

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 August 7, 2024

In Attendance

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

Staff: Maribeth Donohue, Laura Russell

Friends: Marjorie Hyrb, Amanda McDonald

Guests: N/A

The meeting was held virtually via Zoom and was called to order at 6:34 PM by Jessica McManimen.

Welcome Laura Russell as the interim director. Additionally, welcome to Amanda, the new Friends Group treasurer.

Secretary's Report - presented by Cory Cox. The secretary's report was not finalized for the meeting. It will be presented and voted on at a subsequent meeting.

- **Motion to accept Secretary's Report: N/A**

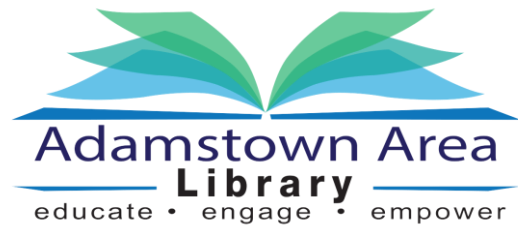
Friends Report – presented by Amanda McDonald. Amanda is the new treasurer of the Friend's Group. Book sales continue. The Friends Group is also planning for the upcoming dinner and auction at Village Haus on November 9th, 2024. Amanda reports that the Friends Group recently purchased another cart for use during the book sale. The Friends Group has also sponsored a tee for the golf tournament.

Treasurer's Report - No report.

- **Motion to accept Financial Report: N/A**

Director's Report - presented by Laura Russell. Great numbers for summer reading sign ups; an additional 200 signups were acquired this year. Staff are doing a great with coverage as Laura navigates the interim director responsibilities. The team is currently reviewing grants submitted by Carolyn and prioritizing needs and opportunities they best they can. The referendum will not be on the next ballot.

- **Motion to accept Director's Report: Maia Hession, Cory Cox. Approved.**



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Board Chair:

Committee Reports

Nominating Committee: presented by Cindy Mellinger. The committee is anticipating nominations in September for potential new members as well as roles within the current board and committees being served.

Personnel Committee: Presented by Anne Williams. We have our first candidate for the library director. The candidate submitted a cover letter and resume. The search committee will set up a call for next week. Next steps will include a phone screen with a member of the personnel committee, then an in-person meeting with members of the search and executive committees. Hope and Jess met with a representative from North Group Consultants to discuss our search process and to get feedback and some potential direction. It was refreshing to hear that we are heading in the right direction with our process. The representative was able to provide additional insight and resources.

Fundraising Committee: Presented by Hope Schmids. We have received about \$25K with the Spring Campaign and other funding over the course of the last few months. Our annual goal budgeted is \$50K. We hope to see additional funds received in the next few weeks. We are looking to participate in ExtraGive again this year and will plan to host an open house once again for it. ExtraGive is Friday November 22nd. Our open house will be from 4pm-6pm.

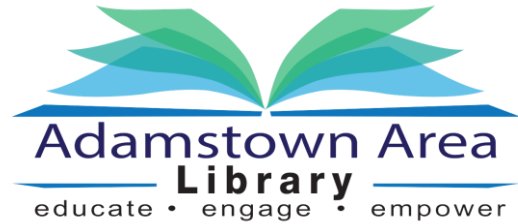
Finance Committee: Presented by Brandon Webb. No financial updates. The finance committee believes check signers should be amended as Carolyn Reiste is no longer the library director. A motion for **Carolyn Reiste to be removed as a check signer and for Jessica McManimen and Brandon Webb to be listed as check signers** was entertained. Discussion was had that as the interim director should be listed as a check signer for day-to-day operational needs. Additionally, once a director is hired, the new director will be added as a check signer and Laura Russell will be removed as a check signer.

- **Motion to remove Carolyn Reiste as a check signer and for Jessica McManimen, Brandon Webb, and Laura Russell to be listed as check signers: Hope Schmids, Curt Unruh. Approved.**

Strategic Planning: Continued planning process has been tabled until a new library director has been hired. However, we will continue to collect SWOT responses from board of directors and will begin to develop a community member survey to deploy by our ExtraGive open house.

New Business: No new business.

Old Business:



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Golf Tournament - presented by Marjorie. All but one foursome has been secured. We have 136 golfers. We have done well with securing tournament sponsorships. We have some great raffle prizes with a Blackstone grill being a special raffle this year. The Committee is asking for business swag (pens, stress balls, chap stick, etc.) and raffle baskets by August 16th. All items for the golf tournament can be dropped off in the library director's office. Day of volunteers are needed from 10am-6:30pm. Please continue to get any last-minute tee sponsors.

3 Points from staff to board:

N/A - A staff meeting was not held

3 Points from board to staff:

1. We are working hard to make the transition as smooth as possible. Please reach out to any board member with any needs or concerns.
2. We have a candidate
3. Thank you for going the extra mile!

Motion to adjourn: Curt Unruh, Anne Williams. Approved.

Meeting adjourned at 7:33 PM.

Next Regular Meeting: Wednesday, September 11, 2024 at 6:30 PM

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