

TOWANDA DISTRICT LIBRARY

MINUTES for June 20, 2023

Regular Meeting

ATTENDEES: Rachel Ballenger, Judy Michael, Mark Schwamberger, Lori Hoskins, Amy Bogner, Rochelle Wardell

ABSENT: Audra Wyant, Chris Miller

Meeting called to order at 7:00 pm.

PRESIDENT'S COMMENTS

- None
- Rochelle acted as President, walking the attendees through the Minutes Readings

OPPORTUNITY FOR PUBLIC COMMENT

- None

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Judy made a motion to accept the minutes.
- Amy seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Profit & Loss Previous Year Comparison from FY 21-22 to FY 22-23, Fiscal year end is June 30. TDL will end the year with a large contribution to Special Reserve.
- Amy filed a motion to approve the Treasurer's Report and pay the bills.
- Judy seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed her report.
- Rachel will let us know if she needs help putting together heavy bookcases and/or carrying them through the library's doors, once they arrive.
- Rachel will be attending the Annual American Library Association Conference 6/23-6/26 in Chicagoland.
- The Summer Reading Program is off to a great start. 110 people attended the opening and 50 kids turned in reading logs for Week 1.
- Madison and Emma started 5/30 and will average 13 hrs/ week; the extra hands have been a blessing, especially during the special programs time.
- Motion to approve the Director's Report made by Mark.
- Lori seconded the motion.
- Unanimous approval.

NEW BUSINESS

Decennial Committee Update

- Rachel reviewed the meeting that concluded before this regular meeting of the Board. She noted the purpose and the process for completion of the final report.
- The 3rd and final meeting of the Decennial Committee will be September 19, 2023 at 6:30pm.

Non-Resident Library Card Policy

- The non-resident card fee was discussed.
- Lori made a motion to approve the policy.
- Amy seconded the motion.
- Unanimous approval.

Prevailing Wage Ordinance

- The ordinance discusses the hiring of laborers, mechanics, and other workmen and the necessity for prevailing wage.
- Mark made a motion to approve the policy.
- Judy seconded the motion.
- Unanimous approval.

Schedule of Regular Library Board of Trustees meeting dates and times

- Ordinance 23-01 was discussed regarding meeting on the 3rd Tuesday of every month at 7pm. All dates were agreed to except there will be no meeting July 18, 2023.
- Mark made a motion to cancel the July 18 meeting.
- Amy seconded the motion.
- Unanimous approval.
- Then, there was a motion to approve all meeting dates in Fiscal Year 2023-2024.
- Mark made the motion.
- Judy seconded the motion.
- Unanimous approval.

Tentative Budget and Appropriation Ordinance

- Mark discussed the B&A Ordinance 23-02. A new fiscal year will start July 1, 2023.
- Motion to accept the tentative budget given by Judy.
- Amy seconded the motion.
- Unanimous approval.

Sexual Harassment Prevention Training by Board Members

- Training packets were handed out to each Trustee. Rachel will keep these on file upon signed completion by each Trustee.

Old Business

- Mandatory Paid Leave Act will go into effect 1/1/24. Everyone (new and current employees) can receive the Paid Leave. The Employee Handbook will be updated by December 31, 2023 with this info.
- Lori made a motion to accept the suggested wording implementation beginning 1/1/24.
- Amy seconded the motion.
- Unanimous approval.

CLOSED SESSION

- None

Upcoming Board Meetings: August 15, Sept 19, October 17, November 21, December 19, January 16, 2024

Motion to end meeting made by Judy.

Lori seconded the motion.

Unanimous approval.

Meeting adjourned at 7:30pm.