

Ephrata Public Library Board Meeting Minutes

Thursday, October 17, 2024

6:00 p.m.

The Ephrata Public Library is a physical and virtual community center. Its mission is to provide resources and to promote opportunities for everyone seeking to improve, change, enrich, and enjoy their lives. The library offers free access to information reflecting differing viewpoints in order to support an open and democratic society.

Members Present: Brian Frey, Kristin Carter, Marilyn Yoder, Danielle Shumate, Deborah Fast, Eric Nissley, Jobany Bedoya, Nancy Aaronson

Staff Present: Abby Balmer, Barb Brock, Laura Brandt

1. Call to Order – Mr. Jobany Bedoya, Vice President, called the meeting to order at 6:00 pm.
2. Introductions/Attendance

Visitor – Dustin Stauffer
3. Secretary's Report
 - a. **Motion:** Approval of the September 19, 2024, Board Minutes. Upon a motion by Deborah Fast and seconded by Marilyn Yoder, the September 19, 2024, Board Minutes were approved.
4. Treasurer's Report as of September 30, 2024 (Presented by Brian Frey)
Financial Reports are available in SharePoint.

YTD Total Income - \$774,610 74.43% of Budget
YTD Total Expenses - \$744,154 68.53% of Budget
YTD Net Income – \$30,460

September 2024 Total Income – \$65,593
September 2024 Expenses – \$74,609
September 2024 Net Ordinary Income (\$9.016)

5. Director's Report (Presented by Abby Balmer)
Director's Report is available in SharePoint. Summary of information appears below:
 - a. The annual fund drive letter was sent for October
 - b. We received notification that we will be receiving EITC funds from UGI Utilities.

- c. We are working on submitting a \$10,000 grant request to the Walters Trust for collections in 2025
- d. ExtraGive 2025 is coming up on November 22, We are not planning an in-person event
- e. Presented to Clay Township and Ephrata Township Board of Supervisors meeting and attended Ephrata Borough's Budget meeting
- f. Open passport position has been filled
- g. Community Commons building recap located in Directors Report

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
 - Review of new candidate pool for the two open board seats will vote in New Business
 - Reviewed the Standard Operating Procedure for the Ephrata Borough seats
 - Announced need for slate of officers for 2025
 - Will meet this month to work on the Conflict-of-Interest policy
- b. Funding and Finance – (Presented by Brian Frey)
Committee met on Tuesday, October 15, 2024.
 - TIAA Plan Document meeting coming up on October 21,2024 at 6 pm
 - Community Commons Building needs

7. Old Business

- a. TIAA Plan Document
- b. Internal Controls Manual
 - Table to present with Conflict-of-Interest to vote next meeting
- c. Conflict-of-Interest Policy
 - HR committee will meet this week to finalize
 - E-mail to board to review prior to November meeting

8. New Business

- a. 2025 Budget
 - Review of projected budget
- b. Ephrata Borough Board Member nominations
 - **Motion:** Move to call for a vote for candidates for the 2025 new board members Dustin Stauffer, Rich Kwiatkowski, Nicole Miller by roll call vote. Motion made by Kristin Carter and Seconded by Jobany Bedoya. Motion passes.

- **Motion:** Move to accept the vote as recommended Rich Kwiatkowski and Nicole Miller to be recommended to Ephrata Borough Council. Motion made by Nancy Aaronson and seconded by Deborah Fast. Motion passes.

9. Executive Session –

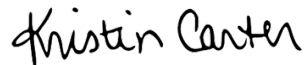
- Yes

10. President's Message – None

11. Adjournment - Upon a motion to adjourn the October 17, 2024, Board meeting by Kristin Carter and seconded by Marilyn Yoder, the meeting was adjourned at 7:29 PM.

The next Board meeting has been scheduled for November 21, 2024, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,



Kristin Carter, Secretary