

TOWANDA DISTRICT LIBRARY
MINUTES for October 18, 2022
Regular Meeting
7:00 PM

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

ABSENT: None

Meeting called to order at 7:00 pm.

PRESIDENT'S COMMENTS

- Audra briefly reviewed the Open Meetings Act for the member of the public present at tonight's meeting.

PUBLIC COMMENT

- No requests for public comment were received.

REVIEW OF MINUTES AND MOTION TO ACCEPT

- Rochelle made a motion to accept the September 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 & Loss Detail Statement.
 - The Comptroller's Report will be on the November Agenda. Currently, \$75,763 is in the Special Reserve.
- Christine made a motion to accept the Treasurer's Report and pay the bills.
- Rochelle seconded the motion.
- Unanimous approval.

DIRECTOR'S REPORT

- Rachel reviewed her report.
- Brenda has been hired back on permanently at 4 hours/week as cataloguer. She started on 10/11. She is doing a fantastic job.
- The Bratcher service call is re-scheduled for the beginning of December. TDL has 2 furnaces and 2 a/c units.
- RAILS is aware of Rachel's upcoming vacation, and will adjust deliveries accordingly.
- Rachel would like to purchase new DVD sleeves patrons can browse through that hold the DVD cover page and the DVD itself. This is the system NPL uses, and it is popular with patrons. Due to the size of the DVD collection, this will be an expensive purchase over the \$1500 limit. Rachel will add this to the November agenda.

- The bookcases Rachel mentioned in her Director's report that were bowing/unsafe to use need to be disposed of. Rachel will add this to the November agenda per the new Disposal Policy.
- Rachel is also working on getting quotes to replace the low book bins/shelves in the children's area that were thrown away. They are also over Rachel's spending threshold, she will add this to the November agenda as well.
- TDL's E-rate contract with John Hughes of Universal Service Admin will continue, went into effect January 2022. Rachel plans to research this a bit more and see if it is truly a cost savings or something she could coordinate on her own.

NEW BUSINESS

Per Capita Grant

- The Per Capita Grant is due mid-January.
- All the Standards Chapter Reviews are complete.
- Rachel is working on it, however it cannot be completed until the year-end financial reports are done.

Upcoming Trustee Elections

- Notarized petitions must be filed with the County Clerk between 12/12-12/19/22 for the April election.
 - Mark will turn them into the County Clerk's office the week of 12/12.
- The Board discussed term length, as the Board believed each term was for 4 years. However, the most recently elected Trustees – Mark, Amy, and Judy are listed as having 6-year terms. Rachel will research this further and search to see what the old ballots themselves say as far as term length. Rachel had already called the County Clerk and they were not helpful.

Website Employee & Trustee Emails (towandalibrary.org - towandadistrictlibrary.org)

- Audra and Rachel have hit a roadblock in completing the merging of the 2 websites. Rachel is working with the President of IT Solutions to get the websites merged.
 - Currently, the websites are using Go Daddy, Dream Host, and Squarespace. All of the website information needs to be merged into Squarespace.
- Rachel has been updating the website and social media, and it looks fantastic.

OMA certification

- Judy has completed her OMA online training.

Getz annual fire extinguisher inspection

- Rachel has contacted Getz regarding the fire extinguishers, Getz will reach out to TDL when the next inspection is due.

Interim Director 30 Day Review/Discussion

- Rachel has already been Interim Director for 30 days!
- The Board reviewed Rachel's proposal of her 30-day objectives. Rachel has already completed all her goals for September and October. The Board is very pleased with Rachel's performance in her first 30 days as Interim Director, and the community response has been extremely positive.
- Rachel plans to hire additional staff when she returns from her Florida vacation and organize volunteers from within the community. Many people have already reached out to Rachel interested in working and volunteering at the library.
- Rachel is working approximately 37.5 hours/week right now. She sees this number staying the same after she adds staff.
- Rachel would like to be made permanent Director of TDL, effective immediately. This will be added to the November agenda, moving up the timeline from the original end-of-the year date.

OLD BUSINESS

None

Rochelle motioned to adjourn the meeting.

Mark seconded the motion.

Unanimous approval.

Meeting adjourned at 8:14 pm.