

Samuel W. Smith Memorial Public Library Board of Trustees Meeting

May 14, 2024

Call to Order

Approval of Minutes from April meeting

Public Comment

Secretary's Report

Treasury Report

President's Report

- Square Ownership-tabled from Feb 2024
 - POS options spreadsheet
- Cell phone-tabled from August 2023
- Add Holidays to operating schedule (allowed 12):
 - Current: New Years Day, Memorial Day, Independence Day, Labor Day, Thanksgiving, Black Friday, Christmas Eve, Christmas Day
 - Available: MLK Day, President's Day, Juneteenth, Columbus/Indigenous People's Day, Veteran's Day

Building and Grounds:

- Circ Desk Tile
- Flag Pole
- GrayMac putting library on schedule for power wash and gutter cleaning

Director's Report

- Need more PT staff
- Director Position and Responsibilities description
- PAHS Yearbook Ad: \$75
- MCCF/Commissioners grant for Senior Lunch & Learn: \$2,500
- Rotary Trust Fund: \$9,955.72. Where do you want it?
- Rotary Club gave \$500 for programs
- digitizing *Reporter Argus* newspapers 2018-2020
 - \$.75 an image, Tif image on hard drive, searchable PDF
- PaLA Institutional Membership for Amazon Business Prime for free. Mtg 5/16.
- Happy Hour June 28 with the Groove Bros and CJ BBQ
 - Rip Tickets? grow. for Door Prizes?

- Auction Meeting #3 June 10 at 6pm
- MG days off: May 31, June 3, June 14-15, June 24

Next meeting: June 11, 2024 6:30pm

S.W. Smith Memorial Public Library Board of Trustees

Meeting Minutes May 14, 2024

The meeting was called to order at 5:30 PM by President, Chista Schott.

On motion of Melanie and second of Ann the minutes of the April 15, 2024, meeting was approved as disseminated electronically.

There was no public comment.

The secretary had nothing to report.

The treasurer's report was deferred and will be disseminated electronically later.

President reported on Square Ownership. A Point of Service spreadsheet was reviewed. The issue was tabled for further review. The cell phone issue was tabled in lieu of Becca's absence. Library holiday closures will now include Martin Luther King, President's, and Columbus/Indigenous People's Day effective immediately.

Building and Grounds report nothing new on circulation desk tile and flagpole issues. GrayMac will now do siding power was yearly and gutter cleaning every other year. Motion carried.

The director's report included a discussion of the need for more part-time staff. Director position and responsibilities were discussed. PAHS Yearbook ad of \$75 was approved. MCCF/Commissioners grant for Senior Lunch and Learn was received. These will begin in September. On motion of Harriet and second of Jess the Rotary Trust Fund amount of \$9955.72 will be added to the operating expense portion of the budget. Motion carried. The Rotary Club gave \$500 for programs. Digitizing Reporter Argus newspapers for 2018-2020 will cost \$.75 per image for a total of \$626.50. PaLA Institutional Membership advantages and disadvantages was discussed. A vote will ensue after May 16, 2024. Happy Hour fundraiser will be June 28, 2024. Planning continues on this. On motion of Mel and second of Ann, we will use Zeffy for POS at the happy hour as a trial of use. Motion carried

Meeting was adjourned on motion of Jess and second of Harriet at 6:20PM.

An Executive Session was held from 6:21 and adjourned at 6:30PM.

Harriet Nevil, Secretary

Director Position and Responsibilities

- Must meet or exceed the Pennsylvania State's educational certification criteria.
- Serving as library spokesperson for public relations and marketing activities with the ability of identifying the needs of the community which creates a welcoming environment for all patrons, employees and community partners.
- Attend County Library and District Library meetings, trainings, and appropriate workshops along with professional conferences.
- Attend Library Board of Trustees meetings and provide a director's report, and attend borough meetings annually and provide a report.
- Complete various reports for the Board of Trustees, municipalities, State Library, and donors (upon request).
- Hold staff meetings and recommend services and policies to the Library Trustee Board.
- Managing/Training library staff and volunteers, responsible for overall routines of the library, scheduling staff work hours, submitting payroll, hiring and firing personnel.
- Coordinate all day-to-day financial operations of the library with the financial assistant and/or Treasurer including purchase orders, monthly revenue statements, monthly bill coding and petty cash reports.
- Operate the library within the budget restraints; seeks, develops and administers external funding sources to support the expansion of library services.
- Responsible for the selection and deselection of all library materials, cataloging, circulation, and interlibrary loan librarian functions.
- Develops and manages the selection of all library collection through materials selection, acquisitions, cataloging, weeding and reviewing professional journals along with book review sources.
- Supervising maintenance of library building and grounds.
- Responsible for planning, organizing, co-coordinating, and leading all library activities and programs.
- Keep abreast of industry related information, knowledgeable of key trends in library science, including the ability to evaluate emerging technologies.
- Technology skills, organizational, interpersonal skills and strong problem solving ability, demonstrative good oral and written communication skills.
- Answering/Resolving all library related reference questions and complaints.
- Promote the library and its events (i.e., press releases, social media, etc.).
- Coordinate and support library events such as book clubs, classes, etc.
- Manage library fundraisers and provide support to the Fundraising Committee when applicable.
- Ensure the safety and health of patrons and staff.
- Performing other duties as designated by the Library Trustee Board.