

Meeting Minutes August 2022

Genesee Area Library Board Meeting Minutes for Aug 15,2022. This meeting was held via Zoom. Meeting was called to order by Chris Moser board President at 6:35 pm

Chris introduced and welcomed Nathaniel to our board.

Attendance: Chris Moser (Pres/Co-Treas), Laura Bryant (Vice Pres), Kristine Smith (Treas), Sue Reed (Sec), Trinity Cowburn, Lisa Werner, Nathaniel Pott Jr, and Erica Moses (Lib Director)

Motion made to accept the July 18, 2022 meeting minutes was made by Kristine Smith and 2nd by Trinity Cowburn, unanimous motion carried

Treasurer Report by Kristine Smith

Balance as of Bank Statements 7/31/22

Checking \$48,977.21

Savings \$3,706.70

Debits in July were \$2,338.11

Credits were \$4,879.44 (included Potter County Aid, Ed Moore Day and library generated sales).

Have a deposit ready from Township donation from May and June tax collections.

Quarterly reports for 2nd quarter were completed, I did experience inability to access the entity reports from Quickbooks but was able to find the blank reports online to submit.

Motion made to accept the Treasurer report was made by Sue Reed, 2nd by Trinity Cowburn, unanimous motion carried.

Directors Report by Erica Moses

July Patron Count: 89 Adults, 27 Kids (1 New)

New Items: 45

Deleted Items: 216

Blind Date Book Club: 12 (2 New)

Payment was not received from the patron that was the sent the certified letter. How do we proceed?

We made \$27 from the book sale in July and so far in Aug have made another \$24.50.

Still behind on where I would like to be for weeding but making steady progress and still on track to be completely done by the end of year.

Summer hours are over the week of labor and will return to normal.

Our budget it due to the township by November and I would like to be able to add another two hours to our schedules starting Jan 2023. This will cost approximately the following:

Wages & Staff Expenses: \$1500

Utilities: \$300

Total: \$1800

State standards are looking for 45 hours weekly. I'm hoping to gradually raise us to 35 over the next 5 years. It has been mentioned that when applying for a waiver, the state is going to want a plan in place in how we're going to get there. I think this would be a good start. My figures come from the annual report for last year and include the total paid out for utilities, wages, and the portion the library pays for

SS, Medicare and PA UC and then rounded up. I also added an additional \$200 to the wages/staff expenses to help compensate for my wage increase.

Library connect communities is about half way done and we've been talking about equipment (new computers, backup hard drives, tech support, etc). I was asked to speak with frontier about upgrading our modem and frontier sent a new one out. There was no cost involved as long as the old one was sent back, which it was.

I did receive an email back from Ben Weirick of Food and Safety. He said that because we are a non-profit, we are exempt from needing a food manager certification.

Old Business:

Holiday Fest - Chris said the Methodist Church will be available for use, after discussion decision was made to proceed forward with the Holiday Fest on Nov 12th. Erica will post on our social media pages, town newsletter and Solomon's. Erica will also get the list of previous vendors and get the invites sent out to them on Aug 30th. During our discussion we also came up with idea for discount to vendors who will be securing space. There will be a nonrefundable deposit required, no exceptions. Early bird cost if reserved by Oct 1st will be \$25, and \$15 for an additional table. Cost for reservation by Nov 1st will be \$30, anything after Nov 7th will be charged \$40. Erica will take inventory on our signs from previous years to be sure we have enough. Sue Reed will take care of reserving the Catholic Parish Hall for this, Chris Moser will reserve the Fire Hall.

Financial Review - Kristine Smith spoke to Linda, should be ready mid to end of August.

Safe Serve - Trinity had found online that we are exempt from needing this.

New Business:

Budget to Township by Nov - Chris and Erica will work on, Kristine will get them some numbers.

LSTA Grant - We were approved for this grant for \$9500. Kinder pays our tech bills once we sent the bills. Erica keep track of how much is being spent as to not exceed the \$9500, she will also be in charge of getting the invoices and sending them on to Kinder to be paid. Motion was made to go ahead with this by Kristine Smith, 2nd by Chris Moser, unanimous motion carried.

Erica has a patron that did not respond to the certified letter sent regarding unreturned books, they have books from the borrowed system, and the value of the books is \$77.93. Erica did receive the receipt that the certified letter was received by the patron. Motion was made by Kristine Smith, 2nd by Chris Moser, a unanimous motion carried for Erica to call and report this to the State Police.

Next meeting: September 19, 2022 @ 6:30

Motion made to adjourn the meeting was made by Trinity Cowburn, 2nd by Sue Reed, unanimous motion carried at 7:38 pm.

Respectfully submitted,

Sue Reed, Secretary

This meeting was not audio recorded