

## Ephrata Public Library Board Meeting Minutes

Thursday, October 19, 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, Eric Nissley, Nancy Aronson, Deborah Fast, Jobany Bedoya, Marilyn Yoder, Danielle Shumate (via Zoom)

Staff Present: Abby Balmer, Laura Eaton, Barb Brock

1. Call to Order – Mr. Bedoya, Board Vice President, called the meeting to order at 6:11.

2. Introductions/Attendance

Visitors – None.

3. Secretary's Report (Presented by Brian Frey)

- a. **Motion:** Approval of the September 21, 2023, Board Minutes. Upon a motion by Nancy Aronson and seconded by Deborah Fast the September 21, 2023, Board Minutes were approved.

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

YTD Income	\$890,821	87.39% of budget
YTD Expenses	\$967,606	80.98% of budget
YTD Net Ordinary Income	(\$76,785)	

September Income	\$38,352
September Expenses	\$91,915
September Net Ordinary Income	(\$53,562)

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. Library County System funding has been delayed. May have to dip into reserves.

## 6. Committee Reports

- a. Human Resources – Presented by Jobany Bedoya

- Executive Director search update.

**Motion:** The salary range for the new Executive Director position is \$75,000 to \$85,000 based on certifications, licenses, and experience. Motion made by Jobany Bedoya and seconded by Nancy Aronson. Motion passed.

- b. Funding and Finance – (Presented by Brian Frey)

Committee met on Tuesday, October 17, 2023. Report on SharePoint.

- Examined trending percentages of expenses for YTD.
- Library System of Lancaster County- past due invoices
- Library credit card – PNC requires a funded account to secure the CC.
- Fulton MM account – This account has been closed.
- ENB - Still in communications about accessing Sprecher account.

## 7. Old Business

- Deb Drury, Executive Director Elizabethtown Public Library, Referendum – Board already sent communication that EPL Board is pro referendum.
- Bylaw Revision – Mike and Kristin to present to the Ephrata Borough the Board’s revised language for verification that this is acceptable.

## 8. New Business

- a. New Credit Card issuance

**Motion:** I move to have the Interim Director open an account with PNC to secure the library’s credit card with an initial amount of \$15,000. Motion made by Brian Frey and seconded Eric Nissley. Motion passed.

- b. Selling Municipal Bonds in EJ account

**Motion:** Authorize the Interim Executive Director to instruct EJ to transfer cash on Nov 9<sup>th</sup> or as soon as the cash is available, after CD and the Municipal Bond have matured and move proceeds to operating cash. Made by Marilyn and seconded by Jobany Bedoya. Eric Nissley abstained. Motion passed.

**Motion:** Authorize Interim Executive Director to instruct EJ to sell the Springfield PA School District and Council Rock School Municipal bonds and transfer funds as soon as available to operating account. Motion made by Marilyn Yoder and seconded Jobany Bedoya. Eric Nissley abstained. Motion passed.

9. Executive Session – Yes
10. President’s Message – Apologized for being late. Helped a little old lady change a flat tire. “Do something kind for a stranger.”
11. Adjournment - Upon a motion to adjourn the October 19, 2023, Board meeting by Marilyn Yoder and seconded by Jobany Bedoya the meeting was adjourned at 7:16 PM.

The next Board meeting has been scheduled for November 16, 2023, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,

Brian Frey, Treasurer, for the Secretary