

## Ephrata Public Library Board Meeting Minutes

Thursday, April 21, 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, Laura Brandt

1. Call to Order – Mr. Eichenlaub, Board President, called the meeting to order at 6:05 pm.

2. Introductions/Attendance

Visitor - None

3. Secretary's Report

- a. **Motion:** Approval of the March 21, 2024, Board Minutes. Upon a motion by Deborah Fast and seconded by Nancy Aaronson, the March 21, 2024, Board Minutes were approved.

4. Treasurer's Report as of March 31, 2024 (Presented by Brian Frey)

Financial Reports are available in Dropbox.

YTD Total Income - \$400,184 38.45% of Budget

YTD Total Expenses - \$239,779 22.08% of Budget

YTD Net Income – \$160,405

March 2024 Total Income – \$68,430

March 2024 Expenses – \$79,437

March 2024 Net Ordinary Income (**\$11,007**)

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

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

- a. Received a EITC donation from Jonestown Bank & Trust.
- b. Digital Literacy & Workforce Development Grant was submitted.
- c. Blue Ridge is donating billboard space and sponsoring a magician to perform at the Summer Reading Carnival.

- d. Talk Tank was moved from the lobby into the library.
- e. Management team is taking time to review various digital resources.
- f. Solar eclipse event
- g. Mystery Book Sale May 9
- h. Ephrata Lions Club BINGO April 28

6. Committee Reports

- a. Human Resources – (Presented by Kristin Carter)
  - None
- b. Funding and Finance – (Presented by Michael Eichenlaub)  
Committee met on Tuesday, April 16, 2024.
  - TIAA Document Draft
  - Employee time-tracking [Update]
  - Internal Control Manual revisions

7. Old Business

- a. Development/Donor Event Update
  - No new developments

8. New Business

- a. Discussed in Funding and Finance Report

9. Executive Session –

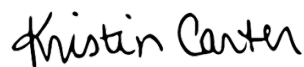
- Executive session entered 6:34 pm
- Executive session ended 7:00 pm

10. President's Message – Thank you everybody!

11. Adjournment - Upon a motion to adjourn the April 18, 2024, Board meeting by Kristin Carter and seconded by Marilyn Yoder, the meeting was adjourned at 7:05 PM.

The next Board meeting has been scheduled for May 16, 2024, at 6:00 PM. The meeting will be held in the Library Board Room.

Respectfully Submitted,



Kristin Carter, Secretary

