

## Meeting Minutes June 2022

Genesee Area Library Board Meeting Minutes for June 20, 2022. This Meeting was held via Zoom.

Executive Session was held starting at 6:06 pm prior to the regular scheduled Board meeting to do Erica's performance review. Upon completion of Erica's review, decision was made to give Erica a raise of .75 cents bringing her current pay from \$12 to \$12.75. Motion was made by Chris Moser and 2nd motion by Kristine Smith, unanimous motion carried to accept the raise. Executive Session ended at 6:30 pm.

**Attendance if Executive Session:** Chris Moser, Laura Bryant, Kristine Smith, Sue Reed and Lisa Werner

**Absent:** Trinity Cowburn

**Board Meeting called to order at 6:30 pm by President Chris Moser.**

**Attendance:** Chris Moser (Pres), Laura Bryant (Vice Pres), Kristine Smith (Tres), Sue Reed (Sec), Lisa Werner and Erica Moses (Lib Director)

**Absent:** Trinity Cowburn

Motion made to accept the May 16, 2022 meeting minutes was made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

## Treasurer Report by Kristine Smith

Bank Statement Ending 5/31/22 Balances

Checking \$44,870.73

Savings \$3,706.70

Debits of \$3,525.00 throughout the month.

On June 9th I made a deposit for \$4047.83, township donation for March and April Collections. March, April and May petty cash of \$52 and two donations (\$75 and \$30)

Tax extension approved till 11/15/22

Ed Moore Fundraiser raised total of \$271.00, half to go to the Fire Dept and half (135.50 each) to be deposited into library checking. \$268 was raised on Saturday, \$2.00 from bin at Reed's and 0 from bin at First Citizens Bank

Need to review QuickBooks software, our current version is no longer supporting payroll services. Anticipating around \$520 in upgrade costs.

## Directors Report by Erica Moses

May Patron Count: 68 adults, 15 kids (1 New)

New Items: 28

Deleted Items: 0

Blind Date Book Club: 9 members (1 new signup)

Summer Reading: 19 kids signed up starts June 15<sup>th</sup> with Tanglewood. Kwikfill sent us four \$25 gift cards so we won't need to purchase those. I have handed out a couple adult bingo sheet, but no teen sheets.

Own a Day Tier:

\$25 - \$50: your day is mentioned in the monthly newsletter

\$51 - \$75: above, plus a personal post on Facebook and Instagram

\$76 and up: first two plus printed on all receipts for the day. (and digital frame if I can get it figured out)

Ed Moore Day: We had over 20 people join us at the library, Ed's plaque is hung up.

I will see Erica VanEtten on the 15<sup>th</sup> and will speak to her then about the reconsideration com. Should have an answer by our June meeting.

Township replaced our sump pump and added pipe to the existing drainage pipe. Attending the township meeting on the 15<sup>th</sup> to thank them.

Directors' Institute was well worth the drive and the exhaustion that followed. It was an intense couple of days, but I learned a ton and have a few ideas that I'm working on for the future. Made some great connections and met Christi Buker who is the Pa Library Association Executive Director. We've chatted on the phone and in committee meetings, so it was awesome meeting her in person. I also have all my CE for the year

If we are leery on having Holiday Fest, or can't get the required space, what about doing a beef on weck dinner? The biggest cost would probably be rolls/beef but I have the capacity to cook/make everything. We would just need a space to take money/serve.

#### **Old Business:**

**Ed Moore Day** - We had 20 people in attendance for the presentation to Ed's family. Chris Moser presented the plaque to Ed's family. Potter Leader newspaper and Robb Cowburn were present to take pictures. The Boots and Books money drive held on this day with the Genesee Fire Dept raised a total of \$271 to be split with the fire dept.

**Reconsideration Committee** - Erica VanEtten agreed to be on this committee. With Erica's agreement this gives us the last of the required number of community members needed for this committee.

**Sump Pump** - The sump pump was replaced with longer piping by the Township.

**Financial Review** - Tax extension was approved until Nov. 15, 2022. Kristine will remind Leslie that we would like this done before that deadline to get the rest of our funding.

**Holiday Fest** - On hold.

#### **New Business:**

**Erica's Review** - At the Executive Session held prior to tonight's meeting, a raise of .75 cents was approved to bring Erica's pay rate to \$12.75 per hr.

**Tri-County Grant** - Nick Reiter contacted Chris Moser to remind her of this grant and she will take care of getting the application for the grant completed.

**Resignation of Board member** - Prior to tonight's meeting Mary Engle emailed her resignation. Erica will post on all Library sites we are looking for someone to fill the seat.

**Printer Ink:** Motion was made that Erica can purchase printer ink as need without the board approval for this. Motion was made by Chris Moser and 2nd by Laura Bryant, unanimous motion carried.

**Informational Report** - Erica compiled a report and shared with all of the board to review prior to this meeting. 1st motion made by Kristine Smith for this to be posted on Library sites, 2nd by Chris Moser, unanimous motion carried.

**Quick Books Payroll** - Kristine brought to our attention that this no longer supports our needs. We will need to upgrade to new software, will try to find the cheapest. Motion made by Chris Moser, 2nd by Sue Reed, unanimous motion carried.

Erica also shared that her course work was completed and she is now considered Library Technical Assistant. Great Job Erica!!!

**Next meeting: July 18, 2022 @ 6:30**

Motion made to adjourn meeting was made by Kristine Smith, 2nd by Chris Moser, unanimous motion carried at 7:30 pm

Respectfully submitted,

Sue Reed, Secretary

\*\*\*This meeting was not audio recorded\*\*\*

DRAFT