

Mission: Adamstown Area Library serves as a vibrant community hub utilizing extensive resources to provide innovative programming and services that engage and educate residents of all ages and cultures.

Adamstown Area Library Trustees Meeting Minutes November 9, 2022

In Attendance:

Board: Marj Hyrb, Cindy Mellinger, Brad Rauch, Hope Schmids, Curt Unruh, JJ Valerio, Anne Williams

Staff: Carolyn Reiste (in person), Jess Zook (via Zoom)

Friends: Ronnie Heston

Guest:

Meeting was held at the library and was called to order at 6:32 PM by Anne Williams.

Secretary's Report was presented by Hope Schmids. **Motion to accept: Cindy Mellinger, Curt Unruh. Approved.**

Treasurer's Report was presented by Brad Rauch. He provided a budget review which reflects an additional \$20K from West Cocalico Township. This was part of pandemic relief funds. Passport income has rebounded. **Motion to accept: Hope Schmids, JJ Valerio. Approved.**

Finance committee is discussing 8% budget increase overall in salaries and wages. May vary by individual position. Finance committee working on approving and will make recommendation to board at December meeting. Still plan to informally designate building fund, initially could be \$10K, then based on annual depreciation of about \$4K annually. Everence and LCCF have planned giving presentations. JJ recommended we put some funds into a short-term CD to make some interest since rates are rising. Perhaps use these funds for building fund.

Friend's Member - Ronnie Heston reports next Tuesday is last scheduled book sale until 2023. Invited Friends to hold book sale during November 16 Open House event. Save the Date: March 19, 2023 Basket Bingo at Reamstown Fire Hall.

Director's Reports for August and October were presented by Carolyn Reiste. **Motion to accept August report: Brad Rauch, Hope Schmids. Approved.**

Library now has Flipster for online magazines. County coordination plan. AAL will participate in Denver and Adamstown tree lighting ceremonies
Motion to accept October report: Brad Rauch, Cindy Mellinger. Approved

Proposed Policy Updates

Board agreed with change to vacation policy to allow staff to take in minimum increment of one-hour increments.

Observed Holidays - Carolyn asked to include Dept. Head and clarify when to allow Sunday holidays to be observed on the following Monday. **Motion to accept: Brad Rauch, Hope Schmids. Approved.**

Motion for materials policy **Motion to accept: Cindy Mellinger, Hope Schmids. Approved.**

Request for reconsideration policy - Materials Selection policy added freedom to view statement, once an item has been reconsidered, it cannot be reconsidered again for at least five (5) years. Library card number now included on request for reconsideration.

New Business - none

Old Business Nominating Committee –

Cindy Mellinger reported current board officers willing to remain in position for 2023. Cindy presented slate of officers. Anyone who wishes to add their name must contact Cindy prior to November 30. Otherwise, we will consider slate of officers complete and closed and will vote on them at December meeting.

Nominating committee also reached out to several potential board members. Reviewed skills gaps and potential documents, board descriptions. Hoping to present ideas of new members in December, present for vote in January, have them begin in February. Carolyn working on packet to share with potential board members. Curt will approach Chris Snader (Boehringer's).

Adamstown Borough Update – Curt and Anne attended two hour+ meeting with borough and their architects, builders. Good conversation, much discussion about community room and needs of Friends. Talk about the tranquility garden – location not confirmed yet. Construction planned to begin in spring 2024.

Fundraising/Food & Wine Update – Reading Country Club seems like a good venue, but need minimum of 100 guests. Is it too far away? Can we have a snow date? Need to sign agreement by November 18. **Motion to pursue wine pairing: Brad Rauch, Hope Schmids. Approved.**
Event date: February 10, 2023 from 5-10 PM.

Brad Rauch suggested we consider increasing the percentage we request from municipalities. Saving each municipality's residents approx. \$1M in materials they borrow for free rather than purchase. Will consider and discuss further at a later date.

3 Points from staff to board:

1. Library accepting canned food donations to offset up to \$6 in fines week of Thanksgiving.
2. Cub scouts will add backing to shelves.

3. Staff is dedicated to customer service and improving those skills. Tamara has enlisted Young at Heart group as volunteers
4. Thanks to Budding Bookworms preschool group for coloring stockings

3 Points from board to staff:

1. Praise from borough for all staff is doing, especially during borough's transition phase.
2. Policy changes for holiday and vacation.
3. Basket Bingo March 19

Motion to adjourn: Cindy Mellinger, Curt Unruh. Meeting was adjourned at 8:02 PM.

Next Regular Meeting: Wednesday, December 14, 2022 at 6:30 PM

Respectfully submitted by Hope Schmids, Secretary – AAL Board of Trustees