

TOWANDA DISTRICT LIBRARY
MINUTES for September 19, 2023

Regular Meeting

ATTENDEES: Chris Miller, Audra Wyant, Rachel Ballenger, Mark Schwamberger, Lori Hoskins, Amy Bogner, Rochelle Wardell

ABSENT: Judy Michael

Meeting called to order at 7pm.

BUDGET HEARING PRIOR TO REGULAR BOARD MEETING

No members of the public in attendance.

- Rochelle made a motion to approve.
- Lori seconded.
- Unanimous approval.

PRESIDENT'S COMMENTS

- None

OPPORTUNITY FOR PUBLIC COMMENT

- None

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Lori thanked Chris and Audra for taking notes and typing up the August minutes .
- Mark made a motion to accept the minutes.
- Amy seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- There was discussion about updating QuickBooks to Cloud based form.
- Chris filed a motion to approve the Treasurer's Report and pay the bills.
- Rochelle seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed the report.
- Motion to approve the Director's Report made by Amy.
- Mark seconded the motion.
- Unanimous approval.

NEW BUSINESS

Approve Budget & Appropriations Ordinance

- Mark reviewed his report. He made sure to explain that special purpose grants, including future grant offerings and special purpose funds, must be appropriated if donations are received.
- Chris made a motion to approve.
- Lori seconded.
- Unanimous approval.

Decennial Committee update

- The final meeting was held at 635pm tonight.

Transfer Unexpected Funds From Prior Fiscal Year to Special Reserve Fund

- Mark discussed the report.
- Rochelle moved to transfer the unexpected funds to the Special Reserve.
- Amy seconded the motion.
- Unanimous approval.

Narcan

- There was discussion regarding having Narcan available to the public, stored in a safe place, at the library. It would be for a patron's emergency use. Rachel will investigate necessary training for how to administer.

Library Cell Phone

- In order to alleviate 2-step activation issues, and not using a personal cell number, Google Voice will probably be the route taken. Chris suggested 309-LIBRARY as the phone number. Rachel to query if this number is available.

OLD BUSINESS

- None

CLOSED SESSION

- Chris made a motion to begin an executive session, Rochelle seconded, and there was unanimous approval.
- Entered Executive session at 8pm.
- Discussion involved a personnel review.
- Rochelle made a motion to end the closed session.
- Lori seconded the motion, and there was unanimous approval.
- Returned from executive session at 8:29pm.

Director Review and Compensation

- Mark approved the review and compensation.
- Rochelle seconded.
- Unanimous approval.

UPCOMING BOARD MEETINGS

October 17, November 21, December 19, January 16, February 20, March 19, April 16.

Motion to end meeting made by Rochelle.

Chris seconded the motion.

Unanimous approval.

Meeting adjourned at 8:36pm.