

Library Board of Trustees Meeting 8/13/26

Present at the meeting: Crista Billowitch: President, Will Jefferson: Treasurer, Crystal Becker: Secretary, Jane Yagerhofer: Member, Dan Belletti: 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 6:30 PM.

Heather moved to approve the June 25, 2026, minutes. Seconded by Mike. All in favor. Motion carried.

- Presentation: Utility Management Solutions
 - Certified Energy Manager Joseph D'Aquisto gave a demonstration of a light fixture and an explanation of the lighting proposal.
 - In a fixture, you get better heat distribution. Fixtures last longer than tubes do. Fixtures are more energy-efficient than tubes.
 - Save more energy, get more light, last longer.
 - This can be accomplished after hours or on days when the library is closed (example: Friday). Estimate: 3 days to complete (up to a week).
 - NEIF - for financing.
- Library Director Report
 - Grants/Funding resources - Applied for an LSTA Action Grant for the Citizen Science initiative. Applying for the PPL Empowering Communities Grant for Summer Quest 2027.
 - Looking into the Statewide Local Share Account funds (eligible through a municipality). Possibility to create a proposal for next year.
 - Applying for the Educational Improvement Tax Credit Program (libraries are eligible as Educational Improvement Organizations, and local businesses can receive 75% tax credits of what they contribute to NAPL).
 - Fundraising - Double Good Popcorn desk orders 9/8 through 10/9.
 - Outreach - 8/22/26 - Allen Township Touch-a-Truck Event at Howertown park. 9/12/26 - Northampton Street Fair.
 - Policy: none
 - Procedure: none
 - Library Architecture: Mission, Vision, & Beliefs
- Director of Operations Report
 - Reviews completed.
 - Staff updates. Multiple employees' last days (going to college, pursuing other opportunities). Full-time staff will rotate on Saturdays for coverage.
 - Financial updates: Set up monthly withdrawals of \$25,000.00 from Capital Planning for the next 6 months (totaling \$150,000.00).
 - Annual drive - 274 donors, 50 new donors, \$16,247.28 one-time donations, \$200 monthly subscriptions.
 - Basket social - 62 donors, 59 items, \$1300.00 cash

- Building grounds - updates.
- Technology - New computers have been installed by Karen
- Friends - Thomson's hoagie fundraiser sold 114 hoagies. No meetings in July.
The next meeting will be Tuesday 8/25/26.
- Old Business
 - Strategic Plan document: vote -
 - Motion to approve the strategic plan document with edits made by Will. Motion seconded by Heather.
 - Edited to state Stable staffing (removing the text
 - Change "succession protections" to "succession planning"
 - All in favor; motion passes.
 - Funding Options/Referendum
 - News article: First week of September.
 - Website
- Motion to request a waiver of standards for 2025 for full-time FTE made by Heather. Dan seconded. All in favor. Motion passes.

Motion to adjourn the meeting at 8:03 PM made by Crista; seconded by Will; all in favor; motion carried.