



110 W Main St, Adamstown, PA 19501
adamstownarealibrary.org

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 July 10, 2024

In Attendance

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

Staff: Carolyn Reiste, Maribeth Donohue

Friends: Jane Leshner

Guests: N/A

The meeting was held at the library and was called to order at 6:33 PM by Jessica McManimen.

Secretary's Report - presented by Jessica McManimen. No discussion.

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

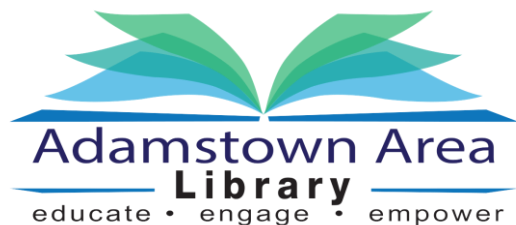
Friends Report – presented by Jane Leshner. The Friends Group has a new treasurer. The Friends are planning a dinner and auction event at Village Haus on Nov. 9th, 2024.

Golf Tournament - presented by Jessica McManimen. Tee sponsors are a priority. Jessica shared the list of current sponsors and prospective sponsors. As of date, 5-6 prospective business partners have secured hole sponsorship. The list of who has secured a hole sponsorship will be updated and shared with board members as we get closer to the golf tournament. Additionally, the committee is asking board members to secure raffle items and looking for volunteers during the event.

Treasurer's Report - presented by Brad Rauch. The library finances are on track with the budget. We must remain vigilant of our fundraising efforts. As numbers come in from the Spring campaign, we will have a better projection.

- **Motion to accept Financial Report: Hope Schmids, Anne Williams. Approved.**

Director's Report - presented by Carolyn Reiste. Summer reading started in June. The library was nominated for Non-Profit of the year with the Northern Lancaster County Chamber of Commerce. We have secured a monthly fundraiser at Castanedas; the last Wednesday of the month. Carolyn is currently working on the audit.



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

Board Chair:

Jessica opened the floor for Carolyn to address the board, officially submitting her resignation. Carolyn accepted the Director position at the Lititz Library and will resign as of August 1, 2024. Carolyn had no intention on leaving, but the opportunity is one she could not turn down. Library staff have not been made aware of her resignation. Carolyn expressed her gratitude to the library staff, its board of directors, the community at large, and the various community stakeholders for their partnership and support. Carolyn has been of great service to the library and the communities the library serves. The board of directors are supportive of her and her decision. We are grateful for her service and dedication to the library and the community.

Committee Reports

Nominating Committee: presented by Cindy Mellinger. August we will begin having discussions about potential nominations, anticipating nominations to review in September.

Personnel Committee: Presented by Anne Williams. Currently looking at succession planning and the process to hire a library director.

Fundraising Committee: About \$21K from the Spring Campaign and other funding has flowed in over the course of the last few months. Currently there are seven tee sponsors. More tee sponsors are needed for the golf event.

Finance Committee: No new updates.

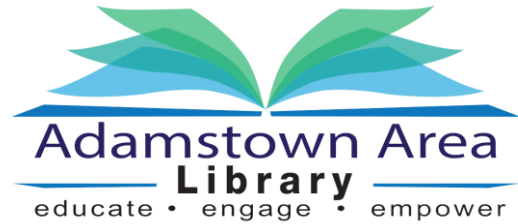
Strategic Planning: A SWOT questionnaire has been created for the board of directors to complete. We are asking for 100% board involvement in this process.

Old Business: Bi-laws are slated to be reviewed. This will be table until September.

New Business: Carolyn Reiste's resignation

Motion to accept Carolyn Reiste resignation, effective August 1, 2024: Brad Rauch, Brandon Webb. Approved.

With Carolyn's resignation, the Personnel Committee, with the assistance of the Executive Committee will be charged with being the primary search committee for a new library director. Discussions surrounding potentially Interim Director options will be had. Job description has been updated and will be posted to PA



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library listserv as well as other employment search engines. The Search Committee will identify where else to post the position. An email will be created for resume submissions and easy monitoring.

3 Points from staff to board:

1. A lot of kids are coming out to the programs
2. August 3rd is the end of summer party
3. We will deeply miss Carolyn.

3 Points from board to staff:

1. The board is working tirelessly on Carolyn's successor. You can reach out to any board member with questions or concerns.
2. A job search will be posted immediately. If you know anyone interested in the job posting, please send them our way.
3. Adamstown Area Library was nominated for non-profit of the year.
4. Golf Event coming up, please mention it at your local establishments.

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

Meeting adjourned at 7:57 PM.

Next Regular Meeting: Wednesday, August 7, 2024 at 6:30 PM

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