

Ephrata Public Library Board Meeting Minutes

Thursday, December 21, 2023

4:30 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, Brian Frey, Kristin Carter, Marilyn Yoder, Danielle Shumate, Eric Nissley, Nancy Aaronson, Deborah Fast

Staff Present: Abby Balmer, Laura Brandt, Barb Brock

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 4:34 pm.

2. Introductions/Attendance

Visitor -

3. Secretary's Report

- a. **Motion:** Approval of the November 16, 2023, Board Minutes. Upon a motion by Nancy Aaronson and seconded by Marilyn Yoder, the November 16, 2023, Board Minutes were approved.

4. Treasurer's Report as of November 30, 2023 (Presented by Brian Frey)
Financial Reports are available in Dropbox.

YTD Total Income - \$1,028,144. 100.86% of Budget

YTD Total Expenses - \$1,177,851. 98.57% of Budget

YTD Net Income – **(\$149,707)**

November 2023 Total Income – \$46,734

November 2023 Expenses – \$99,314

November 2023 Net Ordinary Income – **(\$52,580)**

5. Director's Report (Presented by Abby Balmer)

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

- a. PPL Foundation \$5,00 grant
- b. Brewfest committee was informed the library will be pulling out of Brewfest for 2024
- c. Employee Retention Credits
- d. Met with CAP regarding renting the Community Commons building.
- e. Gold Star PA Forward Library status renewed.
- f. HVAC repair – has been pushed up.
- g. Winter Reading program December 18-January 29
- h. Laptop replacement quotes received.

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
 - Slate of Officers presented:
 - President: Mike Eichenlaub
 - Vice President: Jobany Bedoya
 - Secretary: Kristin Carter
 - Treasurer: Brian Frey
- b. Funding and Finance – (Presented by Brian Frey)

Committee met on Tuesday, December 19, 2023.

 - Financial Reports Previous Month
 - Holiday bonuses/raises
 - Employee Insurance contributions
 - Library's contribution to retirement plan
 - Employee time-tracking
 - LIBRARY SYSTEM OF LANCASTER COUNTY-update
 - ENP Sprecher account (Update)

7. Old Business

- a. Slate of Board of Directors for 2024
 - President: Mike Eichenlaub
 - Vice President: Jobany Bedoya
 - Secretary: Kristin Carter
 - Treasurer: Brian Frey

Motion: To accept the slate of officers for the 2024 board of directors. Made by Kristin Carter and seconded by Deborah Fast

8. New Business

- a. Close Chase credit card account

- Motion:** To close the Chase Credit Card account. Made by Jobany Bedoya and seconded by Nancy Aaronson.
- b. 2024 Budget
Motion: To approve the proposed 2024 budget. Made by Jobany Bedoya and seconded by Marilyn Yoder.
- c. 2022 Audit draft has been reviewed.
- d. Motion: To verbally offer Abby Balmer the executive director position with a formal offer letter which will include salary offer. Motion made by Kristin Carter and seconded by Jobany Bedoya
9. Executive Session – Executive Director Search Committee Update
10. President’s Message – Have a wonderful holiday!
11. Adjournment - Upon a motion to adjourn the December 20, 2023, Board meeting by Kristin Carter and seconded by Danielle Shumate, the meeting was adjourned at 5:54 PM.

The next Board meeting has been scheduled for January 18, 2024, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,
Kristin Carter, Secretary