

**Moon Township Library**  
**Board Meeting Minutes**  
*August 31, 2022*

President Kathleen Emmerling called the meeting to order at 6:06 pm.

**Present:**

*Pam Dilanni, Eric Fogle, Kathleen Emmerling, Barbara Nolfi, Director Heather Panella, Sydney Diehl, Sam McCrimmon Amy Anderson (ACLA Representative)*

**Approval of minutes**

Motion to approve May minutes, seconded by Barbara. Motion Passes

1. **Executive Session** – Trustees moved to Executive Session to discuss the proposed changes to the Bylaws.
2. **Community Comments**
  - Amy Anderson, ACLA Representative, assisted with the discussion of bylaws approval in comparison with other libraries in the Allegheny County Library system.
3. **President's report**
  - No Report
4. **Treasurer's report**
  - Our overall cash balance is \$930K in the bank, which is \$21K more than year end. This equates to 25 months of reserves.
  - The YTD Surplus is \$68K, which is \$74K more than budget.
  - Revenue is \$323K.
    - Direct Contributions are \$29K and \$15K more than budget.
    - Government Grants are \$283K and \$26K less than budget. This is related to timing on Local government funding.
  - Expenses are \$255K, which is \$38K less than budget primarily due to personnel costs.
    - Personnel costs are \$168K and \$37K less than budget due to being down one employee.
    - Operations are \$36K and \$5K less than budget
    - Collections are 16% of expenses with a goal of 12% at year end.
    - All Government funds have been spent.
  - We changed over all signers for our FNB investment accounts.

*Motion moved to approve Treasurer's Report by Kathleen, Seconded by Eric, Motion passes*

5. **Director's Report**
  - MTCA-TV should be moved out of the downstairs area by late Fall
    - Library can utilize the space as small programming, office storage, etc...
  - Baker & Taylor (our book order vendor) is under cyber-attack. We are unable to order/pay/receive shipments.
    - No indication of any personal/financial information is at risk during this situation.
  - Looking toward the future 2023 budget, our goal is to hire a full-time equivalent technology & reference assistant.
  - Face-to-face update with Supervisors will be considered in the near future to discuss funding and 2023 budget
  - PA passed a 17% increase in state funding for libraries
  - Asked for a 4% increase in RAD funding.
  - Annual appeal letters are being sent out. A big Thank You to Jim Vitale for securing printing sponsors through Tyler Mountain Water and RMU

*Motion to approve the director's report moved by Pam, Seconded by Kathleen*

**6. Committee Reports**

- **Personnel** – No report
- **Finance** – No report
- **Fundraising** – September is Love Your Library event. All donations are considered a part of a large matching grant. Many programs planned for the month – Moe's dinners, used book sale, annual appeals, kindness carnival. All events are open to the public and free.
- **Building Improvement** – Sent an email to set up a meeting between Committee members and Township Supervisors. Discussed reply by Dawn Lane. Will set up another meeting with internal building improvement committee meeting to put together a list of needs.
- **Bylaws** – Shared with the board proposed changes and was adopted by the board in Old Business. Will meet again to discuss missing ACLA policies.
- **Community Engagement** – No report

**7. Old Business**

- Kathleen moved to adopt the proposed bylaws; Sydney Diehl seconded.
  - Roll Call
    1. Kathleen Emmerling, Yes
    2. Eric Fogle, Yes
    3. Pam Dilanni, Yes
    4. Sydney Diehl, Yes
    5. Barbara Nolfi, Yes
    6. Sam McCrimmon, Yes
- Motion to amend bylaws has been unanimously approved.

**8. New Business**

- No New business

**9. Adjournment**

- Meeting adjourned at 7:34pm
- Next meeting scheduled for Wednesday, September 28<sup>th</sup> at 6:00pm
- *Motion moved by Eric, Seconded by Pam*

Respectfully submitted,

*Eric Fogle*

Secretary