

TOWANDA DISTRICT LIBRARY  
MINUTES for April 18, 2023  
Regular Meeting

ATTENDEES: Rachel Ballenger, Lori Hoskins, Christine Kirk, Chris Miller, Mark Schwamberger, Rochelle Wardell, and Audra Wyant

ABSENT: Amy Bogner, Judy Michael

Meeting called to order at 7:00 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.
- Chris seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed his report, including the Profit & Loss comparison from 2022 to 2023. The fiscal year ends on June 30<sup>th</sup>. TDL will end this FY greatly underbudget and will have a large contribution to the Special Reserve.
- Christine made a motion to approve the Treasurer's Report and pay the bills.
- Rochelle seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel has the Summer Reading program all mapped out for June and July.
- OMA training needs to be done for all Board members once per term. Rachel will send out an email with the training link to everyone who needs to complete it.
- Rachel has only had a couple of applicants for the new circulation clerk position. Chris will see about putting up an advertisement at Heartland. Rachel may utilize Indeed to broaden her search.
- Streid Tree Service came yesterday to give a quote regarding trimming the trees, particularly the large one out front. Rachel does not have a price from him yet.
- Rachel is also looking for a landscaper to maintain the landscaping around the building and clean up in the back.

## NEW BUSINESS

### Video Surveillance Policy

- A Video Surveillance Policy is needed to govern the new security cameras Rachel plans to install at the entrances.
- Rochelle made a motion to accept the Video Surveillance Policy, with the noted change in wording regarding "Access."
- Chris seconded the motion.
- Unanimous approval.

### Decennial Committee Update and Appointment of Community Members

- Rachel advertised for Decennial Committee members; however no community members have come forward to volunteer as of today.
- Rachel presented the Board with the Hudson Library Decennial Report as an example of how the Final Report should look.
- Next month, the first Decennial Committee meeting will be hold at 6:30 pm on the third Tuesday, prior to the regularly scheduled Board meeting at 7:00 pm.

### Email Addresses Update

- All Board members have new email addresses set up with their names (i.e. audra.wyant@towandalibrary.org).
- Audra has the accounts set up so that all Board members' old email accounts will forward to their new addresses for continuity.
- Rochelle is having issues accessing both her old and new email accounts. Audra will reset the passwords to both.

### Appointment of Trustees to Fill Vacancies

- This will be completed at the May meeting.

### Review Closed Meeting Minutes

- Christine gave Rachel and Audra a flash drive with all the recordings of the Closed Meetings to date, as well as transcriptions of all Closed Meeting Minutes, should the Board vote in the future to destroy those Closed Meeting recordings and release transcriptions.
- Christine reminded the Board that libraries can destroy their closed meeting recordings when these legal requirements are met:
  - 18 months has elapsed from the time of the meeting.
  - The Board votes to destroy the tape.
  - Written meeting minutes of the closed session are completed.
- There are currently 6 Closed Meeting recordings that are eligible for review tonight from 2020 and 2021. They include:
  - August 11, 2020 Director Evaluation
  - May 18, 2021 Exempt Employee Minimum Pay - Director

- June 15, 2021 Exempt Employee Minimum Pay - Director
- October 19, 2021 Interim Director Employment Offer
- October 25, 2021 Permanent Director Job Offer
- October 30, 2021 Permanent Director Job Offer
- Rochelle made a motion to transcribe the 6 closed meeting minutes listed above, which are older than 18 months following legal guidelines, and destroy the recording.
- Mark seconded the motion.
- Unanimous approval.
- Christine will file the transcribed Closed Session Minutes in the appropriate Secretary's Books and erase the recordings.

#### Purchase of Shelving for DVDs and YA (Replace Weak Bookshelves)

- Rachel presented a bid from The Library Store for replacement shelving for the weak shelves currently being used that are bowing. The Total cost is \$8,396.35.
- Christine made a motion to approve the bid for replacement shelving.
- Rochelle seconded the motion.
- Unanimous approval.

#### Budget

- Budget work is in-progress. Tabled until next meeting.

#### OLD BUSINESS

##### Notary Application

- Rachel is officially a notary! She is waiting on her stamp to come in the mail.

##### Agreement with Unit 5 for Library Cards

- Rachel has not heard from Unit 5 regarding the agreement. This agenda item will be removed for now, and revisited in the fall.

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

- Rachel is still waiting for additional information from HR Source regarding updating the Handbook for the Mandatory Paid Leave Act. Tabled until next meeting.

#### CLOSED SESSION

Not Needed tonight.

Upcoming Board Meetings: May 16, June 20, July 18, August 15, September 19, October 17

Rochelle motioned to adjourn the meeting.

Mark seconded the motion.

Unanimous approval.

Meeting adjourned at 8:00 pm.