

TOWANDA DISTRICT LIBRARY
MINUTES for August 16, 2022
Regular Meeting & Budget Hearing

ATTENDEES: Rachel Ballenger, Amy Bogner, Christine Kirk, Judy Michael, Mark Schwamberger, Rochelle Wardell, Audra Wyant

ABSENT: None

Meeting called to order at 7:03 pm.

BUDGET HEARING

- The Budget is available for public inspection and public comment. No members of the public attended tonight's meeting.

PUBLIC COMMENT

- None

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle made a motion to accept the Minutes for July and the Special Meeting Minutes from August 9th.
- Judy seconded the motion.
- Unanimous approval.

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Profit & Loss report to date and the list of Paid Transactions by date.
- Judy made a motion to accept the Treasurer's Report and pay the bills.
- Rachel seconded the motion.
- Unanimous approval.
- Christine and Audra checked with Phil Lenzini, Receipts & Disbursements are not required to be filed 8/30, only at the end of December.
- Mark will make a list of recurring monthly charges in the future for the Board to review.
- Audra will cancel the Cybernautic recurring monthly charge, and Rachel will cancel the Zoom recurring monthly charge.

DIRECTOR'S REPORT

- Christine typed up a brief Director's report summary in lieu of Brittany's resignation.
- One addition to that document is that 37 kids signed up for Summer Reading, unfortunately only a few kids attended the actual events that were hosted at the library.
- Additional issues that came up this month include:
 - A patron inquired as to the whereabouts of the wolf painting done by Aaron Yount. To clarify, the painting is not an original, but a print. Audra was able to locate the print, which had been removed from display on the wall. Audra rehung the print on the wall and notified the patron it was back up.

- o Also, a former employee contacted Christine regarding purple and green tubs that were left at TDL. Audra communicated to the former employee by email that TDL would reimburse them with a receipt showing proof of the purchase. The employee decided that they will donate the tubs to the library.

BUSINESS

Approval of the final Budget & Appropriations Ordinance

- The Board reviewed the Budget & Appropriations Ordinance #22-02 for FY 2022-2023 and Certification of Estimated Revenues by Source.
- Rochelle made a motion to approve the final Budget & Appropriations Ordinance #22-02 and Certification of Estimated Revenues by Source.
- Judy seconded the motion.
- Unanimous approval.

Secretary's Audit Update

- Judy and Rochelle have completed and signed off on the Secretary's audit. Christine and Audra checked with Phil regarding how to file the Secretary's Audit. According to Phil, this is done through the IPLAR the library files September 1st. The signed audit form is scanned into the IPLAR for the State Library.

IPLAR – due 9/1

- The former Director said in their July Director's report everything was complete except the statistics and Secretary's Audit. Rachel reports nothing online on the IPLAR has been completed.
- Phil said RAILS could assist TDL with this task and link TDL with other librarians to help with census data. Some figures can be estimates and some cannot. Phil said good resources would be the Moyer Library District in Gibson City (Sharon) or the Heyworth Library Director.
- Phil suggested using last year's IPLAR as a starting point.
- Rachel will take over the completion of this year's IPLAR, using information she has found in the former Director's library-owned laptop. Rachel will come into the library as needed to complete the IPLAR and gather the needed information.

Per Capita Grant Chapter Review from Serving Our Public 4.0 – Done!

- All Chapters have been reviewed!

Designated Board Member to file B & M Levy Ordinance

- The final B&A Ordinance is now approved. Audra will publish it in the Normalite and email Phil once completed.
- Next, in September the B & M Levy Ordinance will be passed. The budget adoption must be attached to the tax levy in September. All documents will get filed together with the County Clerk after the September meeting.

- o B & A tentative, B & A Final, B & M Levy, and all 3 public notices get turned in to County Clerk. One Board Member will need to volunteer to take these documents to the County Clerk next month.

Website Update

- Rachel has set up Dungle and updated all passwords.
- While reviewing the Director email account, Audra was able to gain access to the old website – www.towandalibrary.org. The former Director had access to the old website since May 2022, and did not share this information with the Board. TDL now has two websites: the old towandalibrary.org and the new towandadistrictlibrary.org that the previous Director created.
- Audra would like to rebuild the old website and redirect the new website back to the old. The old website uses Dreamhost (who owns the URL) and Wordpress (to create graphics and hyperlinks). Audra has access to both now with the Director email account. This would prevent having to create new email addresses for all staff and Board members.
- Audra also recommends the Board create a Digital Security Policy in September or October. The Board also needs to create a Disposal of Assets Policy for the library's assets/fixtures.

Launch New Employee & Trustee Emails (towandadistrictlibrary.org)

- Tabled until a future meeting. The Board would like to keep their current email addresses.

Spring Election – Nominating Petitions starting 9/20

- Trustees up for election in April 2023 can begin circulating petitions starting 9/20 – this applies for Christine, Audra, Rochelle, and Rachel.
- These 4 will need to obtain a copy of the petition to circulate. Rachel will find this online if possible.

Review of Policy “Employee Invitation and Participation Policy: Library Board of Trustee Meetings”

- Rachel made a motion to eliminate the “Employee Invitation and Participation Policy: Library Board of Trustee Meetings.”
- Rochelle seconded the motion.
- Amy Bogner abstains.
- The motion passes.

Employee Handbook Revisions

- Audra made some revisions to the Employee Handbook, they include:
 - o An update in the “Attendance” section to say employees should arrive no more than 10 minutes prior to their shift.
 - o A new section on Dress Code.

- o A new section on TDL-Issued Email accounts, recommended by the TDL HR Source attorney. It states TDL owns all email accounts with no expectation of privacy.
- The Board reviewed the new language in the Employee Handbook.
- Rochelle made a motion to accept these revisions to the Employee Handbook.
- Christine seconded the motion.
- Unanimous approval.

Updated Hours of Operation

- According to Phil, there is no minimum required number of hours for TDL to legally be open. The Board wishes to avoid closing the library and continue serving patrons even during this transition period. Unfortunately, with only one staff member and no supervision, it is simply not possible to provide even minimal services currently.
- Rochelle made a motion to temporarily close the Towanda District Library during the Director Search and lay off the remaining circulation assistant.
- Rachel seconded the motion.
- Unanimous approval.

- The remaining employee will be paid 60 hours (the equivalent of 2 weeks' pay) severance pay. TDL will continue to be cleaned during the temporary closure.
- Mark will contact the remaining circulation clerk to arrange a time to meet, tell her the news, have her collect her personal belongings, and return her key.
- Rachel will contact RSA regarding the closure and next steps that need to be taken regarding interlibrary loan and patron holds.
- Audra will make the signage needed for the building, update Facebook, the website, and the voicemail.
- In the future, the news will need to be published in the Towanda Times, and the Indian Creek and Lamplighter newsletters.

Director Search

- Christine did not yet publish the job ads online. Before that can be done, the Board needs to determine if the new Director will be an exempt employee and full-time.
 - o According to Phil, to have an exempt Director, TDL needs to have 4 part time employees or 2 full time employees.
- Rochelle made a motion to accept the edited job ad, with the Director listed as an exempt employee, working 37.5 hours a week, and a salary range of \$40K-\$50K.

- Phil recommends appointing 2 Trustees to conduct interviews and handle Director Search duties.
 - Audra appoints Christine to work on Director Search-related tasks.
 - Judy appoints Audra to work on Director Search-related tasks.
- Christine will post the job ads online tomorrow, August 17th.

CLOSED SESSION

Not needed tonight.

Rochelle motioned to adjourn the meeting.

Judy seconded the motion.

Unanimous approval.

Meeting adjourned at 10:01 pm.