

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 April 9, 2025

In Attendance

Board: Cory Cox, Jessica McManimen, Hope Schmids, Brandon Webb, Curt Unruh

Staff: Maribeth Donohue, Laura Russell

Friends: Ronnie Heston

Guests:

The meeting was held in person at the Adamstown Area Library and was called to order at 6:28 PM by Jessica McManimen.

Secretary's Report - presented by. Cory Cox. The March minutes file is missing. Working to recover the file. Laura requested January minutes that were approved.

- **Motion to accept December Board of Director's Meeting Minutes:**

Friends' Report – presented by Ronnie. Ronnie asked about the bricks that were removed from the old library, that they were sold for \$50 apiece and were to be engraved. The bricks are currently being stored at the water/sewer authority waiting to be used. Additionally, pavers were sold for Room to Grow for \$250 per paver. The pavers were to be used for a garden area. Ronnie believes tiles were sold for \$500 apiece and others were sold for \$1,000 apiece. Discussion was had, suggesting this occurred in 2016. The Friends' are asking if the Adamstown Area board of trustees knows where these tiles and pavers are and whether they were engraved. Jess will reach out to the previous director to see if they were created. Ronnie asked if there were plans for the garden, that 25k was gifted to the library from the Friends' for the garden. Curt expressed that the garden is part of the building plans for the new borough building; Jess confirmed. Ronnie questioned if the borough was moving forward with building. Jess reported the borough was not awarded the grant funding applied for; however, the borough continues to explore funding options and rework plans. The borough has confirmed that they continue to be very optimistic with regards to the new building and partnership with the library. Ronnie reported the stone drive is hazardous and asked if there could be something done near the area closest to the back door. Jess and Laura will further discuss and have someone look at it the area by the back door. Basket Bingo was successful. The Friends' group raised 12k in book sales last year.

Treasurer's Report – presented by Brandon Webb. We are aligned with the current budget. Discussion surrounding the reduction in county funding was had and the need to continue to look at revenue streams as we look ahead. Brandon reports he will get to ENB in the coming days to open the Community Impact



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Account There was a reduction in county funding. Jess brought up American Express Amazon Gift cards that were acquired by Jessica Garner from the American Express credit card points. Discussion was had among the trustees on whether the gift cards were earmarked for the golf outing or anything else. As the gift cards were unrestricted funds that was unexpected, the board of trustees agreed using them for staff appreciation would be most beneficial.

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

Director's Report - presented by Laura Russell. The library system is doing focus groups to promote individual libraries. They plan to use radio, billboards, and TV ads to promote. This is in preparation for a possible referendum. Thank you Friends' for the new furniture in the sitting area. The area looks more chic, inviting, and comfortable. Additionally, Tamara has been moving things around in the library to help spruce up the area and make areas more functional. When looking at programing statistics, you will see programs for youth have decreased because efforts are being placed on multi-generational programs. The library is looking to possibly partner with Real Life to help with grants. Discussion was had on the Lancaster County Micro Transit Feasibility Study survey. It was noted Adamstown was not on it, that Denver is the farthest the map shows. Laura mentioned she reached out via social media to advocate for Adamstown to be considered. Laura would like to know if we are moving forward with Adamstown Community Days. The library staff suggests we sell the library crocks with succulents, do a penny social, and sell raffle tickets. Discussion was had if we are there for the entire event, we will need volunteers to cover 10 hours, plus set up and tear down. Brandon had insight with experience in previous years and thought foot traffic was best between 2pm-8pm. Starting later and leaving a little earlier would reduce the commitment and number of volunteers but maintain our potential footprint. Discussion was had that if we did not get enough volunteers, we would not do the event. Additionally, we will need a tent and a plan for getting baskets, crocks, and other necessary materials to and from the event. Jess offered to supply a tent. Additionally planning will be had once volunteers are confirmed.

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

Committee Reports

Nominating Committee: presented by Brandon Webb. Debra is doing a great job. She is really involved in fundraising, making connections in the community, and helping wherever she can. Mike has expressed interest in contributing his time and effort to the golf and fundraising committees. He likes the idea of getting started with the golf committee and going from there. As he prepares to recommend board membership, Brandon questioned if we can vote on membership remotely, outside of a regular meeting. Cory believes there is nothing in the bi-laws stipulating an in-person vote is necessary, but noted ideally, official matters including proposals or recommendations put forward for a vote should be considered during in person meetings whenever possible. Cory asked how long we would have a potential board member serve on a committee prior to bring forward a recommendation for board membership. Brandon suggested 2-3 months. Brandon would like to have further discussions of interest with Debra.



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Personnel Committee: Presented by Jessica McManimen. The search committee is actively pursuing a Library Director. One candidate has gone through the entire process. There have since been two additional applicants. We have conducted two phone screens who seem to be equally wonderful. One of the two candidates will have an in-person meeting on Friday 4/11. Curt will try and be here Friday for the in-person meeting. The other candidate has not been called about an in-person meeting as Jess wanted to clarify her credentials were appropriate for the position. Discussion was had about the job description and educational requirements. Laura confirmed the differences in library degrees, emphasizing the requirement for a PA Librarian Certification. The third candidate appears to meet the educational requirements. Curt suggested interviewing all candidates and thanked Jess for all her hard work. Curt's sentiments were echoed by additional trustees in attendance. Laura is doing a fabulous job as interim director, we are super grateful for her.

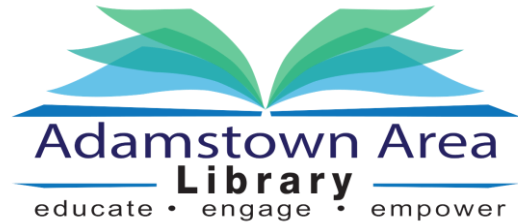
Fundraising Committee: Presented by Hope Schmits. Infographic has been created. Thank you, Ashley, for volunteering your talents and helping design the flyer. Jackie continues to outreach to local businesses. The spring campaign letter will go out soon; the printer is preparing the mailers. Donor Dock is up and running. Discussion was had on accessibility and usage. Laura will get those who will need access, access. As we continue to get into the system will be able to identify usage strategies and such. We will not be participating in Cruise Night this year. There was little ROI, another group is making milkshakes this year, and the freezer that was previously used for our ice cream is no longer available. We believe it continues to be an important community event and would like to potentially partner with another group to promote the library. Jess asked if the Friends' were participating in the Cruise Night; Ronnie did not believe they were invited to. A trustee suggested the Denver Women's Club and asked if they would possibly be interested in having a flyer or something about the library on their table. Brandon can reach out to the club. We will certainly re-evaluate for next year and hope to continue to be part of this great event in the future.

Finance Committee: Presented by Brad Rauch.

New Business:

Old Business: Golf Outing updates were provided by Curt. Payments will be conducted online as well as scoring. They will continue to accept traditional payment methods, but do not anticipate many people using this option. There is a meeting at the library on May 1st at 6:30pm. Laura will send a save the date for the August 23rd golf outing soon but will wait for updates to send out registration information. The board of directors' responsibilities continue to be sponsorships, particularly hole sponsors, and volunteer needs the day of the golf outing.

Jess provided updates on National Library Week. There will be an online post, email to staff, lunch provided one day, and a bag of goodies to include a gift card. Donuts and other treats have also been dropped off to



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staff. Thank you. Brandon attended the staff meeting last week and reports there was a line of people waiting to get into the library; “it was incredible.”

3 Points from staff to board:

1. None to report

3 Points from board to staff:

1. National Library Week. Thank you..Thank you...Thank you!
2. We will be participating in Community Days. Thank you for your participation, support, and enthusiasm.
3. The Library Director search is going well. We have some really good candidates and are making great progress.
4. The Spring Campaign Letter will drop in mailboxes within a week or two.

Motion to adjourn: Brandon, Curt. Approved.

Meeting adjourned at 7:42 PM.

Next Regular Meeting: Wednesday, May 14, 2025 at 6:30 PM

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