

## Moon Township Library Board Minutes

October 27, 2021

**The meeting was called to order at 6:03 pm.**

### **Public Comment**

Representative Patty Zusinas spoke to the Board as the President of the Moon Friends of the Library. Normal fundraising opportunities for the Friends have been curtailed by Covid. Friends were planning on having two local authors but Doubletree has become too expensive. They are looking at other venues. We are doing a Downton Abbey Tea in conjunction with the release of the second film at Robyn Hill. This has been successful in the past, including auction baskets. They are working with Heather to do a new Friends recruitment drive using social media. They anticipate working well with the trustees – let us know when you need assistance. Meetings are the last Tuesday of the month –are virtual (zoom). We are all invited. Patty will add the board members to the email list and zoom invitation.

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

Absent: *Kathleen Madonna Emmerling*

### **Approval of Minutes**

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

### **President's Report**

Pam and Kathleen attended the Friends meeting and fundraising ideas were shared. Heather sent a report regarding fundraising as well. We realize that there is a finite amount of fundraising in Moon and we need to be strategic and work out time lines. Pam reported investigations regarding the library building and the work needing to be done with the township.

### **Treasurer's report**

Ted reported overall cash balance is slightly over \$883,000, \$68,000 growth since January. The Board want to shift funds into the investment accounts – they have yielded about 9% in the last 18 months. Income is showing surplus of \$75,000 Revenue is just at budget. All items are basically at budget. Savings in personnel costs account for most of the surplus. 14% of collections as part of whole budget is acceptable to our 12% goal. Ted has done two reviews of the draft budgets and it appears to be what we anticipated. Heather does not see that we will need a hire in 2022 due to continued Covid restrictions, but would like to hire another librarian in the next two to three budgets. We will send the township the baseline budget (showing no increase in funding). There has been an issue with paperwork regarding our employee IRA program for three employees. Heather will reach out to ACLA for help to update the director and board.

**Motion to approve Treasurer's report made by Sam , seconded by Eric. Motion approved unanimously.**

**Motion to approve report made by Eric, Sam seconded – motion passed unanimously**

*Love your Library* was very successful for us, we submitted \$9319,33 for a match from the Buncher Foundation. Funds came from book sale and direct appeal through water bill. More solicitations will be sent in October. Virtual tarot card readings are going strong. Fully booked for holiday photo shoot fundraiser. We will have pre-order cookie order drive through with the Clauses. Trying to get the reindeer and looking for a sponsor (Airport Toyoto). We ae losing a program assistant who is taking a full- time job. Programming still in person and outdoors. We will begin small programming inside later this month. Book battles are going on with several schools. Patrons are now able to use their library cards to get tickets to a variety of cultural experiences in Pittsburgh. Can download experience with your library card for no cost. RAD committee did approve a 5% increase to member libraries. ACLA is still trying to update the increase to 10%. Because of the formula ACLA uses, our share remained relatively flat.

Motion made by Sydney, seconded by Eric, approved unanimously.

#### **Committee reports**

- Finance – no report
- Personnel – Heather's evaluation is complete and just needs final approval by the committee and the President's signature.
- Grants – Fed Ex grant may be available again. We will check with Ted.
- Community outreach – no report
- By-laws – no report
- Strategic Planning Committee – no report.
- Fundraising – Beginning to plan 2022 events. We have a taco kit sale for January planned. Looked at potential for spring book sale and determined it was positive. Cookie walk sign up is ready. Heather will send to board.
- Building improvements – Eric reported that we are stalled right now, waiting on a meeting with Robert Morris regarding purchase of the building, then we can do back to the township. Pam will follow up with township Engineer who was give access to building schematics. Sam will follow up with RMU.

**Old business** – none

#### **New Business**

- Motion to approve the Filming and Photography in the Library Policy as revised during board discussion made by Sam, seconded by Sydney. Unanimously approved.
- Preparation for Supervisors Meeting on November 22, 2021 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. We should outline why we need a 10% increase in 2023. 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.

**Next meeting scheduled for November 17 at 6:30 pm.**

Motion to adjourn made by Mary Ann and seconded by Eric. The meeting adjourned at 6:59 pm.

Respectfully submitted,

*Mary Ann Rafoth*

Mary Ann Rafoth, Board Secretary