

Ephrata Public Library Board Meeting Minutes

Thursday, May 16, 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.

Member Present: Mike Eichenlaub, Brian Frey, Nancy Aronson, Marilyn Yoder, Danielle Shumate

Staff Present: Abby Balmer, Barb Brock/Helen Taylor (arrived 6:43 p.m.)

1. Call to Order- Mr. Eichenlaub, Board President, called the meeting to order at 6:04 p.m.
2. Introductions/Attendance
Visitor: Phil Eby, Commercial Realtor (U.S. Commercial Realty)
3. Secretary' Report
Motion: Approval of the April 18, 2024, Board Minutes. Upon a motion by Nancy Aronson and seconded by Marilyn Yoder, the April 18, 2024 Board Minutes were approved.
4. Executive Session: Entered at 6:07 p.m. for discussion of real estate matters.
Exited at 6:42 p.m.
5. Treasurer Report as of April 30, 2024 (Presented by Brian Frey)
Financial Reports are available in Dropbox.

YTD Total Income- \$462,315 44.42% of Budget

YTD Total Expenses-\$321,412 29.60% of Budget

YTD Net Income- \$140,903

April 2024 Total Income- \$60,996

April 2024 Expenses- \$82, 669

Aprils 2023 Net Ordinary Income – (\$21, 674)

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

Director's Report is available in Sharepoint. Highlights below:

- a. Kinectiv donation postcard mailer will be in mailboxes by early June.
- b. Attended April 30 Clay Township Supervisors meeting
- c. Attended the District Negotiations on May 1.
- d. Will attend June 5 Ephrata Borough Council meeting
- e. A print summer newsletter was created and mailed to donors during the week of April 29.
- f. Summer reading theme: "Adventure Begins at Your Library"
 - i. Activities to include a bus trip to the Baltimore National Aquarium and more
- g. Board members encourage to participate in social media book recommendation posts. Recently Brian Frey has been highlighted.
- h. Concert by the Creek dates: Jun 11, July 9, August 13
- i. U.S. Department of Labor has increased the Fair Labor Standards Act's annual salary level threshold, effective Juli 1, 2024. The employee handbook will need to be amended to comply.
- j. New eResources available through Lynx (remote access with library card)

7. Committee Reports

- a. Human Resources – No Report
- b. Funding and Finance – (Presented by Brian Frey)
 - i. Reviewed financial statements and accounts payable documentation- everything is current.
 - ii. Employee Time Tracking is ramping up (garden project and summer reading hours)

8. Old Business

- a. Development/Donor Event Update- September 16 (5-7 p.m.) at the Eicher Center appetizers and wine; invitations to donors and potential donors. A Board Committee (TBD) will manage guest list and vendors.
- b. TIAA Document (old/new) Comparison being completed by Brian Frey and Marilyn Yoder
- c. Internal Controls Manual- Updates were reviewed by the Board **Motion** to accept Controls Manual updates by Marilyn Yoder and seconded by Danielle Shumate; Board approved.

9. New Business

- a. Abby announced a *5Guys* Fundraiser (June 22): 20% all proceeds to library.
- b. Summer Reading Bus Trip (Baltimore National Aquarium) Permission Form – (Presented by Helen Taylor) Bus cost provided; admission self-pay
 - i. No one under 6 years old/ adult must accompany anyone under 16 years old

10. Presidents' Message: Appreciation and encouragement for great library programs and group goodwill.

11. Adjournment- Upon a **motion** to adjourn, the May 16, 2024 Board meeting by Marilyn Yoder and seconded by Daniell Shumate, the meeting was adjourned at 7:34 p.m.

The next Board meeting has been scheduled for June 20 at 6:00 p.m. The meeting will be held in the Library Board Room.

Respectfully Submitted,

Nancy Aronson