

Date: Wednesday, August 19, 2026

Call to Order

Held in-person at Library

Meeting called to order 7:02pm by S. Burke.

Members Attending: S. Burke (President), L. Reinsfelder (Vice President), S. Bednar (Treasurer), J. Esbenshade, D. Boone, A. Tanega

Also Attending: A. Timlin (Director), B. Howe (Assistant Director)

Absent: M. Mooshian, P. Deibler

Welcome and Introduction of Guests

- There were no guests in attendance.

Approval of Agenda

- Motion to approve 8/19/2026 Regular Meeting Agenda - MOVED (D. Boone), SECONDED (S. Bednar) and APPROVED.

Approval of Minutes of Previous Meetings

- Motion to approve the 6/17/2026 Regular Meeting Minutes - MOVED (L. Reinsfelder), SECONDED (J. Esbenshade) and APPROVED.

Current Business

- **Treasurer Report** (S. Bednar)
 - Treasurer's Report was presented and discussed.
 - No flex funds are needed for the remainder of the year.
 - A. Timlin is managing grant spending.
 - A. Timlin will begin preparing scenarios for next year's budget.
 - P&C credit card credit limit increase remains unresolved.
 - Motion to accept the Treasurer's Report - MOVED (L. Reinsfelder), SECONDED (A. Tanega) and APPROVED.
- **Director's Report** (A. Timlin)
 - Director's Report was presented.
 - Library will begin using Spark catalog system in September. Staff have received training on new system. New materials remain on hold until system migration.

- Exploring alternative insurance options.
- Discussed three requests for purchases: phone system, point-of-sale system, and folding tables.
 - Phone system will transition from Frontier to Voice Over Internet.
 - Point-of-Sale system will be Square and replace current registers.
 - 12 folding tables will be purchased from Uline for in-house and community activities.
- Suggestion to create a policy that covers AI use by staff.
- **Assistant Director Report (B. Howe)**
 - The Assistant Director's Report was presented.
 - Preliminary Summer Reading Program: 1,062 sign-ups, 982 reading logs taken, 794 reading logs returned.
 - High patron attendance at Community Night Out, Raven Ridge Program, and Princess Storytime event. Storytime numbers also continue to increase.
- **Marketing/Fundraising/Special Events Committee Report (S. Burke/L. Reinsfelder)**
 - The marketing and fundraising report was submitted.
 - Upcoming fundraisers:
 - September – 2 silent auction baskets, themes of Fall and Car Care
 - September – Grocery Outlet cash register round up
 - September 12 – Fill a Bag Book Sale, 10am-2pm
 - October – Electricity fundraiser
 - November 7 – Friends Game and Puzzle Sale, Costume Jewelry Sale
 - November 11 – Bingo (GSV – sponsor, 20 gift cards, \$300 in cash prizes)
 - December 5 – Library Yard Sale, Friends Book Sale
 - Friends Bookshelf raised \$122 for second quarter.
 - Board will explore LCCF fund options.
- **Governance Committee Report (S. Burke)**
 - Municipal Meeting Attendance:
 - 7/6/2026 Earl Township meeting was attended by L. Reinsfelder.
 - 7/7/2026 New Holland Borough meeting was attended by S. Burke.
 - 7/14/2026 Terre Hill Township meeting was attended by S. Burke.
 - 7/14/2026 East Earl Township meeting was attended by S. Bednar.
 - 7/21/2026 New Holland Business Association was attended by S. Burke.
 - 8/3/2026 Earl Township meeting was attended by L. Reinsfelder.
 - 8/3/2026 Caernarvon Township meeting was attended by S. Burke.
 - 8/4/2026 New Holland Borough meeting was attended by S. Burke.
 - 8/11/2026 Terre Hill Township meeting was attended by S. Burke.
 - 8/11/2026 East Earl Township meeting was attended by S. Bednar.
- **Management Committee Report (S. Burke)**
 - No report.

New Business

- New Board Member Vote
 - Motion to approve O. Straka-Bensinger to Board of Trustees - MOVED (S. Burke), SECONDED (L. Reinsfelder) and APPROVED.

- Secretary Appointee Vote
 - Motion to approve J. Esbenshade as Secretary - MOVED (S. Burke), SECONDED (S. Bednar) and APPROVED.
- Board Terms
 - Board agreed to retain current Trustees who have obligations keeping them from attending meetings in person.
- Maintenance Contracts
 - Updated elevator maintenance contract.
 - Installed programmable thermostats. Taking proposals from local HVAC companies to identify most economical option.
 - AED replaced by NH Ambulance at no cost. Staff training will be provided on AED.
 - Weaver Construction repaired roof leak.
 - Seeking options for library deep clean.
 - New fire alarm contract to begin 9/1/2026
- NH Clarion Newspaper Digitalization Update
 - Library will no longer participate in this project.

Upcoming Board Meeting-

- The next Board of Trustees Regular Meeting will be on 9/16/26.

Correspondence

- None

Adjournment

MOTION (S. Bednar) to adjourn, SECONDED (L. Reinsfelder) and APPROVED.
Meeting adjourned at 8:57PM.

Minutes by: J. Esbenshade