

Ephrata Public Library Board Meeting Minutes

Thursday, September 21, 2023

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, Brian Frey, Kristin Carter, Eric Nissley, Nancy Aronson, Deborah Fast

Staff Present: Abby Balmer, Laura Brandt, Barb Brock

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:03.
2. Introductions/Attendance

Visitors – Linda Martin, Vic Richard, Ralph Mowen

3. Secretary's Report (Presented by Kristin Carter)
 - a. **Motion:** Approval of the August 17, 2023, Board Minutes. Upon a motion by Deborah Fast and seconded by Brian Frey, the August 17, 2023, Board Minutes were approved.
4. Treasurer's Report as of August 31, 2023 (Presented by Brian Frey)
Financial Reports are available in SharePoint.

YTD Total Income - \$862,474 84.61% of Budget
YTD Total Expenses - \$907,018 75.91% of Budget
YTD Net Income – (\$44,544)

August 2023 Total Income – \$72, 582
August 2023 Expenses – \$87,645
August 2023 Net Ordinary Income – (\$15,063)

5. Director's Report (Presented by Abby Balmer)
Director's Report is available in SharePoint. Additional information appears below:

- a. Review of Director's Report in SharePoint
- b. Emily Good resigned as Development Director effective October 5th, this results in a cancellation of a fundraiser in November.
- c. SPOTLIGHT: Thank you Barb Brock and Laura for saving the library money through dormant accounts and subscriptions that are no longer needed
- d. Reminder: Clearances/Mandated Reporter Training for Board Members

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
 - Creating new job description for Executive Director, once finalized we will post on PALA and Indeed
 - No open board positions for next year.
- b. Funding and Finance – (Presented by Brian Frey)
Committee met on Tuesday, September 19, 2023.
 - Examine trending percentages of expenses for YTD.
 - Library System of Lancaster County- past due invoices
 - Library credit card
 - Fulton MM account

7. Old Business

- New Credit Card issuance
Motion: Board authorizes the Interim Director to acquire a new PNC credit card account. Motion made by Brian Frey and seconded Eric Nissley.
- Bylaw Revision

8. New Business

- a. Deb Drury, Executive Director Elizabethtown Public Library, Referendum
- b. Fulton MM account
Motion: The board of directors moves to close the Fulton Bank Money Market account and move the funds to operating cash. Motion made by Deborah Fast and seconded by Eric Nissley.
- c. Edward Jones account – Maturing CD
Motion: The board of directors moves to allow the Certificate of Deposit in the Edward Jones. Motion made by Brian Frey and seconded by Kristin Carter. Eric Nissley abstains.
account that is maturing on 9/25/23 to move to operating cash.
- d. Ephrata National Bank (ENV) holding account.

Motion: The board of directors moves to close the Ephrata National Bank holding account and move the funds to operating cash. Motion made by Eric Nissley and seconded by Brian Frey.

9. Executive Session – Yes
10. President’s Message – Thank you!
11. Adjournment - Upon a motion to adjourn the September 21, 2023, Board meeting by Kristin Carter and seconded by Brian Frey, the meeting was adjourned at 7:56PM.

The next Board meeting has been scheduled for October 19, 2023, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,
Kristin Carter, Secretary