

Ephrata Public Library Board Meeting Minutes

Thursday, August 17, 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 (late), Marilyn Yoder, Danielle Shumate, Eric Nissley, Matthew Good, Deborah Fast

Staff Present: Abby Balmer, Rebecca Zinner, Barb Brock

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

2. Introductions/Attendance

Visitor – Ed Miller

3. Secretary's Report

- a. **Motion:** Approval of the June 15, 2023, Board Minutes. Upon a motion by Eric Nissley and seconded by Marilyn Yoder, the June 15, 2023, Board Minutes were approved.

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

YTD Total Income - \$785,450 77.05% of Budget

YTD Total Expenses - \$808,755 67.68% of Budget

YTD Net Income – (\$23,306)

July 2023 Total Income – \$142,715

July 2023 Expenses – \$93,407

July 2023 Net Ordinary Income – \$49,308

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. SPOTLIGHT - Referendum
- c. Reminder for Clearances/Mandated Reporter Training for Board Members

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
 - Will present during new business.

- b. Funding and Finance – (Presented by Brian Frey)
Committee met on Tuesday, August 15, 2023.
 - Review of report of SharePoint
 - Acknowledgement of the second half of Ephrata Borough's contribution for 2023
 - Signatory pages for banking were updated to reflect personnel changes.
 - Annuity account will be funded quarterly unless other options become available.
 - Recommend asking for service areas to increase of 10% of contributions over last year to try to keep pace with inflation and cost increases.

7. Old Business

- a. Motion to affirm the e-mail motion in favor of accepting Penny Talbert's resignation and appointment of Abby Balmer as interim director until the position is filled. Motion made by Michael Eichenlaub and seconded by Deborah Fast

8. New Business

- a. Bylaws amendment
 - i. Reviewed Ephrata Borough recommendations for bylaw amendments
 - ii. Received guidance from Ed Miller to insure both parties have verbiage required by their entities to meet with ordinances.
 - iii. Review next month with the intention to pass new bylaws no later than October 2023.

- b. Board Member appointment
Motion: The Board moves to accept the resignation of Matthew Good and reinstate the appointment of Nancy Aaronson. Made by Kristin Carter and seconded by Marilyn Yoder.

- c. New Credit Card Issuance
Motion: The Board authorizes the interim Director to research and present several options for a new library credit card account with the option to transfer

the primary authorized user. Motion made by Brian Frey and seconded by Marilyn Yoder.

Motion: When transition to new credit card is complete the library pays the balance and closes its current credit card, account number ending in **** *
**** 3905. Motion made by Brian Frey and seconded by Eric Nissley.

d. Municipal Visits (When/Who)

- Brian Frey, Ephrata Township, Sept 5th
- Mike Eichenlaub, Ephrata Borough, Monday Sept 25 at 7:30 pm
- Akron, TBD
- Clay, TBD

9. Executive Session – Yes

10. President’s Message –

11. Adjournment - Upon a motion to adjourn the August 17, 2023, Board meeting by Kristin Carter and seconded by Brian Frey, the meeting was adjourned at 8:45 PM.

The next Board meeting has been scheduled for September 21, 2023, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,

Kristin Carter, Secretary