

**BALDWIN BOROUGH PUBLIC LIBRARY
BOARD OF DIRECTORS MEETING
MEETING MINUTES
May 18, 2023**

- 1. Call to Order 7:17pm**
 - a. Attendance: Paul Hayhurst, Kelly Mossbauer, Anna Newborg, Amanda Bublinec, Mike Fitzgerald, Christy Erlich, Rosemary Willis, and Patty Boyer (public/council liaison).
 - b. Not present: Christine Laurent

- 2. Public comment on agenda items**
 - a. Patty Boyer is in attendance. No comments besides we're doing great!

- 3. Action Items**
 - a. Acceptance of April Minutes**
 - i. Kelly motions to accept, Rosemary seconds.
 - ii. Update "Next Meeting Date" to May 18, 2023.
 - iii. Accepted pending adjustment of date. All in favor.

 - b. Acceptance of April Financials**
 - i. Paul motions to accept, Mike seconds.
 - ii. A few expenses over 50% - one time payments related to facilities.
 - iii. Accepted unanimously.

 - c. Ratify April Expenses**
 - i. Christy motions to accept, Rosemary seconds.
 - ii. All in favor.

 - d. Approve staff merit raises effective January 1st, 2023**
 - i. Discussed and approved unanimously.

- 4. Marketing and Technology Librarian Positions**
 - a. Split into two positions. Marketing Librarian role has been filled, pending approval of new job descriptions.
 - b. The Board motions to create a full-time Marketing Librarian position effective June 5, 2023. Paul makes the motion to establish; Mike seconds. All in favor.
 - c. The Board motions to create a full-time Technology Librarian position effective June 5, 2023. Amanda makes the motion to establish; Rosemary seconds. All in favor.

- 5. Proposals for donor walls from Impact Signs and Nicholson Signs**
 - a. Nicholson signs:
 - i. We like the large, hexagon "Thank you" in the middle of the design, not off to the side.
 - ii. We can get two more complimentary redesigns after these initial design layouts.
 - iii. Approximately \$5,000 cost.
 - b. Impact Signs:

- i. Would not provide a mock-up until we made a deposit.
 - ii. Not pursuing this company further.
 - c. Waiting on two more companies to get back to use with quotes/designs (local/Western PA companies).
 - d. Kelly motions to table pending additional proposals and further discussion; Paul seconds. All in favor.
- 6. **ACLA Accounting Services**
 - a. Donnelly Boland is still being unresponsive and unhelpful.
 - b. ACLA would be free starting next year for one free year; we could stay with them that one year then and switch after if we aren't happy.
 - c. We have to put some money in Dollar Bank, but we can continue most of our banking with Brentwood Bank.
 - d. Anna to put together a side-by-side doc of costs between Donnelly Boland and ACLA. Board to review at June meeting. ACLA could present at a future board meeting since we have new members who missed the last presentation.
 - e. Anna to check by-laws about whether or not we need to get multiple bids for switching accountants; requesting two more bids just to be safe.
- 7. **Director's Report**
 - a. Received government grant for multilingual signage and other projects (including ESL packets/resources) - \$8600.
 - b. Reimbursement grant - we spend the money and invoice the government.
- 8. **Friends of the Library Update**
 - a. Relaunch this program. Hopefully this summer, definitely this year. Open House style interest event.
 - b. Some interest coming in recently. A few people have reached out to Rosemary.
 - c. Food truck fundraiser - Summer 2024.
 - d. Touch a Truck is coming along nicely! Everything should be finalized by June.
- 9. **Other Business**
 - a. Distribution of books with pornography in them. Do we have a policy surrounding this.
- 10. **Meeting Adjourned** - 9:14 pm. Kelly makes the motion; Christy seconds.
- 11. **Executive Session**

Next Meeting: June 15, 2023