

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 September 11, 2024**

### **In Attendance**

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

**Staff:** Laura Russell

**Friends:** Brenda Peters

**Guests:** N/A

**The meeting was held in person at the Adamstown Area Library and was called to order at 6:30 PM by Jessica McManimen.**

**Secretary's Report** - presented by Cory Cox. Minutes for the June and July were presented. The spelling of Maribeth's and Carolyn's names needs corrected throughout the minutes. Additionally, the minutes will need to be put on letterhead to present to the bank.

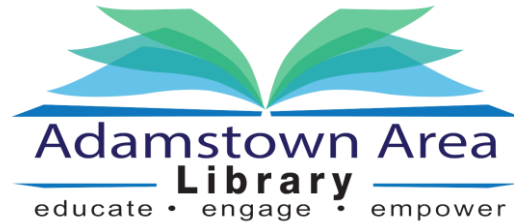
- **Motion to accept Junes Board of Director's Meeting Minutes: Hope, Brad. Approved**
- **Motion to accept July Board of Director's Meeting Minutes: Kurt, Cindy. Approved**

**Friends' Report** – presented by Brenda Peters. Upcoming auction at Village Haus, High Heels and jeans. The event will be held November 9<sup>th</sup>. Finalizing plans for auction. This will be the last year with the current auctioneer as he is retiring. He does a tremendous job.

**Treasurer's Report** – presented by Brad. Two CDs are maturing with Truist on 9/13/2024. We have until 9/28/2024 to renew or withdraw. The finance committee is planning on renewing the CDs for a longer term. Current options include 5 months at 4.5%. Another CD matures on 2/17/2025 at Members First. Potentially looking at renewing for 11 months at 4.9%. Rates can change, but the finance committee will look for the best rate for a longer period.

- **Motion to accept Financial Report: Anne, Cory. Approved**

**Director's Report** - presented by Laura Russell. Jessica Zook gave staff kudos to a staff who helped a volunteer correct a clerical issue. Staff handled the situation excellently, with humility and compassion. Some IT issues have come to light to include a need to update a few laptops. Laura believes the library need three. Additionally, the library's current donor database is being phased out and we will need to find something different. The current database is antiquated so a new donor base platform is necessary. Laura will look into



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options but believes migration will be needed as the data is too vast. East Cocalico Township reached out to Laura; she will be presenting at the Oct 3<sup>rd</sup> township meeting. This will be her first municipality presentation. There are no additional presentations on the schedule. Real Life will be attending a staff meeting to discuss homelessness with staff so they can better understand the needs of the community and the available resources they can share. Laura welcomes board of Directors to attend staff meetings, staff are interested in having board members attend. Staff meetings are currently held the Fourth Friday of each month.

Cory brought up technology grant opportunities and suggested looking at ways we could potentially secure funding for our currently technology needs. Jessica encourages board members to attend a staff meeting when they are able. She had a very positive experience when she attended.

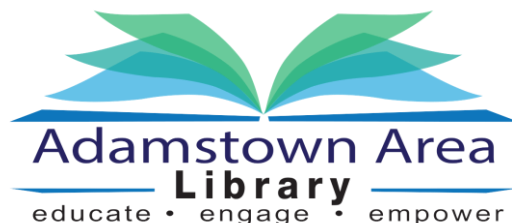
- **Motion to accept Director's Report: Brandon, Jackie. Approved.**

#### **Board Chair:**

#### **Committee Reports**

**Nominating Committee:** presented by Cindy Mellinger. Brandon will step into the chair position as Cindy will be rolling off the board this year. The Nominating Committee has discussed roles for next year and have reached out to members of the board to discuss plans. The committee has also reached out to current Executive Committee members to inquire about their role. During the November meeting the Nominating Committee will present the slate of positions. The Committee has started looking at how many board members we want and what qualities and professional backgrounds are currently needed with the members that will be rolling off. The consensus is to try and find three new members to fill all available seats. It was suggested that we talk with previous donors about an interest in serving or companies that have generously supported the library about employees they could potentially refer to serve on the board. Cindy is requesting current board members to confirm their continued commitment to the board via email.

**Personnel Committee:** Presented by Anne Williams. The committee is continuing the search for a director. Laura is doing a fabulous job serving as interim director. A handful of candidates have been interviewed for the director position and are at varying phases in the process. The phases include a phone interview with a member of the Personnel Committee, an in-person interview with members of the Executive Committee, then an in-person discussion with Jess and current management. The Personnel and Executive Committees have been working closely together in the process. The committees are pleased with the candidate pool and are very optimistic. We hope to have all candidates through each phase of the process by the first week of October. The Executive Committee will make a recommendation to the entire board, then extend an offer to the candidate early to mid-October. We hope to have the new library director onboarding no later than November 1<sup>st</sup>. Would like to post two part-time positions. A Circulation Assistant and a dedicated Passport Acceptance Agent.



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**Fundraising Committee:** Presented by Hope Schmids. Looking forward to Open House for Extra Give. The Open House will be from 4pm-6pm, Thursday November 22<sup>nd</sup>. The committee would like to have a giving station again and host the open house with the purpose to inform the community and solicit donations. The Fall campaign letter should be out early November. We are currently working on the draft letter. We typically do a Thanksgiving basket to raffle off. We are looking for items to be included in the basket.

**Finance Committee:** Presented by Brandon Webb. Recommendation from finance committee to increase income, we would like to add an unbudgeted position. They would like to add a dedicated Passport Acceptance Agent for 10 hours a week. Currently we have three passport agents, but they all have other responsibilities within the library. The dedicated position will start at the beginning of October and will work off passport scheduling.

- **Motion to accept posting a dedicated Passport Acceptance Agent which is an unbudgeted position: Brad, Brandon. Approved**

**New Business:** No new business discussed

**Old Business:** No old business discussed

**3 Points from staff to board:**

Points were not discussed during previous staff meeting

**3 Points from board to staff:**

1. Golf Outing was a success. We raised more money.
2. Position is approved
3. Friends Fundraiser

**Motion to adjourn: Brandon, Anne. Approved.**

**Meeting adjourned at 8:03 PM.**

**Next Regular Meeting: Wednesday, October 9, 2024 at 6:30 PM**

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