

Ephrata Public Library Board Meeting Minutes

Thursday, April 21, 2022

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, Marilyn Yoder, Kristin Burkholder, Brian Frey, Jim Goodyear, Eric Nissley, Danielle Shumate, Linda Baer

Staff Present: Penny Talbert, Barbara Brock, Rebecca Zinner

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:00.
2. Introductions/Attendance
All participants were connected electronically via Zoom

Visitor – Nancy Erinson (Lake St Borough) Linda Martin (borough) Joel Burkholder (borough) Thomas Stoker (student), Val Houtz (Ephrata Borough)

3. Secretary's Report
 - a. **Motion:** Approval of the March 17, 2022 Board Minutes. Upon a motion by Marilyn Yoder and seconded by Eric Nissley, the March 17, 2022, Board Minutes were approved.
4. Treasurer's Report as of December 31, 2020 (Presented by Ms. Yoder)
Financial Reports are available in Dropbox.

YTD Total Income - \$ 307,626 30.90% of Budget
YTD Total Expenses - \$ 264,492 26.28% of Budget
YTD Net Income – \$ 43,132

March 2022 Total Income – \$24,299
March 2022 Expenses – \$87,417
March 2022 Net Ordinary Income – **(\$63,118)**

5. Director's Report (Presented by Ms. Talbert)

- a. Director's Report is available in Dropbox. Additional information appears below:
 - 1. Tomorrow evening is the earth day celebration at the community gardens with great programs and free seeds.
 - 2. Mystery booksale May 5, 6 and 7. We are in need of volunteers still.
 - 3. Work Force Development Grant start date is May 1st. Orders will be placed for the items required to renovate the Children's room for programming May 2nd.
 - 4. Youth services position has been filled as well as a passport management
 - 5. Circulation positions are being interviewed this week
 - 6. State has completed first audit. First request was a clarification in the jump in municipal funding (which was caused by the transition from "in kind" to "cash" for the electric) once state is finished it will go to the Federal level and go to IMLS.
 - 7. Bees are coming back to the library!
 - 8. Summer calendar is finished we have 181 Programs are in the works!
- b. SPOTLIGHT (Dropbox)
 - 1. Explanation of strategic planning
 - 2. Second floor of community commons building and its future options

6. Committee Reports

- a. Human Resources – (Presented by Jim Goodyear)
 - 1. Getting together in June or July to discuss potential new board members
 - 2. Request to look at bylaws
- b. Funding and Finance – (Presented by Mrs. Baer) Committee met virtually on Tuesday, April 19, 2022 via Zoom.
 - 1. Trust
 - 2. Request for blinds
 - 3. Auditing firm

Investment of Cash Funds held at Edward Jones – A \$5,000 bond matured on 4/1/2022. The cash balance at Edward Jones is \$75,890.92 as of 4/20/22 and CD rates provided by Edward Jones are very competitive.

Motion to approve investing \$25,000 each in a 3-month, a 6-month, and a 12-month CD at Edward Jones, for a total investment approval request of \$75,000. (motion made by Linda Baer and seconded by Eric Nissley)

7. Old Business

- a. None

8. New Business

- a. **Moving to Hybrid Meetings** – Go remote in May with the goal to be in person in August
- b. **Estate request for authorized signer designation** –
Motion to name Penny L. Talbert, Executive Director, as authorized signer on behalf of the Board of Directors of the Ephrata Public Library for all matters relating to the estate of Antoinette Willwerth. Ms. Talbert is further instructed to transfer the current securities from Merrill Lynch to the Library's Edward Jones account. Motion made by Linda Baer, second by Brian Frey
- c. **Code of Conduct**
Motion to accept the proposed, updated Code of Conduct for the Ephrata Public Library. Motion made by Linda Baer, second by Danielle Shumate.
- d. **Request for blinds-**
Motion to approve an expense of \$2,300 for motorized roller shades for the conference room. Funds to cover this expense shall be moved from the money market account at Fulton to the library's operating account. Motion made by Linda Baer, second by Kristin Burkholder
- e. **Request re: nonpayroll expenses** – Background: A recent request was sent to Executive Director, Penny Talbert, to release non-payroll expense information to members of the public who request it. After consulting with the Executive Director of the Library System of Lancaster County and other non-profit law sources, the Ephrata Public Library is already providing all financial information to the public that is required.
Motion to decline requests for public access to confidential non-payroll expenses or any non-audited financial information of the Ephrata Public Library. Motion made by Linda Baer and Seconded by Danielle Shumate
- f. **Ephrata National Bank Money Management trust request** –
Motion to authorize Executive Director Talbert to request a reallocation of funds in the Emily Brossman Sprecher Children's Collection Endowment to be changed to be 67% in equities and 33% in fixed income. Motion made by Eric Nissley and seconded by Linda Baer
Motion to authorize Executive Director Talbert to request a minimum total return payout of 4% annually from the Emily Brossman Sprecher Children's Collection Endowment to help support the ongoing expense of maintaining the children's collection. Motion made by Eric Nissley and seconded by Brian Frey
- g. **Request for children's computers/furniture**
Motion to approve the expense of \$19,000 for 4 AWE Learning computer stations with software, support stands and computer desks. Funds to cover this expense shall

be moved from the money market account at Fulton to the library's operating account. Motion made by Linda Baer and seconded by Jim Goodyear

9. Executive Session – none

10. President's Message –

Comments: Thank you to the guests in attendance! There were many items were on our agenda but these are things that are moving us forward as a library.

11. Adjournment - Upon a motion to adjourn the April 21, 2022 Board meeting by Jim Goodyear and seconded by Eric Nissley, the meeting was adjourned at 7:12 PM.

The next Board meeting has been scheduled for May 19, 2022 at 6:00 PM. The meeting will be held virtually via Zoom.

Respectfully Submitted,

Kristin Burkholder, Secretary