

## PLUM COMMUNITY LIBRARY

### Board of Trustees Meeting

February 18, 2025

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

**Absent:** Stephen Bullick, Board Emeritus Member Dee Marsalese, and Kara Pilarski (PBSD)

- 1) Call to order
  - Meeting was called to order at 6:31 pm by Alex Kozora
- 2) Approval of minutes of previous meeting January (**please review/attached**)
  - **Correction to report; “additional 5,000 dollars to Jack Buncher account”**
  - **Motion to approve amended minutes Lannie; seconded Sara**
- 3) Reports:
  - Financial report (**please review/attached**)
    - Table Gaming Money from 2024 came through
    - **Motion to accept report Leigh Anne, Lannie seconded**
  - Boro report
    - Foothills Lease payment
      - Foothills Lease has been paid/resolved on 2/17/25
      - Painting in library is in process from Boro and should be concluded by March 2025
  - PBSD
    - Nothing to Report
  - Director’s Report (**review before meeting/attached**)
    - Spring Book Sale
      - 4/5/25 from 9 am to 1 pm
      - Plan to close 3 pm Friday before; JR ROTC to help with setup
        - **Motion for closure Katie; Lannie seconded**
      - Need to communicate about Baskets for raffle
        - Call out to Board for Donations- lottery tickets, wine basket, kids basket, and picnic basket
        - Baskets open for all of April; drawing after Book Sale
      - JR ROTC to possibly assist with cleanup as well
      - Possible idea of utilizing Library tote bags for book sale
        - Vote March 2025 meeting
    - State Senator’s Office
      - Available M-F
      - Have already assisted 20 individuals with state issues
        - Idea to showcase numbers of assists and type of issues on website
    - New phones with Boro should begin in next 1-2 weeks

- 4) Correspondence, communications, and public comments:
  - Public Comment- thank you to board for review of statements of concern and book donations
    - Statements of concern over process of review of literature
    - Interest in donating literature to library
    - Question about age appropriateness
    - Public comments were 10-15 minutes; 12 minutes over allotted public comment time
- 5) Old business
  - Display Policy ( **please review attachment in preparation for a vote**)
    - **Recommendation for table of display policy before vote**
      - **Motion to table display policy vote**
        - **Lannie; seconded Katie**
  - Program Policy ( **please review attachment in preparation for a vote**)
    - **Motion to pass Sara; Katie seconded**
  - Internet Use Policy ( **please review attachment in preparation for a vote**)
    - **Motion to pass Sara; Lannie seconded**
  - Board assignment for 2025
    - Review Board Assignments 2024 attached
      - Lannie nomination of Alex for VP; Katie seconded
      - Alex nomination of Lannie for treasurer ; seconded Leigh Ann
      - Alex nomination of Sara for secretary ; Lannie seconded
      - Alex nomination of Steve for President; Sara seconded
      - Committees:
        - Fundraising Katie/Leigh Anne
        - Finance Lannie
        - Policy and Procedures Sara
        - Policy and Procedures Amy
        - All Board Members part of Personnel Committee
        - Finance Alex
- 6) New Business
  - Directors Goals 2025 ( **please review prior to discussion**)
    - Policies
      - 10 policies/year with tentative schedule of review with Policy and Procedures committee
    - Improvement of kids non-fiction books section with signage
    - Working with Plum Boro to update emergency evacuation drills
    - Suggestion to draft goals for events and structure update
      - Pam would like to draft a goal for Boro communication improvement of signage
  - Kudos from Board for the Library Advertisement in the “In Plum” Magazine
  - Career Day at the High School was a huge success; over 160 speakers
- 7) Announcements
  - No new announcements
- 8) Adjournment at 7:18 pm
  - **Motion Katie; Lannie seconded**

**Next meeting: March 18, 2025**

**Motions Passed this Meeting:**

- **Approval of amended January minutes**
- **Financial Report**
- **Early closure on Friday 4/4/25 for Spring Book Sale Setup**
- **Table of vote on Display Policy**
- **Program Policy**
- **Internet Usage Policy**