

Library Board of Trustees Meeting – 6/12/25

Present at the meeting: Crista Billowitch, Rachel Robinson, Veronica Laroche, Jane Yagerhofer, Dan Belletti, Crystal Becker, William Jefferson, Walter Fries, Heather Cardona, Parker Flamisch

Called to order at 6:31 pm.

Motion to approve the May minutes made by Walt. Second by Will.

Pending change in May minutes under Director of Library report Original Plan - "Safety concerns - 1,2,3,4 and Optional thing 5,6" to:

Prioritizing safety concerns which include (safe pathway from handicap space to front doors, new front doors, changing station in the second restroom, door handles that can be operated by a closed fist). After prioritizing these concerns, look to level the sidewalk, additional shelving and new acoustic furniture).

- Old Business
 - No old business
- Director of Library
 - Grants
 - Shannon will be helping with grant writing
 - Looking at possible purchase of a non-profit-discounted ChatGPT Teams plan to help refine library proposals and applications.
 - Northampton Community College - possible grants database. Is it Grant Station? Or another database. Look into this.
 - Fundraising
 - The last popcorn pop-up shop will be on Monday.
 - Outreach
 - Art in the Parks
 - Looking for a 3rd facility
 - Presentation to the Northampton County Council Economic Development Committee went well. Contact is Tina Smith.
 - Every year they hold a county festival - this year it will. Be on October 11th
 - County Access Device and giveaway program
- Director of Operations
 - Staff
 - Still in the process of hiring. Looking for someone to assist with adult programming.
 - Financial
 - Annual drive - as of today \$17,436. 382 total donors. 97 new donors.
 - Building/Grounds
 - Searock Landscaping stopped by to get an idea of scope of project and looking to redesign landscaping outside of the library. Josh from Searock Landscaping will send a quote.
 - Technology
 - Server quote - DRC, IntegraOne, Retail, JCE Technologies
 - Original IntegraOne quote was dated for February and was for 11,000.00 the updated quote from Integra is for \$12,000. Quote from DRC is 11450. The quote for Integra increased since February but will save 3500.00 annually over time (if we stay with IntegraOne).
 - Dan made a motion to go with IntegraOne for the purchase of the server. Second by Jane. All in favor. Motion passes.
 - Friends
 - Thomsen's Hoagie fundraiser is ongoing. Last day to order is June 19th.
 - Will be selling Boscov's coupons again.
 - Friends volunteered for Family Fun Day.
 - The next meeting is June 24th.
- Unfinished Business
 - Funds discussion
 - Landscaping, power washing outside of the library
 - Bookmobile discussion

- How much needs to be withheld to be put into a CD ladder?
 - Vote to put the 300,000.00 into a CD ladder as per Jonathon's suggestion.
 - All in favor. The vote passes unanimously.
- New Business
 - Fine-Free Library with the new fiscal year
 - Language "fine free" not "fee free"
 - Considered lost after 60 days.
 - Motion to approve the budget as amended with no fines made by Dan. Motion second made by Will. Motion passed.

- Motion to end the meeting at 7:31 pm was made by Crystal. Second by Crista.

Executive session was held