

Ephrata Public Library Board Meeting Minutes

Thursday, September 19, 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: Mike Eichenlaub, Brian Frey, Kristin Carter, Marilyn Yoder, Danielle Shumate, Nancy Aaronson, Deborah Fast, Eric Nissley, Jobany Bedoya

Staff Present: Abby Balmer, Barb Brock, Laura Brandt

1. Call to Order – Ms. Kristin Carter, Board Secretary, called the meeting to order at 6:02 pm.
2. Introductions/Attendance

Visitor – Nicolle Miller, Rich Kwiatkowski

3. Secretary's Report
 - a. **Motion:** Approval of the June 20, 2024, Board Minutes. Upon a motion by Deborah Fast and seconded by Nancy Aaronson, the June 20, 2024, Board Minutes were approved.
4. Treasurer's Report as of August 31, 2024 (Presented by Brian Frey)
Financial Reports are available in SharePoint.

YTD Total Income - \$727,136 69.87% of Budget
YTD Total Expenses - \$671,318 61.82% of Budget
YTD Net Income – \$55,818

August 2024 Total Income – \$36,943
August 2024 Expenses – \$77,962
August 2024 Net Ordinary Income (**\$41,019**)

5. Director's Report (Presented by Abby Balmer)
Director's Report is available in SharePoint. Summary of information appears below:
 - a. Applied for a Non-Profit security grant through PCCD to replace the building's alarm
 - b. Received a \$1,000 professional development grant from the PA Department of Education

- c. Fall Book sale is coming up in October
- d. Upcoming municipal visits will be upcoming in September and October
- e. The State Aid Library Subsidy Application (SALSA) was submitted and approved
- f. Summer Reading ended on August 12
- g. Access control system on the library building was completed
- h. Bus trip to the National Aquarium in Baltimore was a huge success
- i. Outreach at Complete in the Box anniversary event
- j. Food for Fines during the month of September
- k. Two open positions for Library & Technology position as well as a passport agent

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
 - Review of new candidate pool for the two open board seats
 - Reviewed the Standard Operating Procedure for the Ephrata Borough seats
 - Set timeline for communications between the Borough and the library board
 - Discussed upcoming annual review for Abby Balmer which will be less than a year, so we will be doing an informal evaluation
 - Plans and Procedures for enhancing and improving the HR committee
- b. Funding and Finance – (Presented by Brian Frey)
Committee met on Tuesday, September 17, 2024.
 - Mr. Eby had a few showings of the Community Commons Building but no interest yet
 - Budget Meeting is October 17, 2023. At 5 pm

7. Old Business

- a. TIAA Plan Document

8. New Business

- a. Internal Controls Manual Update
 - Needs to add language regarding LSTA funds
- b. Conflict of Interest Policy
 - Draft presented

9. Executive Session –

- None

10. President's Message – Mr. Eichenlaub announced that he will not be seeking another term. Thank you to the prospective board candidates. A strong community requires a strong library. Thank you everyone for your support.

11. Adjournment - Upon a motion to adjourn the September 19, 2024, Board meeting by Kristin Carter and seconded by Marilyn Yoder, the meeting was adjourned at 6:57 PM.

The next Board meeting has been scheduled for October 17, 2024, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,

A handwritten signature in black ink that reads "Kristin Carter". The signature is written in a cursive, flowing style.

Kristin Carter, Secretary