



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 October 9, 2024

In Attendance

Board: Cory Cox, Maia Hession, Jessica McManimen, Cindy Mellinger, Brad Rauch, Hope Schmids, Jackie Steed, Brandon Webb

Staff: Laura Russell, Maribeth Donohue

Friends: Ann Roseboro

Guests: Randy Good

The meeting was held in person at the Adamstown Area Library and was called to order at 6:32 PM by Jessica McManimen.

Secretary's Report - presented by Cory Cox.

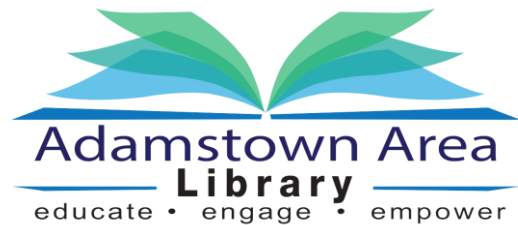
- **Motion to accept September Board of Director's Meeting Minutes: Brandon, Maia. Approved**

Friends' Report – presented by Ann Roseboro. Upcoming auction at Village Haus, High Heels and jeans. Auction items for the event would be good. The book store will be open during ExtraGive on November 22 from 4pm-6pm.

Treasurer's Report – presented by Brad Rauch. Areas to focus on is revenue. November and December seem to be the months when our Revenue is highest. Current policy requires a second signature for a check written for more than \$100. The finance committee believes the policy should change, increasing the limit and requiring a second signature on a check for purchases over \$500. Purchases over \$100 occur more regularly than in the past and with limited signers it can become a burden for a second signer to stop in the library to sign a check. At times some purchases may be time sensitive.

- **Motion to accept Financial Report: Cindy, Jackie. Approved**
- **Motion to increase dollar amount for the requirement for two people to sign checks. Checks over \$500 will require two authorized signers: Brad, Hope. Approved**

Director's Report - presented by Laura Russell. We received a \$5,000 check today in the mail. We also recently received the county Coordination Plan Budget for 2025. Our people counter is not working, and we need to get access to the site to manage it. Laura has had some difficulty getting into contact with the software helpdesk. Laura will continue to attempt to get support from the software developer, but the people



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counter is necessary for specific data collection. If we are unable to get the necessary support, we may need to look for another provider. Laura also looked at donor databases and believes one could potentially be secured for about \$3,000. Laura shared library usage statistics for the 3rd quarter. Numbers look great. Laura presented to East Cocalico Township on October 4th. It was a great reception and we received wonderful feedback on the presentation. A new circulation assistant has recently started. Currently interviewing for passport agent.

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

Board Chair:

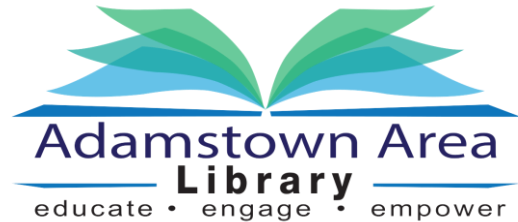
Committee Reports

Nominating Committee: presented by Cindy Mellinger. Cindy has reached out to current board members and officers regarding their continued involvement on the board. She has received responses from all board members. The current officers and committee assignments have agreed to continue for 2025. Additional feedback or nominations can be directed to Cindy. The confirmed slate of officers will be presented during the November 2024 board meeting. Anne and Cindy will roll off the board this year.

Personnel Committee: Presented by Jessica McManimen. A new circulation assistant has been hired and the search continues for the designated passport agent. The search for a library director is also ongoing and the process is continuing as planned. Hope had the pleasure of attending the staff meeting last month. Staff meetings are held on the 4th Friday of every month at 8:00am. Hope encourages the board of trustees to attend a staff meeting if they are able. Many policies are outdated. Reviewing and updating the policies will be a necessary task for 2025. An executive session to discuss the library director position will be requested following the trustee meeting.

Fundraising Committee: Presented by Hope Schmids. The library will host an Open House for Extra Give on November 22nd from 4pm-6pm. A "passport" will be developed on what to do while attending the Open House. The committee would like the purpose of the Open House to be informative and to solicit financial support. In addition to food, we will have Facebook Live posts, music, a video of the children's programming, and a Thanksgiving basket will be raffled; there will be a giving station for attendees. A giving station will be setup Jessica will talk with Marg about donations and food items. We are looking for potential sponsors or fundraising champions to help raise matching funds for Extra Give. The Fall campaign letter should be out early November. We are currently working on the draft letter. Board members are asked to donate items to be included in the Thanksgiving basket.

Finance Committee: Presented by Brandon Webb. The library will acquire a VISA credit card with Truist, a cashback reward card, once the new director is hired. Two CDs will be combined into a single 11 month certificate at 4.75%.



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New Business: No new business discussed

Old Business: Randy provided updates on the new borough building. ARPA and RACK P grants are being held up between the House of Representatives, the Senate, and the Governor's office. Looking for another grant opportunity for the building. Spoke with a financial advisor and the borough is doing OK financially. If funding is allocated timely, construction is anticipated to start sometime in 2025, anticipating less than 6 months to complete build. The building will be 5,000-5,400 square foot of multipurpose area. Currently working on subdivision. Library staff asked what would happen with parking during construction? Randy expressed he would go back and discuss, but the potential to extend parking lot with temporary parking could be an option.

3 Points from staff to board:

Points were not discussed during previous staff meeting

3 Points from board to staff:

1. We received a building update from President of Adamstown Borough. Waiting on grant funding hoping to have building complete in 2025.
2. Open House Extra Give will happen. Please come.
3. Fall Campaign letter is being worked on.

Motion to adjourn: Hope, Maia. Approved.

Meeting adjourned at 7:44 PM.

Executive Session called to order at 7:46 PM.

Next Regular Meeting: Wednesday, November 13, 2024 at 6:30 PM

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