

Ephrata Public Library Board Meeting Minutes

Thursday, January 20, 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: Brian Frey, Eric Nissley, Marilyn Yoder, Jobany Bedoya, Mike Eichenlaub, Danielle Shumate, Jim Goodyear, Linda Baer, Kristin Burkholder

Staff Present: Penny Talbert, Barbara Brock

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:02 P.M.
2. Introductions/Attendance  
All participants were connected electronically via Zoom
3. Secretary's Report
  - a. **Motion:** Approval of the December 17, 2020 Board Minutes. Upon a motion by Jim Goodyear and seconded by Marilyn Yoder, the **December 16, 2021**, Board Minutes were approved.
4. Treasurer's Report as of **December 31, 2021** (Presented by Ms. Yoder)  
Financial Reports are available in Dropbox.

YTD Total Income - \$106.60% of Budget

YTD Total Expenses - \$115.55% of Budget

YTD Net Income – **(\$136,400)**

December 2021 Total Income – \$44,087

December 2021 Expenses – \$75,747

December 2021 Net Ordinary Income – **(\$30,989)**

Approval of Payment of Non-payroll Expenses.

**Motion:** Upon a motion by Linda Baer and seconded by Brian Frey, the payment of non-payroll expenses for the month of December 2020 were approved. Motion passed.

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

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

- HVAC needed repairs and the borough ordered the part in July. The HVAC has been repaired. The borough is paying the vendor directly.
- Home delivery survey: Ms. Talbert is pleased to report that the service is rated highly
- There will be a shift to virtual programming for a while due to health concerns
- Booksale will be replaced with a sidewalk sale
- Effective Jan 1 HUB is being wrapped into the program. Kelly will be focusing 50% is with programming and 50% will be development.
- Discussion of collection development policy to ensure the board understands the process for how books are acquired into the library.

6. Committee Reports

a. Human Resources – (Presented by Jim Goodyear )

- Requesting new board members to join the board along with Kristin Burkholder and Jim Goodyear. Danielle Shumate volunteered to join.

b. Funding and Finance – (Presented by Mrs. Baer)

Committee met virtually on Tuesday, January 18, 2022 via Zoom.

- Review of end of year finances. January checks are coming in that were dated in December so the numbers will be re-run again this month and posted within the financial folder
- ENB trust accounts of over \$500,000 and we have no access to those funds. Eric Nissley has volunteered to look into this further due to a financial background. Looking for a better agreement so the funds can be utilized.
- Moving the monthly statements from the Edward Jones account to the Financials Dropbox folder.

7. Old Business

a. Covid cases have caused the library staffing to be minimal. Staff when working with clients are wearing masks. Programming in March, patrons who are coming to long programs may be asked to wear masks. Staff is being great about volunteering to cover hours do to shortages.

8. New Business
  - a. Board member agreement/Code of Ethics All board members must sign and e-mail them to Penny Talbert
9. Executive Session – none
10. President’s Message – Welcome to new board members!
11. Adjournment - Upon a motion to adjourn the January 21, 2022 Board meeting by Jobany Bedoya and seconded by Marilyn Yoder, the meeting was adjourned at 6:52 PM.

The next Board meeting has been scheduled for February 17, 2022 at 6:00 PM. The meeting will be held virtually via Zoom.

Respectfully Submitted,

Kristin Burkholder, Secretary