

Date: Wed, July 19, 2023

Call to Order

Held in-person at Library.

Meeting called to order at 7:08pm by S. Burke.

Voting Board Members:

Attending: S. Burke (President), L. Reinsfelder, S. Pompilii, T. Carr

Absent: L. Vescovich (Secretary), S. Bednar (Treasurer)

Non-Voting Board Members:

Attending: None

Absent: M. Ireland

Also Attending: A. D'Agostino (Director), J. Watson (Asst Director)

Welcome and Introduction of Guests

- Board Members and leadership from the Re-Uzit Shop of New Holland were introduced: Andy Clayton, Sherri Duda, Amanda Feege, Mark Hickson, Gordon Lash, Paul Weaver, and Chris Zweifel.
 - Gordon Lash spoke to the value of the ELANCO Library to the community and the desire of the Re-Uzit Shop of New Holland Board to help ensure its continued healthy operation.
 - Gordon Lash presented, on behalf of the Re-Uzit Shop of New Holland, a check for \$20,000 to support the ELANCO Library, with the intent that \$5,000 of that money would be used for a marketing campaign. In addition, there will be another contribution of up to \$20,000 to match other ELANCO Library funds raised from today until the end of the year.
 - The inclusion of the marketing campaign, and a referral to their marketing agent, is intended to help the ELANCO library better position itself financially for the long term.

Approval of Agenda

- Motion to approve 07/19/2023 Monthly Meeting Agenda MOVED by L. Reinsfelder, SECONDED by S. Pompilii, and PASSED.

Approval of Minutes of Previous Meetings

- Motion to approve 06/21/2023 Monthly Meeting Minutes MOVED by L. Reinsfelder, SECONDED by S. Pompilii, and PASSED.

Current Business (Recurrent Items)

- **Treasurer Report** (S. Burke for S. Bednar)
 - P&L Current Month Tab: For the month of June 2023 overall income was down \$19,000. This was caused by an increase in expense when it comes to the cost of raising money, as well as the timing of the annual appeal. Much of the difference is timing related.
 - When comparing the budget from January to June (forecast versus actual): We are in a much better position than initially anticipated at this point of the year. We initially forecasted being negative (\$21,620.93), however, at the end of June, net operating income was (\$5,213.70).
 - We rolled over our CD investment for another 3 months. Our investment rate is set at 5.25% and will mature in October 2023. We have our CD invested at the Bank of China (US Bank and FDIC insured).

- **Director's Report** (A. D'Agostino)
 - ELANCO Library was awarded PA Forward Silver Star for Civic and Social Literacy. The other four silver stars are coming soon.05/19/2023.
 - Pleased with several outcomes from the meeting with Dr. Snopkowski, Superintendent of the ELANCO School District:
 - Support for universal library cards for school kids; details to be worked out.
 - Drop-off boxes and pick-up boxes at individual schools.
 - Increasing visits to other grade levels.
 - Library Assistants praised for handling increased volume. Check-in and check-out has increased 70% in the past year. There followed a discussion of various ways to show appreciation to Library Assistants. A. D'Agostino emphasized the urgent necessity of adding an additional 15/hr per week Library Assistant position to cope with the increased volume and advocated for raising the minimum Library Assistant Salary from \$12.23/hr to \$15/hr; while various board members considered sharing food or small token gifts with Library Assistants.
 - Children's Library Renovation will be more complicated and take longer than originally anticipated. There followed a discussion about labor needed to move books and furniture, and there will be a need for swing space to store furniture during the renovation.
 - Library Board members were reminded that they are required to complete the Mandated Reporter training at <https://www.reportabusepa.pitt.edu/> and provide a copy of completion certificate for the library to keep on file.
 - No other comments or concerns regarding July 2023 Director Report submitted by A. D'Agostino.

- **Assistant Director Report** (J. Watson)
 - Circulation doubles in the summer.
 - There are 822 kids in the Summer Reading Program and that number will go up to over 1,000. The program ends August 12. Lickity Split last year donated kids meals for over 700 last year who completed the Summer Reading Program – a big donation. We expect the same level of support this year. The owner’s grandmother started the library originally.
 - May offer an extra reading challenge after the normal Summer Reading Program.
 - The Librarians in Training program is doing well.
 - We are ready for the kindergarten program for 20 kids. That is going well. Dr. Snopkowski (Superintendent of the ELANCO School District) asked for feedback on this program.
 - No other comments or concerns regarding July 2023 Assistant Director Report submitted by J. Watson.

- **Marketing/Fundraising/Special Events Committee report** (S. Burke)
 - Discussed Fundraising Committee updates.
 - Recent yard sale total is at \$406.00.
 - S. Burke, A. D’Agostino and L. Reinsfelder had a very positive meeting with the Superintendent of the ELANCO School District, Dr. Snopkowski on July 19, 2023.
 - S. Burke is reconsidering how to handle the endowment letter, and perhaps using suggestions from the Superintendent.
 - S. Burke is planning to raffle a children’s bike and helmet, which she is donating, between November and Christmas. The American Legions and VFW Posts are good locations for sales. Susan will secure a license for a year after November 1, 2023 and that will also cover a 50/50 at the Autumn Jubilee.
 - Municipality reports:
 - Regular attendance at Municipality Township meetings is a good thing and has been happening.
 - We need a representative to Caernarvon Township. S. Burke has been attending.
 - Grants
 - Grant Strategy Update 07/19/2023 presented by L. Reinsfelder. Focused on:
 - Library Needs
 - High Foundation Grant overview

- **Governance Committee report** (S. Pompilli for L. Vescovich)
 - Working to schedule orientation session for new Board Member T. Carr.
 - Continuing to work on request from Director for additional policy to support grant requests.

- **Management Committee report** (S. Pompilii for L. Vescovich)
 - “ELANCO Library Operational Plan 2023-2025” established and is available for review and update in dropbox under ELANCO Board of Trustees>Strategic & Operational Plan 2023-2025>ELANCO Library Operational Plan 2023-2025 CURRENT. Latest snapshot placed in dropbox with other meeting documents.
 - Continuing to address and update one-time maintenance list items. For latest status, see “ELANCO Library Maintenance One-Time items 2023-07-14 (1615)” Tab 2023 placed in dropbox with the other meeting documents.

New Business

- **Correspondence Needed**
 - None.
- **Upcoming Meetings**
 - Next Board of Trustees Monthly Meeting scheduled for 7:00pm 08/16/2023. To be in-person at the ELANCO Library.

Adjournment

Motion to adjourn MOVED by L. Reinsfelder, SECONDED by S. Burke, and PASSED.
ADJOURNED at 9:15 pm.

Minutes by: L. Reinsfelder for L. Vescovich