

**Plum Community Library
Board of Trustees Meeting Minutes**

Date: Tuesday, February 17, 2026

Time: 6:30 PM

Location: Plum Community Library

Attendance

Present:

Pam Calfo (Library Director), Sara Brown, Elizabeth Harrison, Alex Kozora, Dee Marsalese (Emeritus Member), Amy McDavis Shane, Lannie McCutcheon, Leigh Anne Rethage,

Absent:

Katie McGregor, Dave Soboslay (Plum Borough Representative), PBSB Representative

Call to Order

The meeting was called to order at **6:30 PM**.

1. Approval of January 2026 Meeting Minutes

The January 2026 meeting minutes were reviewed.

Motion: To approve the January meeting minutes.

- Motion by: Elizabeth Harrison
 - Second by: Alex Kozora
 - Result: All in favor – **Motion passed**
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2. Financial Reports

Presented by: Pam Calfo, Library Director

January Financial Report

The January financial report was presented for review.

Motion: To accept the January Financial Report.

- Motion by: Lannie McCutcheon
- Second by: Alex Kozora
- Result: All in favor – **Approved**

3. Director's Report

Presented by: Pam Calfo, Library Director

Pam Calfo announced that she will be resigning in two weeks after accepting a new opportunity that will provide greater flexibility and more time with her family. She shared that the decision was not easy due to the amazing staff and community, but cited the demanding hours and workload as contributing factors. Her **last day will be March 4, 2026**.

Sara Brown and Pam Calfo have begun working on a transition plan.

Director Transition

- Sara has been in contact with Kimberly from ACLA regarding the next steps in the hiring process.
- ACLA is willing to host an informational Zoom meeting with the board on either Friday or Monday to discuss:
 - Next steps
 - Salary comparisons
 - Hiring process guidance
- Pam has also contacted the Monroeville Public Library director, who has offered to assist with interview preparation and questions.
- Sara will circulate a draft job description for board review.
- Salary decisions will be determined by the board.
- A dedicated hiring email has been created: **PlumLibraryJobs@gmail.com**
- Pam will inform library staff of her resignation on Wednesday (tomorrow). Sara will then follow up with staff regarding transition plans.
- Pam has prepared Standard Operating Procedures (SOPs) covering:
 - Building operations
 - Banking procedures
 - Staff roles and schedules
 - General operational guidance for both the board and incoming director
- The board discussed possibly delaying the **April Book Sale until May** to allow time for a new director to transition into the role.
- Pam will review and finalize vacation and sick time balances prior to departure.
- The board will consider **Kim** as a potential interim librarian.
- Procedures for staff call-offs will need to be clarified.
- Pam will notify Plum Borough officials, including **Senator Pisciotano**, of her resignation.

Additional Updates

- A voided check was issued for the Chamber postcard due to the potential delay of the book sale.
- The **Annual Report** is nearly complete and will be finalized before Pam's departure.
 - The report will be posted on the library website.
 - Pam will submit the report to Borough Council.
 - The report can also be used for future grant applications.
- A **full-page advertisement in Plum Magazine** was published last week.
- Library circulation has significantly increased:
 - Physical circulation increased by approximately **5,000 items** compared to last year.
 - **728 new library cards** were issued (not including the approx. **3,000 school district cards**).

- **Wi-Fi hotspots** are now the **second most checked-out item**.
 - Summer Reading significantly increased library usage, which remained strong through December.
 - Removing certain fees has helped reduce barriers to borrowing materials.
 - The **new Children's Librarian**, who started on January 5, is performing well. A recent Monday morning program hosted **22 children (approximately 40 participants including parents)**.
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4. Borough Report

- Library windows were recently cleaned.
 - Alexa has been appointed as the Borough's new **Buildings and Grounds contact** and has been responsive regarding facility concerns.
 - The Borough was proactive with snow removal; the library was one of the few libraries in Allegheny County open the Tuesday following the recent storm.
 - Some outdoor icing issues remain and will need to be addressed.
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5. School District Report

- **Karly:** Update provided on the *Battle of the Books* program.
 - **Amber:** Continued work on maintaining school-library partnerships.
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6. Communications

- None.

Public Comment: None.

7. New Business

Planning for the **Summer Reading Program** is underway.

Program planning is divided among adult, teen, and children's programming teams, each with its own budget allocation. The director is not directly responsible for program planning.

8. Old Business

- The board will delay applying for a **Games of Chance license** since it is only valid for one month.
 - The PA Gaming License application will instead be submitted in **April** in preparation for the **May Book Sale**.
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9. 25th Anniversary Discussion

Discussion was deferred due to the director transition.

The board is hoping to celebrate the **25th anniversary of the building** in **September**.

10. Announcements & Questions

None.

11. Adjournment

Motion: To adjourn the meeting.

- Motion by: Elizabeth Harrison
 - Second by: Lannie McCutcheon
 - Result: All in favor – **Meeting adjourned at 7:14 PM**
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Next Meeting

Tuesday, March 17, 2026

6:30 PM

Plum Community Library

Minutes taken by: Leigh Anne Rethage

2.17.26; reviewed 3.16.2026