

Barrett Paradise Friendly Library
Board of Trustees Meeting
Minutes of April 24, 2023
Meeting held in the Weiler Family Community Room with a virtual option

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

Meeting called to order at 5:34pm by Lisa Flanagan, President.

Minutes from the March 27 meeting were reviewed and approved. Motion by Darryl Speicher, Richard Leist second, all in favor.

Treasurer's Report-Deb Boyle reviewed the Treasurer's Report. She stated there is currently \$101,507 in the checking account and we have \$150,000 in laddered CD's with Morgan Stanley. She also stated we have had an unrealized gain \$5,700 to date. We are slowly recovering our unrealized loss of \$20,000.

The profit and loss statement was also reviewed. She stated most of the loss we are showing on the income side is due to timing. It was noted most of our expenses are also a bit under budget at this time. Discussion took place about what has been received and the money we expect to receive in the next month or so. Julie Niering made a motion to file the Treasurer's Report for audit.

Library Director's Report-Library visitors are up a bit but numbers are still in typical range for this time of the year. Resource sharing has started with Bangor and Easton libraries. It has not been in place long enough to say how it is going. The ballot drop box is at the library for primary elections. Mary Ann is going to purchase new internet filtering software called CleanBrowsing. The software will provide much more flexibility as far setting filters on the children's computers, adult computers, and staff computers. Progress continues updating the materials selection policy as well as the internet policy. Mary Ann gave an example of the library's services helping someone, a patron with no internet access at home who came to the library to do online orientation for her new job. Mary Ann also announced that the Buck Hill Community Services Committee presented the library with a \$6,000 donation.

Circulation Stats-The numbers are typical with a bit of an uptick. DVD loans increased recently since the library just added a batch of new DVDs.

Program Stats-The in-person programs in March were primarily young children's programs. Wee Ones Wiggle, a music & movement activity, has resumed. More families seem to be spending time in the Children's Area. Chelsea attended the township's Earth Day celebration at High Acres Park and did a pinecone birdfeeder craft with the children.

A meet the local authors event will be held May 20, 2023, at the library; there are 6 confirmed authors to date.

Building Report- The network switch to upgrade the internet has been ordered and will be installed in the next few weeks. The geo-thermal unit was replaced on April 11, 2023; the cost was \$19,855. This is the 4th out of 8 units that have been replaced. Mountain Landscaping will be cleaning up the outside

reading area and will also give the library an estimate on removing two dead trees in that area. Altronics performed the annual fire extinguisher inspection. They will schedule another visit to inspect the smoke detectors and motion sensors. We received an estimate from Corey Seese to make all the necessary repairs. The estimate was \$2400 and includes sidewalks, replacing stones in the façade, and fixing crumbling curbs. The estimate we received from Stone Crafters was higher and only for sidewalk repair. Richard Leist made a motion to give Mary Ann the spending authority to allow Corey Seese to make all the necessary masonry repairs. Deb Boyle second, all were in favor.

Fundraising-The Friends Letter has generated \$18,699.54 with 221 donors. The library will be holding a quilt raffle and Mary Ann will have more information at next meeting.

Grants-The Searchable History Project has no new updates. A resident from Buck Hill did come in and was pleased to learn how to find photos of her cottage using the database. Hughes grants applications will be submitted this week. The library is asking for room dividers, a new materials drop box, and table top power units from the larger grant. For the smaller grant our request is for funds to support the large print materials purchases.

National Library Week-The Trustees, courtesy of Brette, gave the staff a box of Callie's candy. The library is holding a guess how many candies in the jar contest for all ages. There are also entries available for patrons to fill out and state what the library means to them. There is a book hunt contest for children and a complete the comic contest for teens.

Old Business-Deb Boyle made a motion to confirm approval of Frey and Company as our new accounting firm. Richard Leist second, adding to approve the company to do our accounting work for the foreseeable future; all were in favor. Discussion took place about reviewing adjustments to our books and the process.

Representative Madden will have satellite office hours at the library beginning May 3. The first week of the month: Wednesday and Thursday, 10:00 a.m.-3:00 p.m. The third week of the month: Monday and Tuesday, 10:00 a.m.-3:00 p.m.

A plaque in honor of Cindy Deluca's retirement will be placed on the mantel in the magazine room. Discussion also took place about honoring her in another way. The idea of planting a tree with a plaque seemed to be the most popular.

Discussion took place about ways to honor large donors. Mary Ann showed us some pictures of the donor tree at the Hughes Library, which was started for a capital campaign. The Hughes Library has a minimum donation requirement of \$1,000 to be recognized on the tree. Our library does have an issue of space and the tree is rather large. Discussion took place on other ways to recognize donors, such as publishing a list, before deciding on a permanent donor fixture in the library.

Meeting adjourned at 7:06 p.m. Darryl Speicher made the motion, Julie Wynne second, all were in favor.