

**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 8, 2023**

### **In Attendance:**

**Board:** Cory Cox, Cindy Mellinger, Brad Rauch, Curt Unruh, Brandon Webb, Anne Williams

**Staff:** Carolyn Reiste, Maribeth Donohue

**Friends:** Barbara Noel

**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 Anne Williams. **Motion to accept: Cindy Mellinger, seconded by Anne Williams. Approved.**

**Friends Report** was presented by Barbara Noel. Saturday November 18 is the fundraising auction at Stoudtburg Village (Village Haus), Blue Jeans and High Heels. All 75 tickets sold. Live auction and raffle auction will be held. Friends are satisfied with current progress, but they are still in need of donations of gift cards. Items include art pieces, chocolate gift basket, and wine. Tuesday 11/14 is the last day of book sale before holiday.

**Treasurer's Report** was presented by Brad Rauch. Reviewed Government Income and Local Income. We are still waiting for Denver's donation. Brecknock's contribution on report of \$7500 is technically 2022's contribution, Carolyn to follow up with Brecknock regarding when we will receive 2023. We've received all other government income. Local income we have slightly more control over, and we are currently in the middle of our fall fundraiser. Last year we pulled in \$14k in fall fundraiser. Clarified Extra Give funds will come in 2024. We are hoping to come up with an additional \$66,875 in local income by the end of the year. Salaries and Wages budget looking in line to budget. Conclusion, we will make or come very close to annual projected budget. Lastly, discussed pay increases as we discussed average increases for 2024 across the economy being around 4%. Wage increases for 2024 was reviewed as a group, comparative libraries are starting at \$12 or more while we are starting at \$10.20, proposed joint work of Finance and Personnel committees. How we raise the money is also a factor. Planned giving meeting to determine how we can use local financial advisors to promote giving to the library. **Motion to accept Financial Report: Curt Unruh, Cory Cox, Approved.**

**The Director's Report** Carolyn was heavily out in the community this last month. West Cocalico Twp. is giving a 10% increase for next year, Adamstown pledged to increase, requested small increase from Brecknock but no commitment to increase. Her presentations were all well received. Carolyn expressed her desire to have board member residents join her at local meetings. Cindy followed up with board member residents visiting meetings after approval of funding increases to thank boards for increases.

Cindy inquired about Stockings for Soldiers and thanked Carolyn for the library's participation. Maribeth shared about the increase in kids participation in activities like Story Times. She will be Mrs. Claus at both Denver and Adamstown tree lightings. Trying to update collection for tweens and teens. Participation in Trunk or Treat at YMCA saw about 200 kids come through, also did a trick or treat at the library. The board praised Maribeth and Jess for their commitment and great work. **Motion to accept Director's Report: Brad Rauch, Curt Unruh. Approved.**

## **Committee Reports:**

- Personnel Committee: Presented by Anne Williams, on schedule for reviews for Carolyn, and for her to conduct for her staff.
- Nominating Committee: Presented by Cindy Mellinger, reviewed officer elections for next year. Jess McManimen, President, Hope Schmids VP, Cory Cox Secretary, Brad Rauch, Treasurer. If you would like to nominate any additional candidates, Cindy must be emailed prior to November 30<sup>th</sup>.
- Fundraising Committee: Presented by Cory Cox and Anne Williams, upcoming ExtraGive, discussed potential coffee shop, and potential for next year's wine pairing dinner.

**New Business:** none

## **Old Business:**

- **ExtraGive Open House** - on track with staffing needs, promotional bookmarks created for event. Refreshments like hot dogs and apple cider, activities like adopt a book, incentives/rewards for people who donate during the Open House. Event is 4-6 on 11/17, we will attempt to have volunteers and staff sign up for jobs/responsibilities for the event after 11/13 meeting of fundraising committee.

## **3 Points from staff to board:**

1. Looking for NovelList - do we have the budget for it?
2. In the process of making teen area more inviting.
3. Looking into providing sensory friendly programs (for children with sensory sensitivities)

## **3 Points from board to staff:**

1. The board is greatly appreciative of the activities and commitment to their programs, and the team's passion.
2. We have organized and started being more methodical with budget preparation.
3. New board members and increased activity of board effort/commitment, believe in a strong 2024.

**Motion to adjourn: Brandon Webb, Brad Rauch. Approved. Meeting was adjourned at 7:43 PM.**

**Next Regular Meeting: Wednesday, December 13, 2023 at 6:30 PM**

Respectfully submitted by Brandon Webb, Member, substituting for Hope Schmids, Secretary – AAL Board of Trustees