

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 May 8, 2024

In Attendance

Board: Cindy Mellinger, Hope Schmids, Jackie Steed, Curt Unruh, Anne Williams, Maia Hession, Brad Rauch

Staff: Carolyn Reiste, Maribeth Donohue

Friends: Pat Acebo

Guests: none

The meeting was held at the library and was called to order at 6:34 PM by Hope Schmids

Secretary's Report – presented by Hope Schmids.

- **Motion to accept Secretary's Report: Jackie Steed. Curt Unruh. Approved**

Friends Report – presented by Pat Acebo. They are doing well with their weekly book sales. Margaret was asked to make some gift baskets for the Scavenger Hunt. They will be eliminating their website by the end of the month due to money. They will have a link through the library's website. In need of a treasurer. If anyone knows anyone interested, reach out to the Friends.

Treasurer's Report – presented by Brad Rauch. The library finances are on par with the budget. Might look into the CDs again in the next few months. We are down this year in passports.

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

Director's Report - presented by Carolyn Reiste. Submitted the EITC contract. The library staff completed the training for the new staff. Celebrated National Library Week. Hosted the Cocalico Area's Leader meeting. Preparing for the summer events.

- **Motion to accept Director's Report: Anne Williams. Curt Unruh. Approved**

Committee Reports

Golf Committee: Presented by Curt Unruh. The golf outing is planned for August 24th. The Board of Trustees are needed to secure hole sponsors. Still in need of a replacement for Mike, who manages finances for the tournament. The golf Billboard is approved and will be visible in July.

Nominating Committee: Presented by Cindy Mellinger. The committee discussed the roles of the Board and planning for the future. Looking for new members and the timeline so we always have coverage.

Personnel Committee: Presented by Anne Williams.

Fundraising Committee: Presented by Hope Schmids. Provided a sheet to help guide securing sponsorships. The Boards goal is for each member to get five-hole sponsors.

Finance Committee: No new updates.

Strategic Planning: Presented by Jackie Steed. Completed a SWOT (strengths, weaknesses, opportunities, threats) analysis with the library staff. The committee is sending the Board members a survey email.

New Business: Presented by Hope Schmids. Spring Fund Letter will be distributed to everyone in the spring. Created incentives for business owners to donate.

Old Business: No old business discussed.

3 Points from staff to board:

1. Completed the SWOT analysis.
2. Celebrated National Library Week.
3. Read the google review to the staff.

3 Points from board to staff:

1. We are working on a strategic plan.
2. Golf tournament committee met and is looking for volunteers.
3. The Friends group is looking for a treasurer.

Motion to adjourn: Jackie Steed. Anne Williams. Approved

Meeting adjourned at 7:55 PM.

**Next Regular Meeting: Wednesday, June 12th, 2024 at
6:30 PM**

Respectfully submitted by Maia Hession