

Ephrata Public Library Board Meeting Minutes

Thursday, January 18, 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, Jobany Bedoya, Brian Frey, Kristin Carter, Marilyn Yoder, Danielle Shumate, Eric Nissley, Nancy Aaronson. Not present: Deborah Fast

Staff Present: Abby Balmer, Laura Brandt, Barb Brock

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:01 pm.

2. Introductions/Attendance

Visitor -

3. Secretary's Report

- a. **Motion:** Approval of the December 21, 2023, Board Minutes. Upon a motion by Nancy Aaronson and seconded by Marilyn Yoder, the December 21, 2023, Board Minutes were approved.

4. Treasurer's Report as of December 31, 2023 (Presented by Brian Frey)
Financial Reports are available in Dropbox.

YTD Total Income - \$1,076,300 105.59% of Budget

YTD Total Expenses - \$1,216,452 101.80% of Budget

YTD Net Income – (\$140,152)

December 2023 Total Income – \$74,942

December 2023 Expenses – \$70,346

December 2023 Net Ordinary Income – \$4,596

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

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

- a. West Earl Township gave donation for 2023
- b. Awarded grant from Art and Selma Waters Trust to be used for juvenile nonfiction collection items
- c. Applying for a STEM grant through the Steinman Foundation
- d. Megan Mahoney started in her new role as circulation manager on January 15, 2023
- e. HVAC unit is fixed

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
 - Establishing Committees for 2024
 - Drawing new plans and direction for HR Committee
 - Onboarding process for new board members
- b. Funding and Finance – (Presented by Brian Frey)
Committee met on Tuesday, January 16, 2024.
 - Financial Reports Previous Month
 - LIBRARY SYSTEM OF LANCASTER COUNTY past due- Invoices (UPDATE)
 - ENB Sprecher Account (UPDATE)
 - Employee Insurance Contributions
 - Library's contribution to retirement plans
 - Employee time-tracking

7. Old Business

- a. Ephrata Borough Electric Bill communication

8. New Business

- a. Committee Assignments
 - a. HR Committee:
 1. **Chair:** Kristin Carter
 2. Mike Eichenlaub
 3. Jobany Bedoya
 4. Danielle Shumate
 5. Debora Fast
 - b. Funding and Finance:
 1. **Chair:** Brian Frey
 2. Mike Eichenlaub
 3. Eric Nissley
 4. Marilyn Yoder
 5. Nancy Aaronson

9. Executive Session –

- 7:17 Executive Session Begins

10. President’s Message – Thank you everyone!

11. Adjournment - Upon a motion to adjourn the January 18, 2024, Board meeting by Kristin Carter and seconded by Danielle Shumate, the meeting was adjourned at 7:54 PM.

The next Board meeting has been scheduled for February 15, 2024, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,

Kristin Carter, Secretary