

Meeting Minutes/lk

Aug. 15, 2024

Present: Mike Fitzgerald, Lisa Kaufman, Christine Laurent, Rosemary Willis, Anna Newborg

Absent: Amanda Bublinc, Christy Ehrlich, Tara Rockacy

1. Call to Order – 7:06 pm
2. Public comment on agenda items – no public in attendance
3. Action Items
 - a. Acceptance of July minutes – Mike motions to accept, Christine seconds. All in favor
 - b. Ratify June expenses. As per Anna’s summary, big picture is we’re under budget and reserves are good so overall, we’re doing well. Lisa motions to ratify, Rosemary seconds. All in favor.
 - c. Acceptance of July Financials. Mike motions to accept, Christine seconds. All in favor
4. Friends of the Library survey results discussed
 - a. Anna suggests holding a hybrid in-person/online meeting on a Tuesday or Thursday afternoon in October or November
 - b. Board discusses fundraising in general and the possibility of holding a larger fundraiser, such as a carnival
5. Touch-a-Truck 2024 updates
 - a. Event will be Saturday, Sept. 14 from 10-2 at the borough building municipal lot. Wide array of vehicular participants have confirmed, along with community groups and food vendors
 - b. Trying to publicize event as more of a carnival atmosphere with lots of activities, not garden-variety limited touch-a-truck
6. RAD grant funds balance
 - a. Anna explains that accounting errors in 2023 and 2024 resulted in misclassification of \$30,000 in RAD funds remaining from an initial

\$48,000 one-time grant. The remainder was mistakenly subsumed into the overall fund balance in the 2023 and 2024 budgets instead of being rolled over into a separate line item.

- b. To correct the error, Rosemary motions to amend the 2024 budget to create a special projects fund, and to reassign the previously unclassified \$30,000 to that fund, thus enabling the money to be spent on special library projects over the years as the director sees fit. Christine seconds. All in favor.

7. Vote to accept 2024 employee raises

- a. Board previously discussed and approved employee raises for 2024 but never formally voted to accept
- b. Lisa motions to accept employee raises effective January 1, 2024, Rosemary seconds. All in favor.

8. Review Borough Presentation

- a. Anna plans to ask council this fall for increase in borough's contribution to library, including changing the overall funding strategy to include annual increases, and raising the borough's per-capita contribution to be more in line with neighboring municipalities
- b. Anna to contact Bob and Patty in advance for feedback on what factors and data should be included to make strongest case to council substantiating need for increase
- c. Christine reiterates suggestion that library patron/s and board members attend Anna's presentation to council to visibly show support

9. Preliminary budget 2025

- a. Early figures are conservative and assume no increase in revenues
- b. Anna explained staffing strategy, including the expected departure of senior employee in first quarter 2025, and how departure will affect salaries and staff assignments

10. Director's report

- a. Annual audit was clean with no issues. Anna will present it to council in September.

- b. Anna suggests participating in CLP's shared facilities service to save money and cut down on some unexpected expenses, and will find out more information on cost and services provided.
 - c. Anna reports on success of staff training day and expects to plan more on regular basis
11. Meeting adjourned at 9:05 pm
 12. Executive session N/A

Next meeting Sept. 19, 2024