

Adamstown Area Library Board of Trustees Meeting, Dec 7, 2021

Present: Marj Hyrb, Brad Rauch, Tom Martin, Cindy Mellinger, Hope Schmids, Carolyn Reiste, Daryl Groff, Curt Unruh, Jessica McManimen, Anne Williams

Absent: JJ Valerio, John Schmoyer

Public present: none

Marj called the meeting to order at 6:52 PM. The meeting was held at Marj's house after a board dinner

Secretary's Report- submitted by Anne, Tom motioned to accept, Hope 2nd, motion passed

Treasurer's Report – Brad - Balance sheet review, P&L month & ytd review, municipal funds coming in, ExtraGive coming in 2022, EOY fund drive, income aprox 50% from government, 50% from fundraising/usage charges, suggestion to set aside money for future repairs as needed, Cindy motion to accept reports, Anne 2nd, Motion carried

2022 Budget - reviewed proposed income/expense figures for 2022, reviewed salaries proposed for 2022, ref library position, insurance expense, collections, computer hardware, hardware, adjust utilities projected expense, plan wish list for possible angel donations, budget approval tabled for corrections

Public Comments – none

Board Election - Cindy, proposed slate Anne president, Jess VP, Hope sec, Brad treasurer, Tom motioned to accept slate as proposed, Curt 2nd, motion passed note - recruit new members as needed, have min required currently

Director's Report Carolyn - staff meeting went well, investigate "tips" for public to be able to give to employees, Holiday gift card for employees (Amazon?) Brad motioned to accept reports, Cindy 2nd, Motion carried

Amazon gift card for staff, Daryl motioned to approve, Brad 2nd, motion carried

Reference Librarian Job Description - reviewed, Laura will fill this role, she is graduating from her library masters program

Materials Selection Policy – reviewed policy

Reopening Workplace Safety - Update, masking is now requested, not required, reviewed as needed depending on Covid cases, Passport room concerns for how close it is to patrons

Old Business: **Meeting Room Policy** – Carolyn – table till January

Bylaws Revision – Cindy – waiting on a few responses, changes are marked on provided copy, discuss bylaws vs procedures, vote on in January

Furnishing Wisdom – Hope – aprox \$13,200, contact other business, follow up needed

New Business: **ExtraGive recap** – Marj – open house very good, aprox 164 people, some donations during the event, possible partner with fire dept, A-town YMCA, or other local participating organization, aprox \$24K raised

Insurance – Marj, **health insurance reimbursement present**

3 points for employee meeting – budget, elections, fundraising efforts

Adjourn: 9:02 PM Motion by Brad, 2nd by Curt. Motion carried.

Next Regular Meeting: Jan 12, 2022 at 6:30 PM

Submitted by Tom Martin