

Moon Township Library
Board Meeting Minutes
October 26, 2022

President Sam McCrimmon called the meeting to order at 6:01 PM

Roll Call:

Present - Barb Nolfi, Pam Diianni, Sam McCrimmon, Kathleen Emmerling, Sydney Diehl

Absent: Eric Fogel

Motion to Approve Minutes

Kathleen Emmerling motioned to approve minutes from September 22, 2022; seconded by Sydney Diehl

1. Community Comments: None
2. President's Report: None
3. Treasurer's Report:
 - Our cash balance is \$868K.
 - Revenue is \$371K, which is at budget.
 - Direct Contributions are \$38K and \$20K more than budget.
 - Government Grants are \$318K and \$19K less than budget. This is related to timing on local government funding.
 - Expenses are \$352K, which is \$25K less than budget.
 - Personnel costs are \$227K and \$45K less than budget
 - Operations are at budget.
 - Collections are 18% of expenses with a goal of 12% at year end.
 - All Government funds have been spent
 - Director Heather Panella added comment that Q4 Twp payment has been received and deposited as of this week.

Motion to accept report by Barb; seconded by Pam Dilanni

4. Director's Report:
 - Stats are a little down – normal because of back to school but rebounds.
 - Programming numbers are steady – Wait list was 158 registrants
 - Reminders for library and board policy – board needs to evaluate self-evaluation policy/compensation philosophy/succession plan (leadership of the library).
 - All are a part of bylaws but need to be pulled out and submitted separately.
 - Daily operations policies also include Collection Development policy and Display and Design Policy.
 - The general public can ask to view those at any time.
 - There is also a Google form for reevaluation of materials.
 - Need to review the 2023 draft budget along with holiday gifts and yearly wage increases; vote in November.

- RAD did increase slightly and more important collection budget lines were able to increase almost back to the pre-Covid numbers.
 - RAD/State Aid increased
 - State gaming/Township contributions have stayed the same.
- Draft budget gives a cushion on price unexpected price increases.
- State standards say there is 12% collection budget.
 - Executive session will take place to finalize the budget in November. Staffing is in good shape. Can add more hours to current staff.

Motion to approve Director's report by Sydney Diehl; seconded by Sam McCrimmon

5. Committee Reports:

- Personnel: No report
- Financial: No report
- Fundraising:
 - Nov. 13- Family photo shoot scheduled
 - Cookie box sale – December 10
 - Need 5-6 dz December 9.
 - Sale will be inside and other crafts and displays will be set up.
 - Icelandic Christmas tradition of exchanging books – selling Christmas packs
 - 64 donors for the Appeal fundraiser.
 - LYLM – Qualified for \$5,101.25
 - Friends were gracious for the basket sponsorship
- Building Improvement: No report
- By-laws: No report
- Community Engagement: No report

6. Old Business: None

7. New Business:

- Relationship building meeting scheduled – November 10
- November 30 is the board meeting presentation
- BOS asked for a resume/letter – not required for those who were given “re-up” letters. BOS has ultimate authority on who gets appointments but it was not clear in terms of who will get the resumes for new appointees and the process.
- Recap of discussion with supervisors.

8. Adjournment:

- Next Meeting: November 28
- *Motion to Adjourn by Sydney Diehl, seconded by Barb Nolfi*
- Meeting adjourned 7:39 pm

Submitted by Pam Dilanni, Assistant Secretary, 10/26/22