

**Moon Township Library**  
**Board Meeting Minutes**  
*August 25, 2021*

President Pam Dilanni called the meeting to order at 6:06 pm.

**Present:**

*Pam Dilanni, Eric Fogle, Kathleen Emmerling, Sam McCrimmon, Sydney Diehl, Sam McCrimmon Director Heather Panella*

**1. Approval of minutes**

Kathleen Emerling motioned to approve minutes and Sydney seconded the motion. Minutes were approved unanimously.

**2. President's report**

No report

**3. Treasurer's report**

Assistant Treasurer Sydney noted that our cash reserve is now at \$915,000+. Year to date budget shows us up \$27,000 with a revenue of \$112,000, \$49,000 less than budget on expenses. We received our first quarter and early second quarter payment from the township. Total payments were \$10,000 over expectations. All is trending with expectations. Revenues on "earned income" (fines, fees, etc...) are down, but that is to be expected due to the county-wide initiative of auto-renewals and fine-free lending.

Motion to approve: Eric Second Sydney – unanimous approval

**4. Director's Report**

Staff are now COVID free and all tested negative. Programming has been resumed, mainly outdoor activities. Spring book sale is still on schedule. Book sale signs and Love Your Library signage will be available at the library for pickup. Final fiscal audit has been approved for the year.

Motion to approve: Sydney, seconded by Ted – unanimous approval

**5. Committee Reports**

- **Personnel** – Mary Ann will email Library Directors personnel report to committee members for review.
- **Finance** – No report
- **Fundraising** – Spring book sale is still on schedule. Will be requesting an extra dumpster for end of sale. Will send out a Signup Genius link for board members to sign up for working the event.
  - Water bill mailer is scheduled for August, September, October
  - Book Sale – food will be offered at event. Each day a different food.
  - Roxanne agreed to do in-person and virtual Tarot card readings
  - Dine-in fundraising options for local restaurants
  - Personal donations should be reserved to September due to donation matching in September
  - Sam will pen a donation-request letter asking for cash instead of basket donations.
  - Library will offer library photos
  - Cookie walk – will pre pack cookies and sell boxes.
  - Reached out to RMU for Takeout with a Twist.
- **Building Improvement** – Did not have a formal meeting. Pam & Heather did meet with the real estate agent for the RMU site. It does have a lot of potential. It might be a front-runner because the building is flexible. Whole HVAC system will need overhauled. Basement has "scary" portion. We do not know what their asking price is. Property is not in a hurry to be sold.

- Heather, Sam & Pam met with Township engineer. Engineer will request building blueprints for better advisement on what can be done with the space.
  - Pam created a document with notes for everyone to contribute pros and cons of each property.
  - **Bylaws** – No report.
  - **Community Engagement** Due to programming indoors being inflexible due to COVID, the brunch will be scheduled TBD.
  - **Strategic Planning** – Strategic plan document was sent to board members. Everyone will review documents for adoption voting next monthly meeting.
- 6. Old Business**
- No Old business
- 7. New Business**
- No New Business
- 8. Adjournment**
- Next meeting scheduled for Wednesday, September 22<sup>nd</sup> at 6:00pm
  - Motion to adjourn – Sydney, seconded by Sam – unanimously approved. Meeting ended at 6:58.

Respectfully submitted,

*Eric Fogle*

Acting Vice Secretary