will be slight revision for letters to new card holders and businesses
- Pam will practice mail merge based on donation amounts; Pam will send the two versions out to board one more time for final review (Previous donors and new library card holders)
 - About 1,200 letters will be sent
 - Suggestion to get "love your library" signage at PBSB schools and the Borough Building
 - Pam ordered tote bags, shirts, stickers, and buttons
- Foothills lease. Changes in yellow. (**attached for review and approval**)
 - Borough manager Dave Soboslay spoke with Comcast representative and is going to let things go "as is." Recommendation from borough to add to lease that if Comcast chooses to bill the Historical society, the historical society will be financially responsible (section 17 of lease agreement).
 - Goal is to have signed agreement by Fall 2024
 - Motion to add amendment to section 17.6 lease Alex; Lannie seconded

- Motion to present adopt amended lease agreement to Foothills Society on behalf of Boro Alex; Leigh Anne seconded
 - Patty from Foothills Society will be in History room 4th Monday of each month ;library committed to promoting their events
- Patron Behavior Policy (**please review**)
 - Motion to adopt Alex; Lannie seconded
- Memorial Policy (**please review the new wording as discussed in at June meeting**)
 - New wording in regard to “ten year timeline” and new wording in memorial in name of someone
 - Motion to adopt new wording as amended Alex; Lannie seconded

6) New business

- Raffle Baskets for September
 - Donations needed by middle of August.
 - Drop off lottery tickets, liquor, etc. to Pam’s office
 - Pam will continue to communicate with board about book sale volunteers; other volunteer opportunities since board is not meeting in August

7) Announcements

- Proposed Personnel meeting at 6 pm on September 17th to review Pam’s goals as well as budget draft

8) Adjournment

- Motion to end the meeting Alex; seconded by Sara at 7:31 pm.

Next meeting: September 17, 2024

Personnel Meeting September 17, 2024 6:00 prior to Board meeting

Motions passed during meeting:

- June 2024 Financial Reports
- Foothills Lease Amendment to section 17.6 and motion to present lease to Foothills Society on behalf of Boro
- Patron Behavior Policy
- Memorial Policy amendment to Wording