

PLUM COMMUNITY LIBRARY

Board of Trustees Meeting

March 18, 2025

Present: Stephen Bullick, Sara Brown, Pam Calfo, Alex Kozora, Board Emeritus Member Dee Marsalese, Lannie McCutcheon, Katie McGregor (virtual), Leigh Anne Rethage, David Soboslay (borough manager)

Absent: Amy Mcshane

- 1) Call to order
 - Called to order at 6:30 pm by Stephen Bullick.
- 2) Approval of minutes of previous meeting February(**please review/attached**)
 - **Motion to approve Alex; Katie seconded**
- 3) Reports:
 - Financial report (**please review/attached**)
 - Investment account statement is quarterly; discussion about dividends and if that money is rolled over
 - Discussion of continuing education for staff at statewide conference in Erie (October 2025)
 - Computer licensing has gone up; budget line was very close to match of raised prices
 - **Motion to accept Katie; Lannie seconded**
 - Boro report
 - Thank you to David Soboslay for attending the March 2025 meeting
 - Budget for master site plan for library and senior center; engineering group coming to look at 5-10 year plan for improvements (parking, landscaping)
 - Signage to be a part of the discussion; plans can be available for display and discussion
 - PBSD
 - Taylor and Amber are beginning to setup outreach for May for summer reading with possibility of going to some different schools
 - Director's Report (**review before meeting/attached**)
 - Book sale upcoming
 - Raffle baskets through April
 - Leigh Anne to donate "Kid's Basket"
 - Tote bags (to fill) will be \$15
 - ROTC will be coming Friday before to help setup
 - Looking for volunteers to take books after sale
 - Katie to ask Duquesne's librarian for resources
 - Taylor will be attending healthy kids day at the YMCA to promote the library April 26th
 - Overall circulation is up; waiting on numbers. Made 63 library cards in February.
- 4) Correspondence, communications, and public comments
 - Kate Austin (PBSD O 'Block) thanked the library for their support and resources
 - Brittany Beldham providing book for library; to be reviewed by library

- Discussion regarding professional review of books
- 5) Old business
 - Display Policy (**please review attachment in preparation for a vote**)
 - **Motion to approve Lannie; seconded by Alex**
 - Board assignment for 2025
 - Review roles for nominations and assignments from February 18th Board Meeting
 - Review Board Assignments 2024 attached
 - Vote for re-organization
 - **Motion Alex; Lannie seconded**
 - President: Self nomination Sara
 - **Motion Alex; Lannie seconded**
 - Secretary: Self Nomination Leigh Anne
 - **Motion Alex; Lannie seconded**
- 6) New Business
 - New Library Clerk (**please review notes in Board report prior to discussion**)
 - Kali will be leaving for education purposes
 - Will replace this (nights and 2 Saturdays per month)
 - Vote to post the position
 - **Motion Leigh Anne; seconded by Alex**
 - Posted on website, social media, email blast; suggestion to post in library with other local librarians
 - Social Media Policy (**please review attachment**)
 - **Motion to approve Leigh Anne; second Alex**
- 7) Announcements
 - Executive Order discussion and IMLS funding
 - State Funding meeting
- 8) Adjournment
 - Motion to end meeting 7:17 pm
 - **Motion to adjourn Alex; seconded Lannie**

Next meeting: April 15, 2025

Motions Passed this Meeting:

- Approval of February 2025 Minutes
- Acceptance of Financial Report
- Display Policy
- Vote for Board Position Re-Organization
- Vote for Board President
- Vote for Board Secretary
- Vote to Post Library Clerk Position
- Social Media Policy