

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 April 10, 2024

In Attendance

Board: Cory Cox, Jessica McManimen, Cindy Mellinger, Hope Schmids, Jackie Steed, Curt Unruh, Brandon Webb, Anne Williams

Staff: Carolyn Reiste

Friends: Judy Nichol, Marj Hyrb

Guests: N/A

The meeting was held at the library and was called to order at 6:36 PM by Jessica McManimen.

Secretary's Report - presented by Cory Cox.

- **Motion to accept Secretary's Report: Anne Williams, Jackie Steed. Approved**

Friends Report – presented by Judy Nichol. Basket bingo was held on March 17 and raised \$7,200. We are having great results with book sales every Tuesday, making \$200-\$250 a week. The bookstore is open through 7pm three Tuesday nights per month. Donated bubble wrap and mailers are helpful to keep costs down for Amazon orders. The Friends sold 40+ romance novel Valentine's Day bags during the annual sale. The bags were sold at \$5 a bag. Valentine's Day bag sales have declined over the years. Joy Mear has recently resigned as the Friends treasurer.

Golf Tournament - presented by Marj Hyrb. The golf outing is planned for August 24th. This year's golf tournament will be the 10th anniversary. This will be the last year for Kathy, who manages sponsorships, and Mike, who manages finances for the tournament. The golf committee is looking for two members to volunteer in these capacities. Marj presented basic information on the golf tournament to include an increase in the per golfer fee, and the need for the board of trustees to secure hole sponsors. The golf committee is looking at ways to further celebrate the 10-year anniversary of the golf tournament.

Treasurer's Report - presented by Brad Webb. The library finances are on par with the budget. Truist CDs renewed for 7 months at 4.7%. Also secured a Members First CD for \$4,499 at 5% APY.

- **Motion to accept Financial Report: Hope Schmids, Curt Unruh. Approved.**

Director's Report - presented by Carolyn Reiste. Carolyn completed the 2023 Annual Report PA Public Library Survey. She has spent a lot of time training staff. The library will have two new staff and Carolyn has posted a job description for a PM - PT Circulation Assistant. AAL will be hosting the Area Leader's Meeting on April 23rd at 7pm-8pm.

- **Motion to accept Director's Report: Brandon Webb, Cindy Mellinger. Approved.**

Board Chair:

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.

Committee Reports

Nominating Committee: Committee discussed succession planning with term expirations. Looking at timelines for recruitment. We are a very working board with multiple committee involvement. Looking for new board members and finding volunteers. Looking for feedback regarding board membership. We would like to start looking at leads.

Personnel Committee: Looking at ways to honor high performing staff.

Fundraising Committee: Looking to get the campaign letter out by the end of April. We have broken down the goal into an attainable goal. Reviewing lists of donors to ensure there is no overlap.

Finance Committee: No new updates.

Strategic Planning: Members of the Committee attended the Northern Lancaster County Chamber of Commerce Nonprofit Education Event on strategic planning on March 12, 2024. The committee hosted its first meeting after the event. Jess has reached out to SCORE for additional guidance and support with our efforts but is waiting for a response. The committee feels we should move forward with our efforts and not wait on SCORE. Carolyn plans to complete a SWOT analysis with the staff at her next staff meeting.

New Business: Happy National Library Week. Carolyn will be celebrating staff at the staff meeting. Considering recent events and current social climate, Cory recommended doing a pulse check with staff. Carolyn has talked with staff and will continue to provide support as needed. The board of trustees discussed security measures and practices to include the potential insulation of a “panic button.” Carolyn will explore practicality and cost.

Old Business: No old business discussed.

3 Points from staff to board:

1. “Welcome” to the new library team members.
2. 10th Anniversary Golf Tournament. We are looking for hole sponsors for the golf outing if you have any ideas.
3. We are looking for volunteers to join the library committees.

3 Points from board to staff:

1. Presenter from Pennie and shared with staff.
2. Grab and go seed program is a success.
3. Jess is continuing family place workshops.
4. Laura will be providing tech help to patrons every Friday.

Motion to adjourn: Brandon Webb, Cory Cox. Approved.

Meeting adjourned at 8:16 PM.

Next Regular Meeting: Wednesday, May 8, 2024 at 6:30 PM

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