

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

Date: Tuesday, March 17, 2026

Time: 6:30 PM

Location: Plum Community Library

Attendance

Present:

Kimberly Jones (Interim Library Director), Sara Brown, Alex Kozora, Leigh Anne Rethage, Amy McDavis Shane, Lannie McCutcheon, Katie McGregor, Elizabeth Harrison

Absent:

Dee Marsalese (Emeritus Member), Dave Soboslay (Plum Borough Representative), PBSB Representative

Call to Order

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

1. Approval of February 2026 Meeting Minutes

The February 2026 meeting minutes were reviewed.

Motion: To make grammatical and spelling corrections to the February meeting minutes

- Motion by: Alex
- Second by: Amy
- Result: All in favor – **Motion passed.**

Motion: To approve the February meeting minutes

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

Presented by: Kimberly Jones, Interim Library Director

February Financial Report

The February financial report was presented for review.

Elizabeth question: is there a schedule for RAD funding? Kimberly response: spoke to Cindy yesterday and yes, there is a schedule of disbursement.

Elizabeth question: does the library use a company to process payroll? Kimberly response: Cindy submits payroll through a company every two weeks.

Sara comment: year to date is on track.

Motion: To accept the February Financial Report.

- Motion by: Lannie
 - Second by: Leigh Anne
 - Result: All in favor – **Approved**
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3. Director's Report

Presented by: Kimberly Jones, Interim Library Director

- Kimberly welcomed to the board meeting. Received notes and training from Pam.
 - Library budget update and fundraising: pushed back the spring book sale. Cindy suggested Saturday, May 9th due to upcoming conflicts in her own personal schedule. 9:00 – 1:00 pm have been the hours in the past. Kimberly will contact JROTC for volunteers. Meredith Hedeem will also be contacted for the removal of the remaining books. Amy reports that prom is the day before. Kim will close the library early the day before. Apply for PA Game of Chance 1-month license. Do raffle baskets (painting, gardening, lottery tickets). Sell tote bags for \$15.
 - Outreach: Pam and Lannie went to a nursing home and did a birding talk/craft. 8 in attendance. Sat, April 18th – go back to the YMCA for a kid's health day. YMCA offered to do 1 children's reading program and 1 adult yoga program. Pam or Taylor will attend.
 - Upcoming: Intro to ASL class on Wed, April 8th. Wed, April 29th – starting summer reading kick off with painting a dinosaur mural and pizza.
 - Attendance: reviewed
 - Circulation: remains up
 - Day-to-day flow: going well, supportive, good communication
 - Senator table: going well, a wealth of resources
 - Public: questions regarding new children's librarian, supportive, no negative feedback
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4. Borough Report

- None
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5. School District Report

- None
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6. Old Business

- Council meeting: April 13th, Monday meeting, 7 pm. Take 2-3 bullet points to provide updates. Leigh Anne will attend.
 - 25th Anniversary Party
 - Katie – should still take place, still need fundraising monies. Will think about sponsorship levels to pay for refreshments, etc. Pick a date by May.
 - Alex – meet virtually to plan
 - Sara – do Open House, invite donors, have a children’s event
 - Leigh Anne – pose general fundraising question to future director candidates during interview
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7. Correspondence, Communications, and Public Comments

None

8. New Business

- Interview Update
 - ACLA – pulled application off internet
 - 10 applicants
 - Alex and Sara doing phone screening; no interview questions. General questions include availability, start time, salary range, amenable to schedule (weekends/nights).
 - Sara will then provide a matrix of the remaining candidates to the board.
 - Will then schedule interviews via Doodle polls. Important to have as many board members on call as possible.
 - Narrow it down to 2-3 candidates. Provide tour of library guided by librarian employee and then the employee will debrief with board. Be cautious regarding dynamics of current employees and future boss.
 - Katie: is two weeks notice too short when a director leaves? Board needs to do some background research on amending employee handbook. Pam prepared an extensive binder of daily, weekly, etc. standard operating procedures. Sara worked with Pam to outline what is required prior to leaving. Consider doing “stay” interviews mid-year to support employees including director.
- Additional Coverage
 - Needed for April and May
 - Former Ms. Taylor Akers leaving for India in June. Has evening and weekend availability along with current role of student teaching. Host children’s reading events to keep attendance up. Need to discuss rate of pay. Previous salary \$40,000/year. \$19/hr. Approx. 5-10 hours per week. Could assist with early steps of Summer Reading. Sara will draft a letter outlining these details for Taylor to sign. Alex inquired if there would be a set schedule; Sara would leave that up to the staff as she does not typically manage individual employee’s schedules. Sara will work to make sure payroll goes through.

Motion: To invite Taylor Akers back to pick up approx. 5-10 hours a week (weekends and nights) at a rate of \$19/hr for April and May to assist with children’s planning.

- Motion by: Elizabeth

- Second by: Lannie
 - Result: All in favor – **Approved**
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10. Announcements & Questions

None.

11. Adjournment

Motion: To adjourn the meeting at 7:17 pm.

- Motion by: Elizabeth
 - Second by: Amy
 - Result: All in favor – **Meeting adjourned at 7:17 pm.**
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Next Meeting

Tuesday, April 21, 2026
6:30 PM
Plum Community Library

Minutes taken by: Leigh Anne Rethage
3.17.26; revised 3.18.26