

TOWANDA DISTRICT LIBRARY  
MINUTES for May 16, 2023  
Regular Meeting

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

ABSENT: None

Meeting called to order at 7:03 pm.

PRESIDENT'S COMMENTS

- None

OPPORTUNITY FOR PUBLIC COMMENT

- None

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle made a motion to accept the Minutes.
- Judy seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Treasurer's Report, including the Profit and Loss Detail Statement. He commented on specific disbursements for the month and noted the net amount available for the fiscal year (net of receipts less disbursements). Rachel also noted a few specific purchases that will enhance the manner in which the library serves its constituents, including computers, shelving and book bins.
- Rochelle motioned to accept the Treasurer's Report and pay the bills
- Amy seconded the motion
- Unanimous approval

DIRECTOR'S REPORT

- Rachel reviewed her report
- Board members noted the good numbers for books and programs. The Pantagraph article highlighting the Library was also noted and members expressed appreciation of the coverage. Finally, Rachel highlighted Trustee requirements regarding Statements of Economic Interest and FOIA and OMA training.

## NEW BUSINESS

### Decennial Committee Update

- Rachel briefly reviewed the meeting that just concluded before this regular meeting of the Board. She noted the intent of the review and highlighted key points of discussion during this initial meeting.

### Appointment of Trustees to Fill Vacancies

- Chris Miller was recommended to fill the vacancy and expired term of Rachel Ballenger
- Lori Hoskins was recommended to fill the vacancy and expired term of Christine Kirk
- Mark motioned to accept the appointments of Chris and Lori
- Amy seconded the motion
- Unanimous approval
- Rachel distributed Oath of Office forms to Lori and Chris, along with Audra and Rochelle who were reelected in April

### Officer Elections

- President: A nomination was put forward for Audra Wyant. Audra accepted. No other nominations were submitted. Mark motioned to accept the nomination of Audra for President and moved her appointment. Amy seconded the motion with unanimous approval.
- Vice President: A nomination was put forward for Chris Miller. Chris accepted. No other nominations were submitted. Audra motioned to accept the nomination of Chris for Vice President and moved his appointment. Amy seconded the motion with unanimous approval.
- Secretary: A nomination was put forward for Lori Hoskins. Lori accepted. No other nominations were submitted. Audra motioned to accept the nomination of Lori for Secretary and moved her appointment. Amy seconded the motion with unanimous approval.
- Treasurer: A nomination was put forward for Mark Schwamberger. Mark accepted. No other nominations were submitted. Amy motioned to accept the nomination of Mark for Treasurer and moved his appointment. Judy seconded the motion with unanimous approval.

### Working Budget Draft

- Rachel reviewed the working budget for fiscal year 2023-2024
- Board members discussed the working budget and accepted the proposal with two adjustments (Programs were adjusted from \$3,000 to \$6,000 and Public Relations was adjusted from \$5,000 to \$2,000)

### Disposal of Surplus Property

- Rachel noted her desire to dispose of certain property in alignment with the disposal policy. The property included three obsolete computers, pressboard bookcases, and a computer desk. The collective value of all property was considered to be less than \$300. Rachel will seek to give away or donate the property.
- Rochelle motioned to allow for the disposal of the noted property.
- Chris seconded the motion.
- Unanimous approval.

#### OLD BUSINESS

##### Mandatory Paid Leave Act (change Handbook)

- Rachel is attending a webinar being held by HR Source on this topic June 6th.
- Audra indicated her willingness to help Board members with the establishment of their new emails.

#### CLOSED SESSION

- None

Upcoming Board Meetings: July 18, August 15, September 19, October 17, November 21, December 19

Amy motioned to adjourn the meeting

Chris seconded the motion

Unanimous approval

Meeting adjourned at 7:49 PM