

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 February 14, 2024

In Attendance:

Board: Cory Cox, Maia Hession, Jessica McManimen, Jackie Steed, Curt Unruh, Brandon Webb, Anne Williams

Staff: Carolyn Reiste

Friends: Yvonne Weaver

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 Cory Cox.

- **Motion to accept Secretary's Report: Curt Unruh, Brandon Webb. Approved**

Friends Report - presented by Yvonne Weaver. Yvonne reports that the books sales started back up on January 9th. The Valentines sales are going well. They are available in the library. The Friends are preparing for basket BINGO, scheduled for Sunday, March 17, 2024, at Reamstown Fire Hall.

Treasurer's Report - presented by Carolyn Reiste. State funding for 2023/24 budget has been received as intended. Some surrounding libraries have increased collection fees, the finance committee is weighing pros and cons of potential move. CDs mature on 2/13/2024. We have 10 days from maturity date to decide to renew or not. The Financial Committee is researching rates to identify best options for renewal or securing another CD.

- **Motion to accept Financial Report: Maia Hession, Anne Williams. Approved.**

Director's Report - presented by Carolyn Reiste. Currently working on annual report. Are looking into getting a bike rack for teens and other patrons to use when visiting the library. A frozen pipe in the Children's room occurred for the second winter in a row. The pipe was repaired and moved inside to mitigate future problems. During the repair glue spilled on the floor in the Children's room. The damaged section of the floor will be replaced at no cost to the library. The library was able to make computer purchases, thanks to a donation from a Friends member. Carolyn onboarded Jackie Steed, the newest member of the Board of Trustees. Discussed grants and shared ACP Basics Workshop survey results. A staff person will be starting Spanish lessons for libraries to better serve library patrons. Carolyn is reviewing regulations and new state code requirements. Carolyn encourages board members to make efforts to come into the library and browse and check out books. Jess recommends shelving or volunteering in other ways as this is a great way to better understand daily operations and collaborate with staff. Curt asked if the library is still experiencing staff shortages. Carolyn reports we are much better now. Carolyn is attending a weekly workshop on HR related topics. Carolyn will not be present for March AAL Board of Trustees meeting.

- **Motion to accept Director's Report: Cory Cox, Brandon Webb. Approved.**

Committee Reports:

Since the January meeting, Jess has had individual conversations with Board of Trustee members and their commitment to the identified committees. If there are any changes, please inform Jess. Carolyn asked about the Challenge Review Committee and whether it was being reestablished. Carolyn explained the process for

challenging a book in the collection. Jessica McManimen, Carolyn Reiste, and Hope Schmids were identified as committee members for the Challenge Review Committee.

Nominating Committee: no updates.

Personnel Committee: no updates

Fundraising Committee: Anne is working on drafting requests for support letters to businesses.

Finance Committee: The Committee is researching CD rates; Potentially looking at a longer-term CD, such as 24 months.

Strategic Planning: Members of the Committee plan to attend the Northern Lancaster County Chamber of Commerce Nonprofit Education Event on strategic planning on March 12, 2024. The committee will host its first meeting after the event, prior to the April AAL Board of Trustee meeting.

Golf Outing: Jess reached out to folks previously involved with the Golf Outing Committee. Everyone is interested in continuing their involvement this year. The date of the golf outing is August 8, 2024. There will be a meeting to kick off the golf outing planning efforts. The Committee will be looking for board members to assist with registration, bookkeeping, and securing sponsors. More corporate sponsors are needed.

New Business: New business noted as presented.

Old Business: Staff meet and greet networking event is scheduled for January 19, 2024, at 10:00 AM. Trustees will bring treats. Not all trustees are available on January 19, but additional events will be planned throughout the year. Carolyn will reach out with more information on the March 23, 2024, Trustee and Friends virtual conference. Most members are interested in listening in on available recordings but are unavailable on the day of the conference.

3 Points from staff to board:

1. Staff reviewed Circulation Policy and Procedures
2. Thank you Jess and Anne for shelving books
3. Staff surveys were conducted. Suggestions will be reviewed.

3 Points from board to staff:

1. We look forward to spending time with you on January 19th.
2. 2024 Committee rosters are set.
3. We are currently working on corporate letters. Do you have any suggestions?

Motion to adjourn: Brandon Webb, Maia Hession. Approved.

Meeting adjourned at 7:23 PM.

Next Regular Meeting: Wednesday, April 10, 2024 at 6:30 PM

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