Ephrata Public Library Board Meeting Minutes

Thursday, September 15, 2022

6:00 p.m.

The Ephrata Public Library is a physical and virtual community center. Its mission is to provide resources and to promote opportunities for everyone seeking to improve, change, enrich, and enjoy their lives. The library offers free access to information reflecting differing viewpoints in order to support an open and democratic society.

Members Present: Mike Eichelaub, Kristin Carter, Brian Frey, Linda Suarez Baer, Marilyn Yoder, Jim Goodyear, Eric Nissley

Staff Present: Penny Talbert, Rebecca Zinner

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:01 pm .
2. Introductions/Attendance

All participants were connected electronically via Zoom

Visitor – Nancy Aronson

1. Secretary’s Report
2. **Motion**: Approval of the August 17, 2022, Board Minutes. Upon a motion by Brian Frey and seconded by Jim Goodyear, the August 17, 2022, Board Minutes were approved.
3. Treasurer’s Report as of August 31, 2022 (Presented by Ms. Yoder)

Financial Reports are available in Dropbox.

YTD Total Income - $ 819,157 82.28% of Budget

YTD Total Expenses - $820,420 81.51% of Budget

YTD Net Income – ($1,263)

August 2022 Total Income – $52,785

August 2022 Expenses – $107,496

August 2022 Net Ordinary Income – ($54,711)

1. Director’s Report (Presented by Ms. Talbert)

Director’s Report is available in Dropbox. Additional information appears below:

1. New billboard going up along 272 for the fund drive
2. Received an email from the district that the days of blanket waivers are over. Will be holding a class for library directors to apply for them in the future
3. Location and schedule for the shower truck at Pioneer Fire Company. Wednesdays every week from 8:30-12

SPOTLIGHT

* Work Force development schedule
  + Help to promote this program
* Library of Things!
* Staff Kindness Challenge

1. Committee Reports
2. Human Resources – (Presented by Jim Goodyear)

* Linda Baer and Jim Goodyear will not be seeking an additional term on the Board of Directors
* Three persons have been identified and spoken with Penny and are interested in serving on the board. HR hopes to interview candidates by our October meeting
* Looking for a resume or a CV and their reflections to help guide the decision to who will fill the seats to better serve the needs of the board at this current time
* All candidates have been invited to the October meeting as a visitor
* Next task is Executive Director Evaluation
* Next task creating a slate of officers for 2022 by November

1. Funding and Finance – (Presented by Penny Talbert)

Committee met virtually on Tuesday, September 13, 2022, via Zoom.

* Discussed First Citizens line of credit
* Internal controls manual was discussed
* Progress of the audit
  + Draft of the audit by September 21
  + It will be sent via e-mail to the board to approve before submission

1. Old Business
2. 2023 Employee Handbook & Policy Manual Update
   1. Added Rebecca as a credit card holder
3. Internal Controls Manual
4. Revisions to Bylaws
   1. Placing term limits on President and Vice President

1. New Business (48)
2. First Citizens Community Bank Checking Account & Line of Credit

**Motion**: To move the $40,000 from the Fulton account to the Ephrata National bank operating account. Eric Nissley and Marilyn Yoder

**Motion**: To close Wellspan Ephrata National Bank account and transfer that balance to the First Citizens Community Bank checking account. Brian Frey and Linda Baer

1. Transfer to funds to cover upcoming expenses

**Motion**: To allow Penny to draw against the First Community line of credit as needed to cover operating expenses. Eric Nissley, seconded Linda Baer

1. Executive Session –
2. President’s Message –
3. Adjournment - Upon a motion to adjourn the September 15, 2022 Board meeting by Eric Nissley and seconded by Marilyn Yoder, the meeting was adjourned at 7:15 PM.

The next Board meeting has been scheduled for October 20, 2022 at 6:00 PM. The conference room.

Respectfully Submitted,

Kristin Carter, Secretary