

TOWANDA DISTRICT LIBRARY
Minutes for December 19, 2023
Regular Meeting

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

ABSENT: None

Meeting called to order at 7:05pm.

PRESIDENT'S COMMENTS

- None

OPPORTUNITY FOR PUBLIC COMMENT

- None

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle 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 his report.
- Rochelle filed a motion to approve the Treasurer's Report and pay the bills.
- Lori seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed her report. The roof issue is fixed and Rachel is retrieving bids for lawn care and snow removal. Many items continue to be added into circulation, re-cataloging and relabeling of book series is in process, and there will be no magazine renewals for 2024 as the costs have skyrocketed. Rachel had a lot of fun at the library conference; it was very informative and much networking was done. She is also now involved in attending Tri-County Directors meetings, the Association for Rural and Small Libraries (supported by the ALA), and the Small and Rural Libraries (supported by the ILA).
- Motion to approve the Director's Report made by Amy.
- Chris seconded the motion.
- Unanimous approval.

NEW BUSINESS

Annual Treasurer's Report

- Was reviewed by Mark. There was discussion for in 2024, that Trustees be given the opportunity to audit receipts (such as Amazon, etc). Fiscal year is half-way over. Larger Office supply expenses include a water cooler and cell phone for secondary authentication necessity.
- Motion to approve Annual Report made by Chris, seconded by Judy, and received unanimous approval. The Audit Report and Financial Annual Report will be submitted to the County Clerk.

Per Capita Review

- The Per Capita Grant was completed and sent on.

Long-Range Strategic Plan

- All agreed that timelines were great and very thorough.

Staggering of Trustee Terms

- Chris and Lori will be on ballot in 2025 and again in 2027 due to filling previous VP and Secretary positions mid-term. Judy, Mark and Amy will be on ballot 2025. Rochelle and Audra will be on ballot in 2027.

OLD BUSINESS

- Rochelle made a motion to transcribe the March 23, 2022, April 5, 2022, April 12, 2022, April 19, 2022, and May 17, 2022 Closed Meeting Minutes, which are older than 18 months following legal guidelines, and destroy the recording.
- Amy seconded the motion.
- Unanimous approval.

CLOSED SESSION

- None

Upcoming Board Meetings: January 16, February 20, March 19, April 16, May 21, June 18, July 16, August 13

Motion to end meeting made by Chris.

Amy seconded the motion.

Unanimous approval.

Meeting adjourned at 8:10pm.