

Library Board of Trustees Meeting – 4/10/25

Present at the meeting: Crista Billowitch, Rachel Robinson, Veronica Laroche, Jane Yagerhofer, Dan Belletti, Walter Fries, and Heather Cardona

Meeting called to order at 6:34 pm.

Motion to approve the February minutes with the addition of Jane's presence at the meeting made by Jane. Seconded by Walt. Passed unanimously, apart from Dan's abstention.

- Old Business
 - Motion to approve the Board Position Descriptions as discussed in previous meetings made by Crista. Seconded by Dan. Passed unanimously.
- Director of Library
 - Grants
 - Nothing new to report.
 - Fundraising
 - Double Good Popcorn fundraiser in May both online and at the library.
 - Outreach
 - StoryWalk® at Moore Rec Center pushed back to the summer, June/July/August.
 - Northampton Borough Elementary faculty is offering programs at the library on Tuesdays in July at 1:00 & 5:00 pm.
 - Art & Literacy night at George Wolf Elementary went well. Saw around 120 families.
 - Art in the Parks is a summer reading program going on at local parks through June & July with sensory bins and comic creation. Lehigh Township has already signed on.
- Director of Operations
 - Staff
 - Karla took over as Senior Outreach Coordinator, since Sarah left.
 - The two CareerLink students remain through May 10th.
 - Financial
 - Jonathan Carpenter from Capital Planning will be at our next meeting to review our portfolio with us.
 - E-rate
 - Category 1 is filed for our regular Internet access and for Hot Spot service. Internet access is wave ready. Hot Spot service is in review.
 - Category 2 is filed for the upcoming hardware upgrades for the firewall, wireless access point, 2 UPS's, and switch. We receive a 60% discount, so Integra only charges us the 40%. Category 2 is in review.
 - Building/Grounds
 - We had a leak at our water meter, and the District fixed it right away.
 - Technology
 - IntergraOne server quote – our current server support for Windows ended in January 2024. Still receives critical security updates but nothing else, putting us at risk.
 - TLC servers decommissioned
 - Friends
 - Lottery Calendar slated for October.
 - Hoagie fundraiser slated for this summer.
 - Jackie is speaking to Main St. Restaurant about a Dine & Donate event.
 - Membership envelopes were stuffed and sent out within the week.

■ Next meeting is Tuesday, April 22nd at 7:00 pm.

● Unfinished Business

- Discussed the District Advisory Council and decided to vote in future. Recommendation is to add to the reorganization meeting each year.

● New Business

- Library budget presentation made with a \$10,000 increase over last year. Despite the increase, the budget remains balanced.
- Technology funds for a new server discussed. Going from four servers to one server. \$11,000 quote from Integra. The money is not in the budget, but there is surplus in the current budget now. Requesting another quote.
- Motion to add the new member process to the bylaws made by Dan, seconded by Jane, and unanimously passed.
- Motion to add the board position descriptions to the bylaws made by Dan, seconded by Jane, and unanimously passed.
- Motion to approve the annual fund drive letter made by Jane, seconded by Crista, and unanimously passed.
- Move next month's meeting from May 8th to May 15th? Approved via email vote.

Motion to end the meeting at 7:39 pm made by Walt. Seconded by Dan. Passed unanimously.