Ephrata Public Library Board Meeting Minutes

Thursday, May 19, 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 6:01
2. Introductions/Attendance

All participants were connected electronically via Zoom

Visitor - Nancy Erinson (Borough) Linda Martin (Borough)

1. Secretary’s Report
2. **Motion**: Approval of the April 21, 2022, Board Minutes. Upon a motion by Jim Goodyear and seconded by Danielle Shumate, the April 21, 2022, Board Minutes were approved with the correction that item 12 should say “Linda Baer” and not “Linda Martin”
3. Treasurer’s Report as of April 30, 2022 (Presented by Ms. Yoder)

Financial Reports are available in Dropbox.

YTD Total Income - $ 337,438. 33.89% of Budget

YTD Total Expenses - $ 342,082. 33.99% of Budget

YTD Net Income – ($ 4,643)

December 2020 Total Income – $231,081

December 2020 Expenses – $105,484

December 2020 Net Ordinary Income – ($74,402)

1. Director’s Report (Presented by Ms. Talbert)

Director’s Report is available in Dropbox. Additional information appears below:

1. Rebecca Zinner wrote two grants that were accepted from the Lancaster County Community Foundation
2. Governor’s Advisory Council and the Office of Commonwealth Libraries approved the Library System of Lancaster County to be officially and formally the new district library
3. Strategic planning includes shelving project for the facility. Looking for quotes that are reasonably priced. Each staff member will be mapping the library with prospective changes as the library needs have changed over the years.
4. Questions have been raised regarding the library being used as a polling place and why it is no longer a feasible option with the traffic from library use as well as voter traffic. As a result, Penny is compiling a list of places that offer free transportation for voters to be able to get a ride to their polling location.
5. Penny attended a PDE workshop that will affect our strategic plan to use different wording from “diversity, equity and inclusion” to “equity, inclusion and belonging”
6. Laser tag is a big hit and there have been more nights
7. Air duct cleaning quotes are being looked at to clean the current system
8. April circulation is three times as it was since last April. Staffing feels tight and numbers are being watched closely
9. Storage issues are continuing and a shed is being looked into to be placed on the library property
10. There is a new organizational staffing chart due to new hires: Passport agent, MLS circulation librarian and a juvenile/teen program assistant.

SPOTLIGHT:

Sponsorship

PPL is a new sponsor for summer reading in addition to a cover-to-cover grant to provide a book to every child signed up for the summer reading program. We have more sponsors than ever before!

Summer Program Schedule is jam packed!

1. Committee Reports
2. Human Resources – (Presented by Jim Goodyear)
   1. No new report

1. Funding and Finance – (Presented by Linda Baer)

Committee met virtually on Tuesday, May 17, 2022, via Zoom

* 1. Audit was discussed at length to move forward with hiring an audit company for one year versus 3 years at the current quote
  2. **Motion** was made to hire RKL to perform an audition for 3 years in preparation for IRS forms 990 and IRS form 5500. Motion made by Eric Nissley seconded Linda Baer.
  3. Discussion about the ease of communication Mike McKenna handling financial matters with Ephrata Borough

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1. Old Business

a. none

1. New Business
2. none

1. Executive Session – none
2. President’s Message –
   1. Comments: Thank you for being on the board, go out and garden and let’s meet each other at a library function this summer!
3. Adjournment - Upon a motion to adjourn the May 19, 2022, Board meeting by Linda Baer and seconded by Brian Frey, the meeting was adjourned at 6:55PM.
4. The next Board meeting has been scheduled for August 18, 2022, at 6:00 PM. The meeting will be held in person.

Respectfully Submitted,

Kristin Burkholder, Secretary