

Library Board of Trustees Meeting – 6/13/24

Present at the meeting: Crista Billowitch, William Jefferson, Veronica Laroche, Rachel Robinson, Crystal Becker, Jane Yagerhofer, Dan Belletti

Called to order at 6:32 pm.

Motion to approve the May minutes made by Jane. Second by William.

- Old Business
 - LPL Financial Discussion
 - School Board Meeting Discussion/Final Budget Discussion
 - SPARK
 - Migration will begin in August
 - Go-live is set for February 2025.

- Director of Library
 - Grants
 - Library is pursuing the following grants:
 - FCC is beginning a 3-year pilot program for cybersecurity in schools and libraries.
 - Keystone Savings Foundation - Operations grants, capital grants for potential renovating/building (Keystone is a matching grant).
 - The Lois Lensky Covey Foundation - Bookmobile grants, specifically for book purchases
 - Fundraising
 - Annual Fund Drive - just under \$16,000.00
 - Double Good Popcorn fundraiser: \$250.00
 - Pizza Kits - Order July 1-31 and Pick up August 19th
 - Outreach
 - Looking for community opportunities in Moore, Chapman, and Bath
 - Lehigh Township National Night Out - Tentatively Tuesday August 6th
 - Senior Expo: Thursday September 12, 10:00 AM-1:00 PM
 - 35th Annual "Uptown" Northampton Street Fair: Saturday, September 24, 11:00 AM -4:00 PM

- Director of Operations
 - Staff
 - Will need to hire at least two part time people to help in the evening and weekend schedules and accomplish state required FTE
 - Staff development 5/10. Went over Summer Reading as well as team building. Escape room for staff concentrating on details.
 - Completed staff reviews this month.
 - Financials
 - Review of reports
 - Review of 2024-2025 Budget
 - Annual Drive Letters have finally gone out. Patrons have donated \$10,269.72 as of June 6, 2024. There's an additional \$3,615 from last year's campaign that got paid in this budget year.
 - Buildings/Grounds
 - Nothing new to report
 - Technology
 - Switching from TLC (The Library Corporation) ILS to SPARK (which is used by Lehigh Carbon Library Cooperative and ABE Libraries). Migration should begin in August, and we should be fully integrated in February 2025. There are significant savings \$2350 vs. \$9,000.

- Friends
 - Summer Raffle Basket displayed at the front desk. The drawing will be on July 1.
 - Annual yard sale on Saturday, May 18th inside the Library. It made approximately \$170.00. (So many chickens).
 - Friends donated drinks, snacks and their time to help with Family Fun Day - Summer reading kick off which was Saturday, June 8th from 9-12.
 - Friends will be selling Boscov's Friends Helping Friends Coupons
 - Next meeting June 26th
- Unfinished Business
 - LPL Financial: slight rebalancing of the fund to keep more money in the account
 - Move 5% of floating rate (EIFAX) to a hedge fund, providing opportunity for growth at low risk.
 - Move away from T Rowe (TRRCX) to a lower cost VanGuard or IShares ETF, since it's not yielding growth
 - Motion to approve the LPL items 1 and 2 slight rebalancing of the fund made by Jane. Second by Will. Motion passes.
 - Final Budget approval
 - Motion to approve the budget made by Jane. Second by Will. Motion passes.
- New Business
 - Two potential new hires.
- Motion to end the meeting at 7:44 pm was made by Dan . Second by Crystal.