Ephrata Public Library Board Meeting Minutes

Thursday, November 17, 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, Jobany Bedoya, Kristin Carter, Marilyn Yoder, Brian Frey, Linda Suarez Baer, Jim Goodyear, Eric Nissley, Danielle Shumate

Staff Present: Penny Talbert, Rebecca Zinner, Barb Brock

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6: 00.
2. Introductions/Attendance

Visitor – Nancy Aaronson

1. Secretary’s Report
2. **Motion**: Approval of the October 22, 2022 with changes, Board Minutes (Dropbox). Upon a motion by Jobany Bedoya and seconded by Jim Goodyear, the October 22, 2022, Board Minutes were approved.
3. Treasurer’s Report as October 31, 2022 (Presented by Marilyn Yoder)

Financial Reports are available in Dropbox.

YTD Total Income - $ 1,034,949 103.95 % of Budget

YTD Total Expenses - $1,043,958 103.72% of Budget

YTD Net Income – ($9,009)

October 2022 Total Income – $157,009

October 2022 Expenses – $117,316

October 2022 Net Ordinary Income – $39,692

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

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

1. Extra Give is tomorrow
2. Monday will begin the new time keeping system
3. Fire Drill occurred last Friday and will occur monthly at various times of the day
4. Monthly incident recaps will begin to better improve procedural responses
5. January/February/March master schedule has been updated
6. Reminder to RSVP to the Holiday Party
7. Insurance will be switching with a savings of 43%
8. System Board Meeting was held at the library and several board members attended
9. Line of credit has been paid off
10. New Budget meeting December 5 at Community Commons building, and pizza will be provided

SPOTLIGHT

* DEI Comparisons Collection Reports

1. Committee Reports

* Human Resources – (Presented by Jim Goodyear)
  1. Vote for candidates for the board will occur during executive session
     1. Slate of officers for the 2023 Board are placed in Dropbox

**Motion:** The 2023 Slate of officers as described in the proposal as Mike Eichenlaub- President, Jobany Bedoya- Vice President, Brian Frey- Treasurer, Kristin Carter- Secretary made by Jim Goodyear and seconded by Marilyn. Motion passes.

* **Motion:** Move to call for a vote for candidates for the 2023 new board members Nancy Aaronson, Deborah Fast, Matthew Good by ballot. Motion made by Jim Goodyear and Seconded by Jobany Bedoya. Motion passes.
* Funding and Finance – (Presented by Linda Suarez Baer)

Committee met on Tuesday, November 15, 2022

* Penny advised from Betty Richardson, but the library was also named to receive 20% of Betty’s overall life estate
* C Ann Bruger Estate also donated money in lieu of flowers to the library
* The committee reviewed the draft for the 2023 Budget
* Discussion regarding Community Commons and the future potential for the building
* THE FCCB Line of Credit interest was raised to 7%. Board member Eric Nissley led a discussion about how the LOC should be used.

1. Old Business
   1. 2023 Employee Handbook & Policy Manual Update

**Motion:** It was moved to approve the 2023 Employee handbook. Motion was made by Jobany Bedoya and seconded by Danielle Shumate. Motion passes.

* 1. Internal Controls Manual

**Motion:** Motion was made to approve the Internal Controls manual. Motion was made by Brian Frey and seconded by Kristin Carter. Motion passes.

* 1. Planned Giving Proposal

**Motion:** Upon a motion, it was moved to approve the expenditure for the planned giving proposal by Jobany Bedoya and seconded by Brian Frey. Motion passes.

* 1. Board policies and procedures-

**Motion:** Upon a motion made by Jobany Bedoya, it was voted to table the Board Policies and Procedures to the December board meeting. It was seconded by Jim Goodyear. Motion Passes.

1. New Business
2. Holiday Bonuses

**Motion:** Motion to approve holiday bonuses for staff up to $12,000 including tax for 2023. Motion made by Marilyn Yoder and seconded by Eric Nissley. Motion passes.

1. Slate of Officers for 2023

**Motion**: It was so moved to present Debora Fast and Matthew Good as elected by ballot to the board of Directors beginning January 2023 in a term for 3 year. Motion made by Jim Goodyear and seconded by Jobany Bedoya. Motion passes.

1. Executive Session – yes
2. President’s Message –
3. Adjournment - Upon a motion to adjourn the November 17, 2022 Board meeting by Eric Nissley and seconded by Jobany Bedoya, the meeting was adjourned at 8:12 PM.

The next Board meeting has been scheduled for December 15, 2022 at 6:00 PM in the Conference Room at the Ephrata Public Library.

Respectfully Submitted,

Kristin Carter, Secretary