

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 February 12, 2025

### In Attendance

**Board:** Cory Cox (remote), Maia Hession, Jessica McManimen, Brad Rauch (remote), Hope Schmidts (remote), Jackie Steed, Brandon Webb, Curt Unruh

**Staff:** Jessica Garner, Maribeth Donohue (remote), Jessica Zook

**Friends:** Margaret Harting

**Guests:** Randy Good, President, Adamstown Borough Council, Alex McManimen, Council Member, Adamstown Borough Council

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

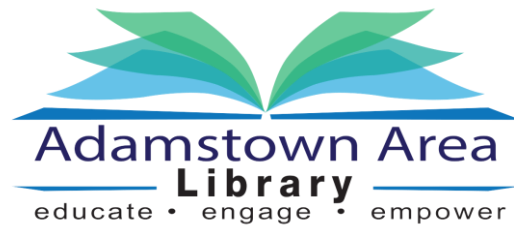
**Secretary's Report** - presented by Jessica Garner. Brandon noted a correction from the January meeting minutes – Mike Steffy is from Heck Construction not Hess Construction.

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

**Friends' Report** – presented by Margaret Harting. Thank you for the luncheon. The friends' group is working on basket bingo. Margaret shared an example of a basket and reported they have secured very nice items for the event. Basket Bingo will be March 16<sup>th</sup> at Reamstown Firehall. The friends met regarding the continued efforts with Amazon books and working out some frustrations. Selling on Amazon is a huge undertaking, and Amazon charges a lot of fees. The friends will start selling books through Thrift Books. Thrift Books will take just about every book. Revenue per book will be less than an Amazon sale, but there are no fees and much less of a process. They will also begin selling books in the school library. The Friends currently has an account itemized on the libraries budget. This originally was established as part of the room to grow campaign. The Friends will open an account, removing this line item from the libraries budget.

**Treasurer's Report** – presented by Brad Rauch.

Passport pictures and passports in general have been down. It is thought that Real IDs seem to be a bit of a factor for the decrease in passport acquisitions. There were also some weather-related closings resulting in changes to operating hours. There was some heavy carpet cleaning completed this year, allocated in the maintenance and building expenses. We closed our Customers Bank account. We will also look to close our Ephrata National Bank account as we look to consolidate accounts. May open an Ephrata National Bank Community Impact Account and move funds in Truist account to this new account as the interest rates and



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other benefits are much more favorable. The Members' 1<sup>st</sup> certificate of deposit will reach maturity. We do plan to renew the Members 1<sup>st</sup> certificate of deposit.

- **Motion to accept Financial Report: Maia, Curt. Approved**

**Director's Report** - presented by Jessica Garner. District Advisor meeting is scheduled for February 27<sup>th</sup>. Windows 11 update plans are due, two laptops are being replaced as budgeted. The system will cover 50% of audit cost. State report is due March 10<sup>th</sup>, Laura has started the process of completing the report. An extension has been requested. Three points have been identified: Circulation policy is in its final draft, Sustainable Funding will be the District Advisory Council topic, "Home library" vs. "Patron Type" will be discussed, thank you to IT as they're dealing with many updates and changes. Thank You Luncheon for the Friends of library, on January 27<sup>th</sup>. It was a great turnout. We are looking for volunteers for basket bingo on March 16<sup>th</sup>. Help is especially needed with setup around 9am, doors open at 12pm. The event will wrap up at 4pm. Additional volunteers are appreciated for clean-up as well. We met with Cocalico Cares on January 13<sup>th</sup> and are trying to identify how we can best partner with them. The WiFi booster, TV, and phone will be installed on February 13<sup>th</sup>. The Friends have agreed to pay for the installation. The old technology and equipment will be recycled. We may need to look at getting the gutter cleaned out or looked at as it seems to be leaking near the back door. All Fall campaign dollars appear to have come in. Six staff were certified in CPR. The virtual institute for friends and trustees is scheduled for March 15<sup>th</sup>. Lighthouse vocational volunteers continue to help at the library. They are amazing. We anticipate passes and other cuts occurring this year, but next year additional cuts may occur. Blind-date with a book are selling very well. Thank you, Laura, for your work selecting the donor software. We did not receive the Carnegie grant. With the anticipated budget cuts, we are looking for sponsors for the summer programming. Passport recerts have been submitted to the facility manager as well as two staff completing passport agent training. Will be a partner organization with Longwood Gardens. Performance evaluations started this week and Jessica has started conducting an audit of personnel files. Jessica has officially submitted her resignation, with her last day being Friday February 14<sup>th</sup>. Three department heads will share responsibilities. Jessica Zook will be the interim director. Responsibilities have been clearly defined.

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

**Committee Reports**

**Nominating Committee:** presented by Brandon Webb. We are trying to get potential new members on committees first, prior to recruiting them as Board of Trustees. We look forward to asking Debra to join the fundraising committee. Josh and Mike are still interested and will attend a future meeting, potentially join the next meeting.

**Personnel Committee:** Presented by Jessica McManimen. Will be posting the director position on all platforms as previously used; PALA listserv, website, the Library Association, and the Lancaster Library System.



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We will follow a similar hiring process to what we did before. Jessica Garner did feel meeting with staff as part of her hiring process was an added value. The personnel committee will oversee all aspects of the process.

**Fundraising Committee:** Presented by Hope Schmids. Jackie will chair the fundraising committee. We would like to meet for a brainstorming session to help fund the summer reading program and ask Jessica Zook to participate in that brainstorming discussion. The donor databases were discussed and the recommendation that we purchase Donor Dock as our fundraiser platform was made. Thank you, Laura, for leading the process and all the work you put in with helping us make an informed recommendation. Donor Docks costs a little more, but the benefits of onboarding and savings from Constant Contact more than makes up for the cost.

**Finance Committee:** Presented by Brad Rauch. Nothing new to report. Financially we are on par with our budget. Nothing new to report outside of the Treasure's Report.

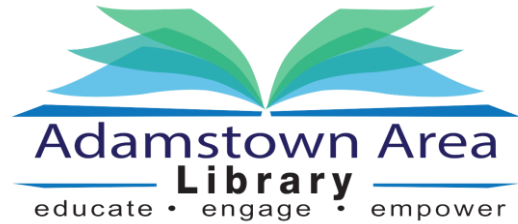
**New Business:** Maribeth suggested doing a carnival theme fundraiser. Doing it under the Friends is the best option if we are playing small games of chance because they have the license to do so. The fundraising committee will look at new and creative ways to continue our fundraising efforts.

**Old Business:** Randy presented on state of the building project. The borough has not secured the ARPA or RAPP funding. They would like to potentially look at a proposal where they can access some of the state gambling revenue. Hopefully we hear by April if this is something the Borough can secure. The Borough has to look at prevailing wages when accessing some of these funding sources which can make things more difficult. The borough has had success with grants for pickle ball courts, a parking lot, a new traffic light, and playground so they do believe they can secure funding for the project. The Borough would like to know if the Library can look at grant proposals as well. Many funding streams similar to Steinman Foundation or High Foundation grants will not donate to a municipality, but they will donate to the non-profit organizations such as the library. Additionally, we may be able to look at gifts in kind via supply donations. Randy is confident the building will be built; it just may take a little longer. Alex explained RAPP dollars went to non-profits throughout the state. The building is expected to cost up to 2.5 million. If the library helps by applying for grants, we may be able to secure the funding needed for the project. Randy reports the drawings are 80% complete. Alex requested a board member or two be assigned to attend borough building committee meetings to maintain collaborative efforts between Borough and the library board of directors. Jessica mentioned it would be hard to ask the same folks for money that helped with the last building campaign. Hope mentioned capacity of board members and the need to be cognizant of their current commitments. Hiring a new director is the priority. Collaboration is key and welcomed. Alex confirmed the committee meets once every three months.

**3 Points from staff to board:**

n/a

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1. There is a delay on new Borough building
2. Thank you, Jessica Garner, for your work. Thank you to all staff for your efforts and support. We will do our best to be transparent and provide updates during our search for a new director.
3. Basket Bingo is scheduled for March 16<sup>th</sup> at Reamstown Firehall. Please spread the word.

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

**Meeting adjourned at 8:02 PM.**

**Next Regular Meeting: Wednesday, March 12, 2025 at 6:30 PM**

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