

Date: Tue, July 20, 2021 6:00pm

Call to Order

Held virtually via Microsoft Teams.

Meeting called to order at 6:00pm by M. Dilts, President

Voting Board Members:

Attending: M. Dilts (President), M. Ireland (Treasurer), L. Kier, B. Lee,
H. Martyniuk (Vice-President), L. Miller, L. Vescovich (Secretary)

Absent: K. Babb, S. Bednar

Also Attending: H. Smith (Director), C. Barrows (Assistant Director), S. Burke, J. Costello,
J. Martin

Welcome and Introduction of Guests

- Welcome by M. Dilts.
- Motion to approve revised agenda for 06/20/2021 Monthly Meeting MOVED by L. Vescovich, SECONDED by L. Miller, and passed.

Approval of Minutes of Previous Monthly Meeting

- Motion to approve 06/15/2021 Monthly Meeting Minutes MOVED by H. Martyniuk, SECONDED by L. Kier, and PASSED. L. Vescovich to post FINAL to Dropbox and provide to H. Smith for posting to Library Website and placing in Library hard copy files.

Current Business (Recurrent Items)

- **Director's Report** (H. Smith)
 - H. Smith was offered and accepted position as Early Childhood Services Advisor with Pennsylvania Office of Commonwealth Libraries (OCL). Submitted resignation as ELANCO Library Director effective at end of 08/13/2021 (last day).
 - No other comments or concerns regarding Director's Report submitted by H. Smith July 2021 or with June 2021 Library Statistics.
- **Assistant Director's Report** (C. Barrows)
 - Summer Reading Program (SRP) going well.
 - Take and Makes remain popular.
 - Play Aways through District Care funds (tablet with preloaded apps) now available.
 - No other comments or concerns regarding Assistant Director's Report submitted by C. Barrows July 2021.

- **Governance Committee report** (J. Costello)
 - Motion to adopt the following By-Law changes MOVED by J. Costello, SECONDED by H. Martyniuk, and PASSED.
 - Replace Article III, Section 2 in its entirety with:
Voting board members must (1) be 18 years of age or older, (2) live in the service area of the ELANCO Library, (3) have good moral character and (4) have an exceptional interest in the public library programs.
 - Move Article III, Section 4 to Article III, Section 5.
 - Move Article III, Section 5 to Article III, Section 6.
 - Add Article III, Section 4:
A voting member who moves out of the service area may complete their term but may not be re-elected as a voting member.
 - Add Article III, Section 7:
Board Member terms begin and end at the close of the Annual Meeting.
 - Replace Article VI, Section 1 in its entirety with:
The officers of this corporation shall be a President, Vice-President, Secretary, and Treasurer. All officers must be voting members of the Board of Trustees.
 - Replace Article VI, Section 3 in its entirety with:
Officers so elected shall serve for the term of one (1) year and shall take office immediately upon the close of the annual meeting.
 - Motion to create an adhoc Municipality Committee consisting of three (3) Library Board members to focus solely on municipal and legislative relationships MOVED by H. Martyniuk, SECONDED by B. Lee, and PASSED.
 - To accomplish Objectives 2.a.i, 2.a.ii, and 2.b.ii of ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.
 - Committee members to be appointed by August 2021 Monthly Board Meeting.
 - Committee to report activities monthly until accomplishment of Objectives 2.a.i, 2.a.ii, and 2.b.ii of ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.
 - Motion to adopt Policy EL-503 (Board of Trustees: Annual Meeting Format) DRAFT 06/14/2021 as presented MOVED by J. Costello, SECONDED by B. Lee, and PASSED.
- **Management Committee report** (M. Dilts)
 - Continuing to address and update maintenance list items.
- **Programs & Services Committee report** (B. Lee)
 - Continuing to finalize and summarize ideas on how Library can better serve the community.
- **Marketing, Fundraising, & Special Events Committee report** (J. Martin)
 - “Annual Appeal” scheduled for August 2021.
 - “In Person Auction” re-scheduled for Thursday evening 10/14/2021 at Leola Village.
 - “Extra Give” scheduled for November 2021.

- **Treasurer Report** (M Ireland)
 - Have used our COVID Payroll Protection Program (PPP) loan received February 2021. Forgiveness requested and approved. Converted in June 2021 from liability to income.
 - Prosper Money Market account closed. Was being kept open for PPP loan management.
 - To replace current credit card used for miscellaneous expenses with debit card linked to a new Prosper account with maximum of approximately \$1,000. Credit card required a Library Board officer to expose personal credit information including Social Security Number.
 - Audit by WNC CPA's and Consultants close to being completed. Have received draft copies of report.
 - Motion to accept and file "2021-06 Finance Report" as presented MOVED by M. Ireland, SECONDED by L. Miller, and PASSED.

New Business

- **District Center Appointment**
 - Need Voting Board Member representative for District Center meetings (expect 3 meetings per year). Contact M. Dilts if interested.
- **B. Lee Request**
 - Due to family issues, B. Lee will need to step down as Voting Board Member no later than January 2022. Governance Committee to address.
- **Committee Appointments**
 - L. Miller appointed to Governance Committee.
 - L. Kier removed from Governance Committee and appointed to Management Committee.
- **Planning**
 - Reviewed Objective 4 of the ELANCO Library Strategic Plan 2020-2022 adopted 02/18/2020.
 - Motion to have Management Committee discuss next step for ELANCO Library Operational Plan and report proposal to Board at August 2021 Monthly Meeting MOVED by H. Martyniuk, SECONDED by L. Vescovich, and PASSED.
- **Exit Interview**
 - Motion to have Management Committee conduct exit interview with H. Smith to discuss view on Library direction, view on Strategic Plan, and what should be looked for in selection of next Library Director MOVED by L. Miller, SECONDED by H. Martyniuk, and PASSED.
- **Correspondence Needed**
 - None.

- **Upcoming Meetings**

- Next Board of Trustees Monthly Meeting scheduled for 7:00pm 08/17/2021. To be face-to-face at ELANCO Library.

- **Executive Session**

- Motion to adjourn to executive session MOVED by M. Dilts, SECONDED by H. Martyniuk, and PASSED,
 - Adjourned to executive session 9:05pm
 - Returned to monthly meeting 9:25pm.

- **Library Director Hiring Committee**

- Motion to create a Library Director Hiring Committee with following permissions MOVED by M. Dilts, SECONDED by B. Lee, and PASSED.
 - Authority to choose an Ad-Interim Director to assume the role temporarily with a salary to be decided in consultation with the treasurer.
 - Budget of \$3,600 to advertise and interview Directors including advertisement costs, travel expenses, meal expenses, and interview expenses.
 - Creation of a job posting.
 - Creation of an interview question deck and process.
 - Authority to determine total compensation package and benefits in consultation with the Treasurer up to values discussed during the executive session. The split between salary and benefits may only affect the benefits that affect the Director (such as salary and vacation). Excludes items that would affect any salaried employee (such as health insurance and Simple IRA).
 - Authority to make an offer to a selected candidate after after giving members of the Board an opportunity to meet candidate(s) being considered for selection and giving the Board 72 hours notice of intent prior to making an offer to a particular candidate.
- Motion to enable Library Director Hiring Committee to: (1) Make decisions about benefits for benefits that affect any salaried employee (such as health insurance and Simple IRA) up to values discussed during the executive session and (2) Empower the committee to directly discuss these issues with any salaried employee affected MOVED by M. Dilts and SECONDED by L. Vescovich. Motion to table further discussion and voting until August 2021 Monthly Meeting MOVED by M. Ireland, SECONDED by L. Miller, and PASSED.

Adjournment

Motion to adjourn MOVED by M. Ireland, SECONDED by B. Lee, and PASSED. ADJOURNED at 9:30pm.

Minutes by: L. Vescovich