

Barrett Paradise Friendly Library  
Board of Trustees Meeting  
Minutes of August 22, 2022  
Meeting held in person in Weiler Family Room & via Zoom

In Attendance: Lisa Flanagan, President; Diane Conklin, Vice President; Deb Boyle, Treasurer; Cindy Cook, Secretary. Trustees: Richard Leist; Julie Niering; Darryl Speicher (via Zoom). Mary Ann Lewis, Library Director. Absent: Brette Fulton; Linda Potter; Mike Stein; Julie Wynne.

Lisa Flanagan called meeting to order at 5:30pm

Minutes from July 2022 meeting were reviewed, a revision was added about getting a second opinion on the geo thermal unit replacements. Lisa Flanagan made a motion to approve the revised minutes, Richard Leist second. Deb Boyle, Diane Conklin, and Julie Niering abstained, all others were in favor.

**Treasurer's Report-** There is \$293,256 in our checking account. Facilities & Equipment expenses for the year are over what we budgeted because of the geothermal replacement. Everything else seems to be in line. Also, our Chase credit card can sometimes be over a \$1000 which requires 2 signatures on a check but because of the delays with the postal system we would like to be able to e-pay the bill with 2 approvals on the invoice. Deb Boyle made a motion to approve the Chase card with 2 email approvals and pay bill via e-pay. Diane Conklin second, all were in favor.

**Investment Funds-**Richard Leist spoke about the finance committee recommendations. The committee is recommending moving the bulk of the Morgan Stanley investments from a brokerage account into a managed account to focus on income, balance, and growth. The committee is recommending the bulk of portfolio in a growth sleeve and \$100,000 in CDs. The Committee is also recommending removing the ESG restriction clause from our investment requirements. Discussion took place, Richard Leist made a motion as follows: Of the total balance in the Morgan Stanley accounts, invest \$100,000 in Institutional CDs as follows: \$25,000 with 6-month maturity, \$25,000 with 12-month maturity, \$25,000 with 18-month maturity and \$25,000 with 24-month maturity. The remaining balance will be allocated to a managed account using the "Growth Portfolio model allocation with no ESG restrictions. Morgan Stanley has discretion with respect to the timing of transitioning of the existing holdings into the new strategy/allocation. Deb Boyle second. 7 voted in favor including 1 voting by proxy, 1 opposed to motion; motion approved.

**Library Directors Report-**Volunteer hours are a bit higher due to 2 people having to complete community service volunteer hours. Visitor numbers are up. Reference question numbers are still estimated. The PA library conference in October will be held in Harrisburg and Mary Ann will be attending; most, if not all, of the bill will be paid for by district funds. One of the part time new hires is leaving the library for a full-time position somewhere else. Mary Ann is going to go through the previous applications and if she does not find anyone she will readvertise. The district is offering funds for outreach supplies. We are requesting funds to use for the purchase of a pop-up tent and a banner or table cover with the library's logo. The Friendly Community Center gave us a donation of jewelry for our costume jewelry sale. In July our sales were 324.53 and for the year we have \$859.00 in sales. A patron

purchased 3 shelves for our Name a Shelf fundraiser at \$100.00 per shelf. They also asked for 10 more applications. Circulation in general has increased which is typical for the summer. Resource sharing with the other libraries is going very well and patrons are very happy with it.

Programs are also going very well and kids' programs are being very well attended both onsite and offsite. The Shakespeare program will resume in person in September.

**Building Report**-In reference to our well water issues, after consulting with several people familiar with the situation and our building, scoping or drilling the well does not seem to be the best solution. We are currently exploring a chlorine sanitizing system. We are waiting on a proposal from Pure Water Systems and will get at least 1 to 2 other proposals. We are waiting on RJ Groner about the geo-thermal unit and will consult with another company for a second opinion. Rob Ugguccioni and Destination Landscaping is going to donate their time and materials for the rest of the season. The outside reading area has deteriorated terribly. John Styk is going to look into this and see what can be done to replace the table supports as the area is dedicated to his parents. Carpet cleaning is scheduled for Labor Day weekend.

**Fundraising**-Friends Letter has received \$11, 484.54 from 162 donors. At this time, we have slightly fewer donors but the total amount received is higher than last year at this time. LOL-overall was a great event. The library cleared at least \$15,000, possibly as high as \$17,000. The basket raffle will be held again this year in the same format as the last two years. Dates will be set soon.

**Grants**-Searchable History project is on track with Dave continuing to scan. He may visit again in September. The Story walk received great coverage on WNEP. We will hopefully have the furniture configuration next week to purchase the computer tables and chairs with funds received from the Hughes grant.

**New Business**-Trustee roster 2023: Diane Conklin will be rotating off the board this year and she is an officer. Linda Potter is coming to the end of her first term. Julie Niering has agreed to be on the nominating committee.

Motion to adjourn meeting at 6:55pm by Deb Boyle, second by Diane Conklin, all in favor.

Next Meeting: September 26, 2022, at 5:30pm