

**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 September 13, 2023**

### **In Attendance:**

**Board:** Cory Cox, Maia Hession, Jessica McManimen, Cindy Mellinger, Brad Rauch, Hope Schmids, Curt Unruh, Brandon Webb, Anne Williams

**Staff:** Carolyn Reiste, Maribeth Donohue

**Friends:** Ann Roseboro

**Guest:** none

**The meeting was held at the library and was called to order at 6:30 PM by Anne Williams.**

**Secretary's Report** was presented by Hope Schmids. **Motion to accept: Jessica McManimen, Brandon Webb. Approved.**

**Friends Report** was presented by Ann Roseboro. Downsized version of Dinner & Auction will take place on Saturday, November 18, 2023 from 4-9 PM at Village Haus in Stoudtburg Village. Theme: Blue Jeans & High Heels. Only 75 tickets will be sold at \$50 each. Contact Margaret Harting for tickets. Book sales end November 14, then resume in January. Usually average \$300/week.

**Treasurer's Report** was presented by Brad Rauch. Meeting with Everence about planned giving, endowments, charitable gift annuities via Zoom on Tuesday, October 10 at 4PM. Important for everyone to attend or view the recording. \$30K came in from East Cocalico Township. Golf outing earned \$2K less than last year. We budget about 6.6 FTEs for staff costs; very close to last year. On track for budget. **Motion to accept Financial Report: Hope Schmids, Jessica McManimen. Approved.**

**The Director's Report** was presented by Carolyn Reiste. Next Lancaster County author event will be Kristin Hannah. We passed our passport audit and draw passport customers from Berks County. Another staff member is passport trained. Board now has access to mandated reporter training. Carolyn is working on a budget-neutral plan to increase Saturday hours by 30 minutes to show progress for waiver request. **Motion to accept Director's Report: Cindy Mellinger, Maia Hession. Approved.**

**Lactation Accommodation Policy** was reviewed and discussed. It appears to be thorough and well-crafted. **Motion to accept policy: Jess McManimen, Brandon Webb.**

**New Business:** none

### **Old Business:**

- **Committee Procedures** – We are moving board forward in next few months and getting more organized. How can we best activate our committees? Chair of each committee will determine how frequently they meet. Take notes. Community members may join fundraising and golf outing committees. Committees will be on agenda so they can report out as needed. Carolyn will check to see if committee notes can be uploaded to a share drive. Jess will chair personnel committee. Anne will send updated list.
- **Fundraising Follow-up** –

- Golf Outing came in about \$17K, \$22K was anticipated. Need more hole sponsors for next year. Revisit raising the price from \$90 to \$100. Meet with golf outing committee in January or February to discuss our approach to maximize this event's revenue in 2024.
  - We will again host Extra Give Open House at library on Friday, November 17, 2023 from 4-6 PM.
  - Spring/Summer fund drive has brought in \$13K to date. Discussed using infographic approach to Fall campaign, to be sent out before ExtraGive.
- **Nominating Committee** - Cindy and Anne will meet with a potential board member this week. Perhaps potential board members should attend a board meeting to observe before we vote on them.

**3 Points from staff to board:**

1. New hire Matt Martin
2. Summer reading program was a GREAT success! Programs at the Grove were well-attended.
3. Library card sign up month. Incentives for teens wo get a friend to sign up.

**3 Points from board to staff:**

1. Golf tournament
2. Friends Dinner & Auction returns on November 18, 2023
3. We are recruiting new board members.

**Motion to adjourn: Hope Schmids, Brandon Webb. Approved. Meeting was adjourned at 7:55 PM.**

**Next Regular Meeting: Wednesday, October 11, 2023 at 6:30 PM**

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