

## Ephrata Public Library Board Meeting Minutes

Thursday, February 15, 2024

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, Marilyn Yoder, Danielle Shumate, Nancy Aaronson, Deborah Fast

Staff Present: Abby Balmer, Barb Brock, Megan Mahoney

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:03 pm.

2. Introductions/Attendance

Visitor -

3. Secretary's Report

a. **Motion:** Approval of the January 18, 2024, Board Minutes. Upon a motion by Nancy Aaronson and seconded by Marilyn Yoder, the January 18, 2024, Board Minutes were approved.

4. Treasurer's Report as of January 31, 2024 (Presented by Brian Frey)  
Financial Reports are available in Dropbox.

YTD Total Income - \$289,944 27.86% of Budget

YTD Total Expenses - \$131,355 12.10% of Budget

YTD Net Income – \$158,589

January 2024 Total Income – \$85,259

January 2024 Expenses – \$99,385

January 2024 Net Ordinary Income – (\$14,126)

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

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

- a. Employee Retention Credits
  - b. Digital Literacy & Workforce Development grant deadline pushed back.
  - c. Thank you to West Earl Township for their donation.
  - d. 2023 Municipality Report
  - e. Summer Hours will be altered on Saturdays for a 10-week period.
  - f. Security Camera install is complete.
  - g. Michaela Purnell, Youth Associate, gave two-week notice.
6. Committee Reports
- a. Human Resources – (Presented by Kristin Carter)
    - None
  - b. Funding and Finance – (Presented by Brian Frey)  
Committee met on Tuesday, February 13, 2024.
    - Employee tracking of hours for efficiency
    - Library’s contribution to the retirement plan is in communication between TIAA and the Executive Director
7. Old Business
- a. None
8. New Business
- a. Library Hours-
    - Comparison to other libraries in the county
    - Brainstorm hours shift.
  - b. Book Challenge procedures
9. Executive Session –
- Executive session 7:14 pm
10. President’s Message – Thank you everyone!
11. Adjournment - Upon a motion to adjourn the February 15, 2024, Board meeting by Kristin Carter and seconded by Danielle Shumate, the meeting was adjourned at 7:26 PM.

The next Board meeting has been scheduled for March 21, 2024, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,

Kristin Carter, Secretary

