

Samuel W. Smith Memorial Public Library Board of Trustees Meeting

March 11, 2025

Call to Order

Approval of Minutes from February meeting

Public Comment

Secretary's Report

- Plaques - Dottie currently working on donor list
- Donor list duties

Treasury Report

President's Report

Building and Grounds:

- Need to schedule carpet cleaning
 - Last year was \$817
- Items on hold
 - Circ Desk Tile
 - Entry/exit doors

Director's Report

- Annual Report Submitted
- Lunch & Learn Sessions Advertised
- PALA Institutional Membership up
- Library Board Webpage updates
- Starting raffles/fundraisers
- 5k planning
- Board Academy

Executive Session

Next meeting: April 8th @ 6:30

Meeting Minutes

March 1, 2025

Patty called the meeting to order @ 6:30 p.m. Board members present: Christa Schott, Sandy Kinney, Ann Gardner, Patty Maynard, Melanie Hallows & Imani Klein, Director. Financial Assistant, Amanda Gustafson unable to attend.

Ann made a motion to approve February meeting minutes, Sandy seconded the motion. All were in favor.

No public comment.

Secretary's Report: Melanie discussed the three Memorial Plaques that need updated. National Fuel is to be moved to Platinum, but it's not to be found on any of the plaques. Melanie will discuss with Dotty Anderson. Will also ask Dotty if the Board can get electronic information she's using for listing of donors & amounts given. Need to clarify with Dotty if she's officially finished.

Treasury Report: Patty reported the Memorial Savings Account has been moved to Northwest. Patty now has online access to C&N; Patty & Ann are only two check signers there. A new Non Profit Resolution to authorize online banking authority was printed with Patty signing. The four accounts that are still at C&N are Mortgage, Building Fund, Small Games of Chance & Operating Fund.

Financial Assistant's Report: In Amanda's absence, Christa went over the printouts received from the Borough Office which covered payroll summary, profit & loss budget & balance sheet. Also discussed were Amanda's printouts: Financial Report, Balance Sheet, Profit & Loss & Check Detail. Patty made a motion to transfer \$9,000.00 to Borough account to cover payroll. Ann seconded the motion & all were in favor.

President's Report: Christa suggested the Board go with a Fundraising Committee as opposed to an Auction Committee. Some ideas as to who we can reach out to for this committee as well as fund raising ideas were discussed.

Building & Grounds Report: Imani noted it's time for the carpets to be cleaned. The circ desk tile & the entry/exit doors are on hold for now.

Director's Report: Imani noted the Annual Report has been submitted. The two upcoming Lunch & Learn Sessions are being advertised. PALA Membership is up for renewal. Imani noted through the membership, the Library receives Amazon Prime

for free. The Library Board Webpage has been updated. Who is Borough Council Rep? Patty will stop @ Borough Office to find out. May 10, 2025, is the date for the 5K Fun(d) Run. Imani will send out a letter & will get information regarding the t-shirts. Imani highly recommends Board Members join PALA as there is a wealth of information available. There was a discussion on the Board Academy Survey the Board Members were asked to complete. It was noted all the services mentioned in the survey are offered at the Library. Imani encouraged questions if there were services the Board would like more information on. The Story Hour Funding has been received from United Way.

Ann made a motion @ 8:20 p.m. to adjourn. Melanie seconded with all in favor.

Next meeting: April 8th @ 6:30 p.m.