

**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 January 10, 2024**

### **In Attendance:**

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

**Staff:** Carolyn Reiste, Maribeth Donohue, Jessica Zook

**Friends:** Margaret Harting

**Guests:** N/A

**The meeting was held at the library and was called to order at 6:32 PM by Jessica McManimen.**

**Secretary's Report** - presented by Hope Schmidts. Cindy questioned only one point from staff. There was clarification that staff meeting did not occur to capture additional points, but Marybeth had shared the point regarding the donated children's furniture and play items.

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

**Friends Report** - presented by Margaret Harting. Margaret reported the first book sale of the year was scheduled for January 11, 2024. She also reported that because of the frequency of the book sales (weekly), that the Friends must collect sales tax. The Friends board has decided to pay sales tax for its customers, amounting to \$630 in sales tax over the past year. The Friends are a 501c3 and must submit financial statements for the year. The Friends takes care of any financial obligation. Margaret shared that they are getting ready for basket bingo, soliciting sponsors for the March 17, 2024 event being held at Reamstown Fire Department. The Friends will have approximately 26 baskets for the basket bingo. The friends are also organizing Valentine's Day bags with Romance Novels. Margaret expressed gratitude for the reputation and support of the many local businesses who have supported the efforts of the Friends and the library year after year. Margaret reports the Friends have given 25k to the library each year, for over 20 consecutive years.

**Treasurer's Report** - presented by Brad Rauch. Brad reports financially 2023 ended well. Hope asked for clarification on the fundraising budget to assist with identifying goals for the Fundraising Committee during the 2024 calendar year. Brad provided clarification on the auditor's report regarding acuity and the need for 3-6 months of cash on hand, about 100k-200k. Mr. Rauch confirmed the library is currently aligned with the recommendation of the auditor. Brad on behalf of the Finance Committee, recommended considering additional investments in CDs; with rates being at about 8% this seems to be a great short-term investment option. The Finance Committee discussed and approved the Financial Investment Policy, updated to include language for the acquisition of up to \$50k in investments without Board of Directors approval. Check signers were approved in 2023 but not for 2024. Mr. Rauch made a recommendation for 2024 check signers. Current tax standards identify capital assets as \$2,500. The library's current practice is the \$2,500 standard, but as reported, the Capitalization Policy is antiquated, identifying the standard as \$750.

- **Motion for Jess McManimen, Carolyn Rieste, and Brandon Webb to remain as check signers for 2024: Brad Rauch, Hope Schmid. Approved.**
- **Motion to approve the Financial Committee Investment Policy as presented: Mia Hession, Anne Williams. Approved.**
- **Motion to adopt a \$2,500 capitalization standard and update Capitalization Policy to appropriately reflect: Anne Williams, Hope Schmid. Approved.**
- **Motion to accept Financial Report: Cindy Mellinger, Mia Hession. Approved.**

**Director's Report** - presented by Carolyn Reiste. Audit was reimbursed by the library system. State funding was passed. Friends donated three boxes of books to Brecknock Elementary School. Brecknock Elementary gave \$100 donation. Thank you, Brecknock Elementary School. Jessica Zook shared children's programming updates. They do a lot of outreach. They are looking for guest readers. A lot of items were donated from a preschool. Program is increasing: 84 additional programs and an increase of 1,300 more participants from 2022 to 2023.

- **Motion to accept Director's Report: Brandon Webb, Anne Williams. Approved.**

### **Committee Reports:**

Jess will email current list of committees to the Board of Directors to review and identify areas of need and decide where they could best serve.

**Nominating Committee:** Carolyn Reiste provided an update on Jaclyn Steed, a Board of Director candidate. Carolyn met with Jaclyn after the December Board of Directors meeting to provide a tour of the library and offer additional information about the library and serving as a Board of Director. Jaclyn seems very interested in serving on the board and is familiar with board responsibilities. Cindy questioned bringing too many new Board of Directors in around the same time, but the Board of Directors unanimously agreed timing was OK. With an acceptance, the Board of Directors would be even. It was confirmed, per the by-laws, the presiding President of the Board of Directors would be the deciding member if the results of a vote were even.

- **Motion to accept the nomination of Jaclyn Steed to the Board of Directors: Brad Rauch, Hope Schmids. Approved.**

**Personnel Committee:** The Personnel Committee will explore potential employee experience assessments to best measure staff's needs and accomplishments.

**Fundraising Committee:** Hope Schmids reported the plan to suspend the Food and Wine Pairing event for 2024. The Fundraising Committee would like to develop a clear plan that best aligns with a strategic plan. The Finance Committee would like to focus their efforts in building stakeholder relationships and establishing business and donor partnerships.

**New Business:** New business noted as presented.

**Old Business:** Jessica McManimen mentioned the meet and greet/networking breakfast with the Board of Directors and staff. The event was well received last year. It would be a great way to introduce new board members and staff. A convenient day and time will be discussed via email. Strategic planning has been discussed by the Executive Committee and the development of a strategic plan will be a goal for the 2024 calendar year. Board members and committees will be equally tasked with providing relevant input. We will also look at our mission and vision. Carolyn will look at the library system's resources. Input will come from all stakeholders, customers, community members, donors, staff, board members, etc.

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

1. Staff recently trained in Narcan
2. Staff will be receiving CPR/FA training
3. Thank you to the board for the Breakfast and gift cards

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

1. New Board Member

2. Trustee/Staff Networking Event
3. Very excited about all the hard work staff are put in. Anne volunteered one day and experienced some of it.
4. Thank you for all you do

**Motion to adjourn: Brad Rauch, Brandon Webb. Approved.**

**Meeting adjourned at 8:12 PM.**

**Next Regular Meeting: Wednesday, February 14, 2024 at 6:30 PM**

Respectfully submitted by Cory Cox, Secretary – AAL Board of Trustees