

**Moon Township Library Board Minutes**

**November 17, 2021**

**The meeting was called to order at 6:32 pm by the Board President.**

**Public Comment**

None

Present: *Pam Dilanni, Mary Ann Rafoth, Eric Fogle, Sam McCrimmon, Ted Dengel, Sydney Diehl, Kathleen Emmerling Madonna, Heather Panella -library director*

**Approval of Minutes**

A motion to approve the October meeting minutes was made by Sydney, seconded by Ted and passed unanimously.

**President's Report**

No report.

**Treasurer's report**

No report – too early in the month for update. No significant changes noted, will do update next month

Motion to approve Treasurer's report made by Kathleen; seconded by Eric. Motion approved unanimously.

**Director's Report**

Secured \$10,000 grant from FedEx for use in STEM and STEAM activities. Cookie walk is coming up – please share post. To date -- \$15,000 in fundraising has been earned and \$28,000 in corporate and donor giving received. Need to up hours on Saturday per order from state. On January 1, Heather reports the library will be open from 10:00 am to 5:00 pm and, then later in the spring, two additional hours will be added during the week. Plan to request money from MTMA for specific programming purposes. Heather reviewed holiday gifts for the staff with the board.

Motion to approve the director's report made by Kathleen, seconded by Sydney, approved unanimously.

**Committee reports**

- Finance – no report
- Personnel – Heather's 2020 evaluation is complete and just needs final approval by the committee and the President's signature. Heather will complete her review for 2021 as well. MTMA annual donation also provided feedback about the money going into the general fund, which we responded to with a list of sponsorship options and that pleased them. We will be asking for a bit more.

- Fundraising – Please make cookies if you have not already volunteered (need by Dec 11) for Cookie Walk. Several other Cookie Walks in the region but each are somewhat unique. Need to provide the supervisors with more accurate information about their contribution as a percentage of our total budget (including increased fundraising and investment income). Need to explain the needs of a modern library for a community Moon’s size to the supervisors.
- Grants – Received grant from FedEx.
- Community outreach – no report
- By-laws – no report
- Strategic Planning Committee – no report.
- Building improvements – Sam, Heather, and Eric met virtually regarding potential purchase of Braddock Hall on RMU campus for re-purposing for the library. Discussed partnership opportunities with the RMU reps and realtors. Amount of square footage is 3.5 times current library size. May be interested in discussing a purchase agreement, then discussing a partnership, but that is not attractive to us. Options for using a developer to buy and remodel the building for a long- term lease agreement. We need a commitment from the township regarding amount of support. We have not received a report from the township engineer regarding development of the second floor of the library. Monday’s upcoming meeting with the supervisors was discussed. Kathleen, Eric and Sam can attend as well as Heather. Heather will provide an overview of this year in the library; board should try to drive discussion with talking points representing our big issues. Need to clarify that we don’t have a viable pathway for the future and that we have not made any decisions. Eric created a google doc in Microsoft Teams for us to contribute in terms of talking points and questions.

**Old Business**

None

**New Business**

Heather brought the issue of the standard raise for employees, following our regular precedent to the board.

After review of the proposed pay increases, Kathleen made a motion to award 5% pay raises for staff and professional librarians; motion seconded by Sydney.

Motion was approved unanimously.

**Next meeting is scheduled for December 13, at 6:00 pm.**

Motion to adjourn made by Sam and seconded by Eric. The meeting adjourned at 7:57 pm.

Respectfully submitted,

*Mary Ann Rafoth*

Mary Ann Rafoth, Board Secretary