

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

January 21, 2025

Present: Stephen Bullick, Sara Brown, Pam Calfo, Alex Kozora, Lannie McCutcheon, Kate McGregor (online), Amy McShane (online), and Leigh Anne Rethage

Absent: Board Emeritus Member Dee Marsalese and Kara Pilarski (PBSD)

- 1) Call to order
 - Meeting was called to order at 6:29 pm by Stephen Bullick
 - Welcome to Leigh Ann Rethage and Amy McShane who were appointed to the board by the Boro at the Boro meeting this month
- 2) Approval of minutes of previous meeting November (**please review/attached**)
 - **Motion to accept minutes Lannie ; seconded Alex**
- 3) Reports:
 - Financial Report December 2024 (**review attached**)
 - Gaming budget for Q4 will come soon
 - Financial report 2024 (**please review/attached**)
 - **Motion to accept Katie; second Lannie**
 - Boro report
 - Foothills Lease (**review attached Plum Service Account Document**)
 - Lease is signed by Boro and Foothills Society and Library
 - Foothills provided certificate of insurance
 - Pam will send an email out next week; painting will begin in Library in January 2025
 - PBSD
 - Nothing to report for meeting
 - Director's Report (**review before meeting/attached**)
 - Total program attendance and programs was down slightly due to small amount of time without a children's librarian; annual report will be available on library website
 - Jack Buncher foundation provided an additional 5k to library; winter plant fundraiser made \$147
 - Spring Book sale (tentative 4/5/25 9-1 pm)
 - Fax machine is not working; Pam would like to discontinue fax program
 - Nick Piscotano's office/staff started a satellite office in library to help with 'state related' causes and needs for patrons.
 - Available M-F 10 am to 4 pm
 - Pam Calfo is board member of Plum Chamber of Commerce for 2025
- 4) Correspondence, communications, and public comments
 - Nothing to report

5) Old business

- 2025 Final Budget (**attached for review for vote**)
 - Tweaks to budget due to employees signing up for retirement matching
 - Budget for phones for 2 months until Boro takes over payment
 - **Motion to approve Alex; seconded by Leigh Anne**
- Display Policy (**attached for further review/ still gathering comparisons from other libraries/ possible adoption and make changes later or wait till next month after more comparison process**)
 - More research to be completed
 - **Motion to delay display policy to February to possibly split into two policies in February**
 - **Motion Lannie; seconded by Alex**
- Patron request for presentation at board meeting
 - Discussion to allow presentation
- Money Market (**details in board report : please review option so a decision can be made on how to proceed**)
 - Money in a separate account;
 - Option 1: S&T can automatically move money to operating account (e.g. \$3600 per year)
 - Option 2: manual transfer
 - **Motion to have S&T automatically transfer \$300/month to operating account**
 - **Motion Leigh Anne; Alex seconded**
- Internet Use Policy (**please review attachment in preparation for a vote**)
 - **Tabled to February 2025**
 - **Motion Alex; seconded by Leigh Anne**
- 2025 Calendar (**review attachment : contains community events and board meetings**)
 - Need volunteers for touch a truck

6) New business

- Board assignment for 2025
 - Review Board Assignments 2024 attached
 - Look at transitions of positions
 - Review roles for nomination vote and assignments February 18th Board meeting

7) Announcements

- No Announcements

8) Adjournment

- Motion Lannie; seconded by Alex

Next meeting: February 18, 2025

Motions Passed this Meeting:

- **Motion to Accept January Minutes**
- **Financial Report 2024**
- **2025 Final Budget**
- **Motion to Move Display Policy to February 2025 Meeting**
- **Motion to Have S&T Bank Auto Transfer Money from Money Market Account to Operating Account**
- **Motion to Move Internet Policy to February 2025 Meeting**