

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 November 13, 2024**

### **In Attendance**

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

**Staff:** Jessica Garner, Laura Russell, Maribeth Donohue

**Friends:** Ronnie Heston

**Guests:** Mike Wetherhold

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

Mike would like to donate Bill Becker's sports jacket that Bill had given to him years ago. Bill Becker, a long time Adamstown resident grew up playing sports. The VFW was a tremendous supporter of local sports. The library is built on the parcel of the former VFW and Mike thought the library would be a great place to showcase the artifact. The sports jacket was framed with a plate. Additionally, the story of the jacket and the significance of it was provided to be displayed as well.

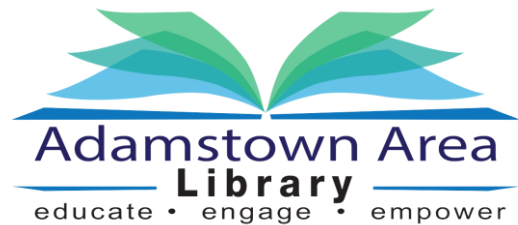
**Secretary's Report** - presented by Cory Cox.

- **Motion to accept October's Board of Director's Meeting Minutes: Hope, Curt. Approved**

**Friends' Report** – presented by Ronnie. The High Heels and Blue Jeans auction held at Village Haus raised \$13,774. The last day of the book sale will be Tuesday November 19<sup>th</sup>. However, the bookstore will be open during the ExtraGive open house at the library on Tuesday November 22<sup>nd</sup>. This will be the last day the store will be open in 2024. The bookstore will reopen on January 7, 2025.

**Treasurer's Report** – presented by Jessica McManimen. We are currently working on 2025 budget. The draft will be finalized prior to the December board meeting. At that time the budget will be presented for board approval. The finance committee is looking at the libraries' various accounts to streamline financial lines and remain consistent. We anticipate municipality funds to come in that we have not yet received. Presentations with West Cocalico went well and an increase in funding as anticipated. Additionally, Adamstown Borough is likely to increase their financial contribution as well. Discussions were had with regard to the importance of meeting with civic organizations to further promote the library's mission and foster support.

- **Motion to accept Financial Report: Cindy, Jackie. Approved**



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**Director's Report** - presented by Laura Russell. Discover Denver and Trunk or Treat at YMCA were really big outreach events recently. Friends of library week was held in October. People counter is up and working and we recently gained access to the database. Cellphone service is extremely spotty in and around the library. It was recommended that a signal booster would likely be a benefit for patrons. Denver Borough, West Cocalico Township, and Adamstown Borough presentations went well. The information and data points were well received. Although we were not able to attend a township meeting, the presentation was sent to Brecknock Township. We hope to be invited to a meeting to share publicly. We recently submitted our plan for state aid. We have not hired a designated passport agent as there was not a lot of traction. Two current circulation assistants agreed to get trained to do passports, so this should suffice to meet our current volume. Sierra Library Services will be down on November 19 for maintenance. We do not anticipate any interruptions to service beyond the inability to check-in books. Next staff meeting is Friday, December 13. They really liked having board members attend so if anyone is available, it would be great to have a representative attend.

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

**Board Chair:**

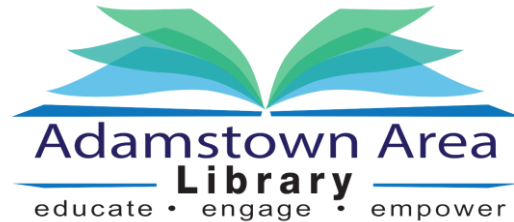
#### **Committee Reports**

**Nominating Committee:** presented by Cindy Mellinger. Brandon provided a slate of electors. In December the nominating committee will present for the board to vote on a slate of officers. If there are any additional nominations, please inform Brandon or Cindy before the December 2024 meeting. Cindy spoke with two new potential board members, Mike Steffy from Heck Construction and Deborah Briggs, a very active constituent in the Cocalico and Ephrata area.

**Personnel Committee:** Presented by Jessica McManimen. Thank you to the entire board for individual contributions during the search for the new director. Welcome Jessica Garner. Jessica's onboarding continues. Thank you, Laura, for your support and dedication during this time, and your continued support with the transition.

**Fundraising Committee:** Presented by Hope Schmids. The library will host an Open House for ExtraGive on November 22<sup>nd</sup> from 4pm-6pm. Sign-in sheet for board volunteers was passed around. We have a goal of \$18k. We are asking 100% participation for board members. 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 children's programming. The Thanksgiving basket will be raffled as well. If you have items for the basket, please bring them in. A giving station for attendees will be setup.

**Finance Committee:** Presented by Brandon Webb. The library will acquire a VISA credit card with Truist, a cashback reward card with great rates. Two CDs will be combined into a single 11-month certificate at 4.75%.



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**New Business:** Brad found an opportunity through ENB. Non-profits can write to Santa about their program for a chance to be awarded a financial gift. This may be an opportunity to look into.

**Old Business:** Please remember to drop off any Thanksgiving basket raffle items. Brad asked if there was a status on two grants that were submitted by Carolyn earlier in the year. Laura and Jessica will do some research on the grants, what they were for, and where we are in the process.

**3 Points from staff to board:**

1. Staff have been working on ideas for the Open House, to include videos and raffles. They are really excited about it.
2. Staff are excited about the TV
3. There had been some stress over the library director and the unknown, but staff are feeling much better.

**3 Points from board to staff:**

1. We see you, we hear you, and we appreciate you! Your contributions while we continued our search for the library director and continue to work through the transition does not go unnoticed. Thank you for your extra efforts.
2. Budgets for 2025 is being finalized
3. \$13,774 raised at Friends of Adamstown Library Blue Jeans and High Heels auction. This is a bit more than last year.

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

**Meeting adjourned at 7:46 PM.**

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

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