Ephrata Public Library Board Meeting Minutes

Thursday, August 18, 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 Eichenlaub, Jobany Bedoya, Marilyn Yoder, Brian Frey, Eric Nissley, Danielle Shumate, Linda Baer

Staff Present: Penny Talbert, Barbara Brock (virtual)

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:02.
2. Introductions/Attendance

All participants met in the Conference Room with virtual option (OWL) for guests

Visitor – Steve Aronson, Nancy Aronson

1. Secretary’s Report
2. **Motion**: Approval of the May 19, 2022 Board Minutes. Upon a motion by Jobany Bedoya and seconded by Linda Suarez Baer, the May 19, 2022, Board Minutes were approved.
3. Treasurer’s Report as of July 31, 2022 (Presented by Ms. Yoder)

Financial Reports are available in Dropbox.

YTD Total Income - $777,601 78.00 % of Budget

YTD Total Expenses - $721,490 71.68 % of Budget

YTD Net Income – $55,111

July 2022 Total Income – $121,561

July 2022 Expenses – $96,362

July 2022 Net Ordinary Income – $25,199

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

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

1. Birthday party was well attended
2. Concert Tuesday evening was over 900 people in attendance
3. Brew Fest was successful and ran smoothly
4. Danielle Shumate will attend Clay Township Meeting, Jobany Bedoya will attend Akron Township Meeting, Brian Frey will attend Ephrata Township Meeting

**SPOTLIGHT:** DEI Collection Tool (Dropbox)

* Tool that examines the collection the look for percentages of categories
* This tool runs four quarters
* This is a great tool for collection development as well as staff promotion displays for the library

1. Committee Reports
2. Human Resources –

* Ad hoc Bylaws Committee will be discussed in New Business

1. Funding and Finance – (Presented by Linda Suarez Baer)

Review of report from Tuesday, August 15, 2022 meeting

* Municipal requests for increases by 20%
* Additional collection expenditures of 12%
* Reminder to review Internal Controls Manual

1. Old Business
2. Strategic Plan Update (Dropbox)
   * The new plan was passed last meeting there will be quarterly updates
   * Facilities plan included in the Dropbox
3. Retreat Follow-Up
   * Employee Handbook has been shared in Dropbox
   * Internal Controls Manual has also been shared in Dropbox

1. New Business
2. Going fine free- implications, cost, etc
   * Within the county system each board gets the vote and will be decided upon
   * Numbers are being analyzed at the repercussions of what happens with a fine free decision
3. Meeting Standards – 12% collection expenditures
   * Identifying which items that need to be included with meeting this standard and what will need to be spent to meet that percentage

**Motion:** Upon a motion by Linda Suarez Baer, it was moved to earmark the CD that is maturing in October at the amount of $25,000 towards collections and take an additional $7,000 from the Fulton Bank cash account in order to make the collection percentage this year. This motion was seconded by Marilyn Yoder. Eric Nissley abstained. Motion passes.

1. 2023 Employee Handbook & Policy Manual Update
   * Reminder to look through and the updates
2. Internal Controls Manual
   * Reminder to look through and the updates
3. Edward Jones CD

**Motion:** Upon a motion made by Linda Suarez Baer, it was moved to invest the $25,000 which is currently in the Edward Jones cash account that matured on July 26th to be reinvested in a 6-month CD. Seconded by Danielle Shumate. Eric Nissley abstains. Motion Passes.

1. PaLA Conference – staff requests to attend

**Motion**: Upon a motion by Jobany Bedoya and seconded by Brian Frey, to spend up to $1,000 to take the staff to the PaLA conference. Motion Passes.

1. Replacing lobby water fountain with bottle filling station/drinking fountain combo
   * Request for a new water station will be requested to the borough
2. Revisions to Bylaws
   * Revisions placed in Dropbox
3. Board of Directors Job Description
   * Updated an older version of a job description to share with new board members
4. Executive Session –
5. President’s Message –
6. Adjournment - Upon a motion to adjourn the August 18, 2022 Board meeting by Linda Baer and seconded by Marilyn Yoder , the meeting was adjourned at 7:PM.

1. The next Board meeting has been scheduled for September 15, 2022 at 6:00 PM. The meeting will be held in the Conference Room at the Ephrata Public Library

Respectfully Submitted,

Kristin Burkholder, Secretary