

TOWANDA DISTRICT LIBRARY  
MINUTES for January 17, 2023  
Regular Meeting  
7:00 PM

ATTENDEES: Rachel Ballenger, Amy Bogner, Christine Kirk, Chris Miller, Mark Schwamberger, Rochelle Wardell, Audra Wyant

ABSENT: Judy Michael

Meeting called to order at 7:00 pm.

PRESIDENT'S COMMENTS

- None

PUBLIC COMMENT

- No requests for public comment were received.

REVIEW OF MINUTES AND MOTION TO ACCEPT

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

REVIEW OF TREASURER'S REPORT AND MOTION TO PAY BILLS

- Mark reviewed the Treasurer's Report, including the Profit & Loss Detail Statement.
- All year-end financial reporting is completed. The Comptroller's Report was filed and published in the Normalite. W-2's are done. Rachel will double check addresses and mail them out by the 31<sup>st</sup>.
- Rochelle made a motion to accept the Treasurer's Report and pay the bills.
- Christine seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed her report.
- On Friday, Rachel attended the Tri-County Director's meeting and had a great time. She learned a lot and made good connections with other Directors.
- Rachel is still troubleshooting the public computers to try and figure out why they are not working. If the problem is the computers themselves, they may need to be replaced.
- Rachel is considering how to rearrange the children's area to optimize space. 30+ people have been attending her children's programs and space is a limitation.

NEW BUSINESS

Electronic Meetings Policy

- Rachel reviewed the new policy with the Board. The policy will allow for Board member attendance via zoom to meetings as needed.
- Christine made a motion to approve the Electronics Meetings Policy.
- Amy seconded the motion.
- Unanimous approval.

#### Agreement With Unit 5 for Library Cards

- This intergovernmental agreement will allow any student within Unit 5 to get a library card. The agreement also allows teachers employed by Unit 5 to check out books.
- Rochelle made a motion to approve the Intergovernmental Agreement with Unit 5 for Library Cards.
- Christine seconded the motion.
- Unanimous approval.

#### Discuss and Approve Purchase of Gravel for Parking Lot Repair

- Rachel does not have a written estimate yet to have new gravel brought in and spread in the parking areas. Her rough estimate is \$2,500 to \$3,000.
- Rochelle made a motion to approve the gravel purchase and parking lot repair expense up to \$3,000. If the estimate exceeds \$3,000, Rachel will bring it back to the Board for review at the next meeting.
- Mark seconded the motion.
- Unanimous approval.

#### Review and Approve Purchase of Mobile Bookshelves for Picture Books and Picture Book Bins

- Tabled until next meeting.

#### Director 90 Day Review/Discussion

- Rachel has been Director for 90 days.
- Rachel's goals for December and January were to process/catalog all remaining materials, open the library to regular full-time hours, and resume programming. All of her goals have been achieved or are in-progress as of tonight's meeting.

#### Banking Signature Cards, Etc.

- Rachel still needs to be added to the bank account as an authorized signator.
- Audra and Rachel will go to the bank to add Rachel.
- Rachel would also like a credit card.
- Mark will work on getting Rachel Quickbooks training on how to enter bills. Rachel will also explore setting up additional accounts (like utilities) on autopayments. Some are already set up for auto pay.

#### Direct Deposit

- Rachel would like to set up Direct Deposit for her employees. Audra and Rachel will see about getting the ball rolling on that when they are at the bank for the other items.
- Last year, the bank said their charge for Direct Deposit was approximately \$15/month.

## OLD BUSINESS

### Notary Application

- To become a Notary, Rachel needs added to TDL's Surety bond. Rachel will reach out to the bond company to see what steps need to be taken to add her.

### Board of Trustee Vacancies - Appointment

- Chris Miller is interested in joining the Board and attended tonight's meeting to observe. Chris asked a couple of questions regarding his on-boarding and training, and reports he is willing to take over Rachel's vacant seat on the Board.
- Rochelle made a motion to appoint Chris Miller to Rachel Ballenger's vacant seat on the Board of Trustees.
- Amy seconded the motion.
- Unanimous approval.

### Per Capita/ILLINET/RB (Director's Report)

- The Per Capita grant application is completed and sent to the State Library.
- The ILLINET (interlibrary loan) and Library Certification are complete and submitted a month early.

### Update on Return of Book Bin from Patron

- The patron returned the book bin to the library this month. Rachel is using it in the Children's Area to hold DVD's.

## CLOSED SESSION

Not Needed tonight.

Rochelle motioned to adjourn the meeting.

Amy seconded the motion.

Unanimous approval.

Meeting adjourned at 8:05 pm.