

**Adamstown Area Library  
Trustees Meeting  
November 10, 2021**

**Meeting Minutes**

**Call to order                      Marj**

Meeting called to order 6:29 p.m.

**In attendance:** Hope Schmids, Jessica McManimen, Marjorie Hyrb, Brad Rauch, JJ Valerio, Cindy Mellinger, Curt Unruh

**Absent:** John Schmoyer, Daryl Groff

**Friends of the Library Guest:** Margaret Harding

**Guests:** Maribeth Donohue & deLyn Alumbaugh

**Minutes were reviewed,** C. Mellinger motion to approve minutes, H. Schmids Second

**Treasurer's Report      Brad**

**Motion**

Applied for and received second PPP loan forgiveness from SBA, applied for employee retention credit, awaiting decision. Budget discussion to follow later in the meeting. Valerio Motion, C Mellinger Second.

**Friend's Member**

Last regular book sale 11/9, just short of \$23,000 raised. Thirty seven volunteers and over 100 hours served. Next week is bag sale to help clean out stock. Friends will take donations through winter, first Tuesday of month. Spring book sale in the works. Friends have offered to take responsibility to decorate the library mantel. Raffle basket program has started up again.

**deLyn Alumbaugh, Adamstown Council Member** – Presented the opportunity to close street outside of library for street fair, could include food trucks, music, story-telling, pretend passports for kids. Council would support effort. The idea is to help to increase foot traffic and spread good will.

**Director's Report      Carolyn**

**Motion**

Knock Box ordered and needs to be installed. Governor's wage increase, district consults do not believe that we are subject to this. Staffing is covered, we are ok for now because capacity levels are lower, but it may be a discussion C. Unruh, motion, J. McManimen second.

**Unpaid Leave Policy**

Carolyn will draft an unpaid leave policy to be sent to the personnel committee for consideration.

**Meeting Room Policy**

Carolyn drafted meeting room policy, discussion around logistics of policy. Ad Hoc committee to review policy for consideration, Marj, John, JJ, and Jess

**Plans for State Aid**

Reviewed the plan for state aid

**Phase IV+ In-person Services**

Some in-person services have resumed

### **Facilities Update**

Furniture to be shipped mid-January

### **Overdue Fees**

Discussion around the overdue fee to provide more equitable services

### **Municipal Funding**

Expecting to receive East Cocalico and Denver funding next month.

### **New Business**

### **2022 Budget**

Staff reviewed proposed budget, Carolyn reports that income remains steady, but expenses going up.

### **Pennsy Donation – Marj**

Randy Good in honor of his retirement donated \$5,000. Thank you Randy and Pennsy!

### **Nominating Committee – Cindy**

Tom Martin and John Schmoyer board term will end December 2021. Marj has committed to one more year on the board as a member. C. Mellinger presented the Slate of Office from the Nominating Committee to vote in December.

**Board Chair:** Anne Williams

**VP:** Jessica McManimon

**Tres:** Brad Rauch

**Secretary:** Hope Schmids

C. Mellinger also discussed bylaws: With two board members leaving, we will be down to nine officers which is allowable by bylaws. Board members suggested additional members for consideration.

### **Appreciation Breakfast Recap – Tom**

T. Martin reported that it was a nice event, with good turnout from employees and board members with good discussion. We would like to continue these connected events. J. McManimen reported that staff wants communication channels with board, looks for ways to be more accessible to staff. J. McManimen suggests to board that we continue to brainstorm ways to continue communication.

### **Crock Fundraiser – Hope**

H. S Schmids raised the possibility that we consider crocks for future fundraiser. Decided that crocks are still being used as gifts for major donors and we will revisit selling crocks this spring.

### **Old Business**

### **Open House – Marj**

Planning logistics were discussed for the November 19 Open House.

### **Furnishing Growth Campaign Update – Daryl**

Letterhead, notecards, and other essentials are available in the library to do outreach.

C. Unruh visited with four, C. Mellinger visited with hers, T. Martin reported a good visit with New Enterprise

### **Crock Deliveries**

There is a sign-up list to deliver crocks.

### **Social Media Policy – Anne**

Carolyn presented the proposed social media policy. Anne discussion reason for adopting a policy.

T. Martin motion: Second: A. Williams

**Bylaws Revision – Cindy**

C. Mellinger reviewed portions of the bylaws to ensure they are up-to-date. Board members were asked to review bylaws to ensure they are current and compare with guide to re-writing bylaws.

**Borough Proposal – Marj**

M. Hyrb and other board members met with the borough members to update them on library funding, community relationship and proposal for borough property on library grounds. The meeting was a success.

**Adjourn**

Meeting Adjourn: 8:41 p.m. T. Martin, motion C. Mellinger second

**Next Regular Meeting: December 8, 2021 at 6:30 PM**