Library Board of Trustees Meeting 9/10/26

Present at the meeting: Crista Billowitch: President, Will Jefferson: Treasurer, Crystal Becker: Secretary, Jane Yagerhofer: Member, Mike Salter: Member, Heather Cardona: Member, Parker Flamisch: Member, Fran Shehab: NASD Board of Education Liaison, Rachel Robinson: Director of Operations, and Veronica Laroche: Library Director.

The meeting was called to order at 6:33 PM.

Parker moved to approve the August 13, 2026 minutes. Seconded by Heather.

- Review Agenda
    - Discussion
- Library Director Report
    - Grants/Funding Resources
        - Air Products Citizen Science for All - Veronica connected with a representative from Air Products.
        - In the process of applying for the PPL Empowering Communities Grant for Summer Quest 2027. Possibly waiting for the next cycle, hoping to receive the grant funds closer to when they are needed for summer programming.
    - Fundraising
        - Double Good Popcorn desk orders continue.
        - RaiseRight - Free to use; a percentage of gift card sales, online shopping, local dining, and travel booking all go to NAPL when patrons use RaiseRight. People can shop for everyday things that they need and use, and it benefits the library.
    - Outreach
        - 9/10 - Senior expo
        - Saturday 9/12 is Northampton Street Fair
        - George Wolf Fall Fest is on September 17.
            - 8 School & municipal events this past month, 396 visits to NAPL table, 43 reference questions, 44 new cards, 5 renewals.
    - Policy and Procedure
        - Vote for policy updates
            - Motion to approve updates to the Employee General Rules and Regulations under the categories of Personal Appearance and Professional Conduct made by Heather. Motion seconded by Jane. All in favor.
    - Library Architecture
        - Review of Library Service Principles
- Director of Operations Report
    - Staff - Lily is back from leave
    - Financial - Annual Drive as of 9/8/26 - 282 donors, 52 new donors, $17,230.37 one-time donations, $200 monthly subscriptions.
    - Basket social as of 9/8 - 97 donors, 107 basket social items, and 36

auction items. 1,300.00 cash.
    - Building/Grounds - Barrett installed a vent in the back office to help stabilize temperatures in the office area
    - Technology - nothing new to report.
    - Friends of NAPL - Next meeting will be on Tuesday, 9/22/26.
- Old Business
    - Funding Options/Referendum - no updates currently.
- Unfinished Business
    - Vice President Vote
        - Crista nominated Parker. Will seconded the nomination. All in favor. All in favor, none opposed. Motion passes.
    - UMS Discussion & Vote.
        - Review of Lighting proposal. Discussion of benefits to the library, cost vs. savings over time, and benefits to patrons; sensible, cost-effective improvements are being made using proper funding.
        - Motion to approve the UMS-recommended lighting proposal using the capital funds made by Crista. Seconded by Will. All in favor, none opposed. Motion passes.
        - Open Hours Reduction Discussion & vote.
            - Possible reduction of hours on Wednesday evenings. Closing at 5:00 PM. This would help with staffing also. Normal closing time is 8:00 PM.
            - Current hours:
                - Monday - Thursday - 9:00 AM - 8:00 PM
                - Closed Fridays
                - Saturday 9:00 AM to 4:00 PM
                - Closed Sundays
            - Motion to adjust the Wednesday hours to be 9:00 AM to 5:00 PM made by Crista. Seconded by Heather. All in favor, none opposed. The motion passes.

Motion to adjourn the meeting at 7:37 PM made by Will; seconded by Mike; all in favor; motion carried.