

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

September 24, 2024

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

Absent: Kara Pilarski (PBSD)

- 1) Call to order
 - Meeting was called to order at 6:32 pm by Stephen Bullick.
- 2) Approval of minutes of previous meeting July (**please review/attached**)
 - Motion to accept minutes Amy; Lannie seconded
- 3) Reports:
 - Financial reports July and August (**please review/attached**)
 - Money market account has made over \$1,000 in interest
 - Continuing Ed coming in Fall 2024, will be reflected in future reports
 - Travel budget/reimbursement will be reflected in future reports
 - New smoke alarm panel reflected in “fees” item line
 - Motion to accept minutes for July Sara; Lannie seconded
 - Motion to financial report for August Katie; Alex seconded
 - Boro report
 - Parking lot lines have been repainted
 - Pam will work with Boro on status of Foothills lease
 - Foothills Society has been here consistently with increasing participation
 - Boro wants to do walk through for 10 year plan goals
 - Looking at internal “renovations” (painting, settling cracks, HVAC, etc.)
 - 15 minute parking signs (2)
 - Will invite David (Boro manager) to a future meeting in 2025
 - Fall Fest- September 28, 2024
 - Library will run a game and have merchandise
 - PBSD
 - Relationship is growing very well
 - Portrait of a Plum Graduate; Pam has been a part of the meetings
 - Upcoming library cards for Plum Kindergarteners

- Director's Report (**review before meeting/attached**)
 - Book sale was great; made \$1,411 ; raffle is doing OK- \$360 in raffle tickets and \$80 in candy
 - Fire alarm panel was over initial bid cost to replace original panel and several alarms that did not work. System will be tested annually. July 24th communication about this cost incurred was sent to board via email.
 - Motion to accept these costs Leigh Anne, Alex seconded
 - Plum Chamber of Commerce is having a "Plumopoly" board; library has purchased space
 - Will sell at the library and have some at the library for people to use
 - Will be ready for holidays 2025
 - Candy sales waxing and waning; Pam will revisit once inventory is gone
 - Trunk or Treat (Primarily the Library) will be October 23rd at 5:30 pm
 - Dropoff for candy and chips to library in 150 quantities
 - Investment account (**LPL Financial-2Q-2024**) update)
 - Reviewed by board
- 4) Correspondence, communications, and public comments
- None
- 5) Unfinished business
- Incident reports (**attached for review**)
 - Incident 1-Library cannot do anything further without identification of person(s)
 - Librarians are not expected to escalate situation
 - Board will work on unified statement for media response if something reached social media, newspaper, etc.
 - Incident 2-Pam spoke with patron regarding rules of library
 - Pattern of waiting for staff and other behaviors
 - Suggestion of description of vehicle and license plate documented to add to compendium of information
 - Holiday Schedule
 - Possibility of closing on Election Day
 - Pam would like to review holidays and holiday usage statistics
 - New for 2025 would be MLK Day, Day after Thanksgiving, and New Year's Eve
 - Motion to table to October meeting Lannie, seconded Alex

- Fall Fest Volunteers
 - See director's report
 - Book Sale
 - See director's report
- 6) New business
- Parking Spots signs
 - See director's report
 - Donation of candy/ snacks for Trunk-or-Treat
 - See director's report
 - Crisis Management Plan (attached)
 - Tabled to October meeting
 - Motion to table Sara; Alex seconded
 - Memorial Donations
 - In honor of former Plum kindergarten teacher; \$2,934 in donations for children's section
 - Pam would like to use for some kid's nonfiction books as well as an updated play set for outside as well as plaque for outside
 - Suggestion for donor profile for the family
- 7) Announcements
- None
- 8) Adjournment
- Motion to end the meeting Leigh Anne; seconded by Lannie at 7:36 pm.

Next meeting: October 15, 2024

Motions passed during meeting:

- Approval of July financial report
- Approval of August financial report
- Motion to accept fire alarm and fire alarm panel costs
- Motion to table discussion of holiday openings to October 2024 meeting
- Motion to table Crisis Management Plan discuss to October 2024 meeting