

## Ephrata Public Library Board Meeting Minutes

Thursday, February 20, 2025

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: Jobany Bedoya, Debora Fast, Brian Frey, Kristin Carter, Rich Kwiatkowski, Nicole Miller, Marilyn Yoder

Staff Present: Abby Balmer, Barb Brock, Laura Brandt

Call to Order – Mrs. Debora Fast, Vice President, called the meeting to order at 6:00 pm.

### 1. Introductions/Attendance

Visitor – Phil Eby: US Commercial Realty

Presentation: Property Report – 560 S Reading Rd Ephrata

### 2. Secretary's Report

- a. **Motion:** Approval of the January 16, 2025, Board Minutes. Upon a motion by Marilyn Yoder and seconded by Deborah Fast, the January 16, 2025, Board Minutes were approved.

### 3. Treasurer's Report as of January 31, 2025 (Presented by Brian Frey)

Financial Reports are available in SharePoint.

YTD Total Income - \$284,167 26.61% of Budget

YTD Total Expenses - \$91,844 8.61% of Budget

YTD Net Income – \$192,323

January 2025 Total Income – \$258,885

January 2025 Expenses – \$84,101

January 2025 Net Ordinary Income \$174,784

### 4. Director's Report (Presented by Abby Balmer)

Director's Report in full is available in SharePoint. Summary of information appears below:

- a. Stephanie Owsiany, grant writer, resigned effective February 14, 2025

- b. Sponsorship letter to businesses for summer reading will be going out next week
- c. Book sale sustained a profit and went smoothly
- d. Last month Akron Borough, Clay Township and Ephrata Township were visited to highlight 2024 statistics, digital literacy and workforce development grant and mention recent LSLC budget cuts
- e. Library will be hosting a municipal breakfast Wednesday April 16<sup>th</sup> at 7 am for Akron Borough, Clay Township, Ephrata Borough and Ephrata Township

## 5. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
  - Fine-tuned an onboarding document previously created by Kristin Carter with the intent of adopting a new onboarding process for new board members
  - Set a timeline for future business
  - Next meeting set for March 4
- b. Funding and Finance – (Presented by Brian Frey)

Committee met on Monday, February 17, 2025.

  - Introduced the new board members to the budget
  - TIAA has been concluded and will be voted on in Old Business
  - Excel spreadsheet created for tracking monthly percentage on collections

## 6. Old Business

- a. TIAA Plan Document
  - **MOTION:** Move to approve the changes to the TIAA 403(b) Adoption agreement as detailed in SharePoint. Motion made by Brian Frey and seconded by Marilyn Yoder. All approved.
- b. Committee Assignments
  - Funding and Finance
    - i. Brian Frey
    - ii. Marilyn Yoder
    - iii. Rich Kwiatkowski
    - iv. Nicole Miller
    - v. Nancy Aaronson
  - Human Resources
    - i. Danielle Shumate
    - ii. Kristin Carter
    - iii. Debora Fast

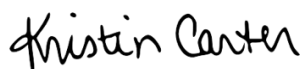
## 7. New Business

- a. ENB Accounts- add/remove signers for accounts

- **MOTION:** Move to add the Treasurer, Brian Frey, as a signer on the Ephrata National Bank (ENB) Checking and Capital account. Motion made by Kristin Carter and seconded by Debora Fast. All approved.
- **MOTION:** Move to add the Treasurer, Brian Frey, as a signer on the Ephrata National Bank (ENB) Money Management account. Motion made by Kristin Carter and seconded by Marilyn Yoder. All approved.
- b. PNC Accounts- add a second signer
  - **MOTION:** Move to add Laura Eaton as a signer on the PNC Business Checking & Money Market Savings account. Motion made by Brian Frey and seconded by Marilyn Yoder. All Approved.
- c. FCCB Accounts-add/remove signers for the accounts
  - **MOTION:** Move to remove Tom Murry and Penny Talbert as signers on the First Citizens Community Bank (FCCB) Line of Credit account. Motion made by Brian Frey and seconded by Rich Kwiatkowski. All Approved.
  - **MOTION:** Move to add the Treasurer, Brian Frey, and Laura Eaton as signers on the First Citizens Community Bank (FCCB) Line of Credit account. Motion made by Kristin Carter and seconded by Marilyn Yoder. All Approved.
  - **MOTION:** Move to remove Marilyn Yoder and Penny Talbert as signers on the First Citizens Community Bank (FCCB) General Checking account. Motion made by Brian Frey and seconded by Kristin Carter. All Approved.
  - **MOTION:** Move to add the Treasurer, Brian Frey, and Laura Eaton as signers on the First Citizens Community Bank (FCCB) General Checking account. Motion made by Kristin Carter and seconded by Marilyn Yoder. All Approved.
- 8. Executive Session –
  - None
- 9. President's Message – Thank you
- 10. Adjournment - Upon a motion to adjourn the February 20, 2025, Board meeting by Kristin Carter and seconded by Nicole Miller, the meeting was adjourned at 7:06PM.

The next Board meeting has been scheduled for March 20, 2025, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,



Kristin Carter, Secretary