



## MOON TOWNSHIP LIBRARY BOARD MEETING MINUTES 1.25.23

President Call to order at 6:03 pm

Present: Mary Jo Wise, Amy Gabbard, Kathleen Emmerling, Pam Dilanni, Sam McCrimmon, Barb Nolfi, Sydney Diehl, Heather Panella

### Approval of Minutes

*Motion to approve December 21, 2022 minutes by Sydney Diehl, second by Pam Dilanni, Abstain Barb Nolfi*

#### I. Community Comments

- Rhodisha Gorman
  - Thanking the board for the meeting recommending to the Board of Supervisors and would like to continue to show support for the library and do what she can to continue supporting the library.

#### II. Introduction of New Board Members Amy Gabbard & Mary Jo Wise

#### III. Vote on Slate of Officer Nominees:

- President Nominee- Kathleen Emmerling
- Vice President Nominee- Sam McCrimmon
- Secretary Nominee- Pam Dilanni
- Treasurer Nominee- Sydney Diehl

Nominees for Assistant Treasurer & Assistant Secretary needed

- Nomination for Amy Gabbard for Asst. Treasurer by Kathleen Emmerling

*Motion to approve nominees by Amy Gabbard, second by Mary Jo Wise, Abstain Heather Panella*

#### IV. Committee Assignments & Chair Selections:

- Heather Panella & Kathleen Emmerling on all committees

#### Fundraising:

Amy Gabbard (Chair)  
Barbara Nolfi  
Sam McCrimmon

#### Bylaws:



Pam Diianni (Chair)  
Sydney Diehl  
Sam McCrimmon

Personnel:

Pam Diianni (Co-chair)  
Sydney Diehl (Co-chair)  
Barbara Nolfi  
Sam McCrimmon

Finance:

Sydney Diehl (Chair)  
Amy Gabbard

Community Outreach:

Barbara Nolfi (Chair)  
Mary Jo Wise

Building Improvement:

Mary Jo Wise (Chair)  
Barbara Nolfi

\*Suggestion to out to the Friends of the Library for Community Outreach and Building Improvement committees. Question posed about the role of the Friends group and their relationship with the library.

*Motion to accept chair nominations made by Sydney Diehl, second by Sam McCrimmon, abstain Heather Panella*

**V. Presidents Report:**

- Kathleen welcomes new board members and thanks Eric Fogel for his service. Very excited to incorporate the new individuals and talents.

*Motion to approve the President's Report by Sydney Diehl, second by Barb Nolfi*

**VI. Treasurer's report:**

- Sydney herself and her background experience.
- Due to the audit we will have a full set of complete financial for December 2022 and January and February 2023 by end of February or the first week of Marching depending on the completion of our audit so the numbers now are as of November 2022.
  - MTPL has a cash balance of just under \$900K
  - We have a YTD surplus of \$37K which is \$68K more than budget
  - Revenue is \$456K which is \$37K more than budget

- Direct contributions are \$45K which is \$17K more than budget
  - Government Grants are \$387K which is \$20K more than budget.
  - Earned Revenue is right at budget
  - Expenses are \$419K which is \$32K less than we'd budgeted
  - Personnel costs are \$275K and \$52K less than budgeted
  - All government funds have been spent.
- So far, the audit appears as though it should finish out clean with no issues
  - We had one hurdle during the audit which we've had the past could years which has been timing on the FNB annuity statement, but we've obtained documentation from our investments manager Renee Varner stating that the use of our previous statements is acceptable for use by ACLA, MTPL and the TWP.
- We should have a Grant Report along with the financials in February or March and we expect to still have some funds marked as restricted from 2022 heading into this first quarter of 2023's fiscal year.
- MTPL should receive our first quarterly payment from the Twp in March; ACLA will invoice them for record keeping purposes.
- We are rectifying the issue with CFCU's error in clearing an ACH payment from our CD account.
  - CFCU will provide a letter for ACLA auditors stating that the banking error occurred on their end that it was not the mistake or action of the MTPL board of Trustees or MTPL staff.
  - Dawn Lane had some questions about the matter as it was reported to the Supervisors that a board member issued the payment for their own mortgage; the matter was cleared up by Heather who discussed the error with Dawn and offered to provide documentation showing CFCU's responsibility for the mistake.
  - Our plan is to review and revise all active bank accounts to ensure current board members are listed as able to sign checks and access acct info as needed; we may also want to look into consolidated accounts and closing our extraneous ones.
- Discussion Points
  - Accounting Services
    - Amy Gabbard questioned use of ACLA shared services & cost
    - Discussion ACLA's qualifications, cost vs. private account or other company, ACLA's ability to meet all state/IRS standards and expertise with 501c3 organizations
  - Healthcare
    - Questions from Amy Gabbard & Mary Jo Wise on who receives healthcare thru the library, what type of healthcare, cost and why library pays
    - Clarified that the Twp does not provide healthcare nor pay into it & no consortium-wide option is available

*Motion to approve the President's report by Amy Gabbard, second by Mary Jo Wise*

**VII. Treasurer's Report:**

- MTPL cash balance remains stable at this time; no financial complications.
- Following financials are preliminary for this point of the year until audit is fully complete:
- The following financials for year-end are preliminary.
  - Moon Library has a cash balance of \$893K in the bank.
  - The YTD Surplus is \$29K, which is \$24K more than budget.
  - Revenue is \$504K, which is \$13K more than budget.
    - Direct Contributions are \$65K and \$35K more than budget.
    - Government Grants are \$409K.
    - Earned Revenue is \$31K and \$3K more than budget.
  - Expenses are \$475K, which is \$11K less than budget.
    - Personnel costs are \$311K and \$44K less than budget.
    - Operations are \$63K.
    - Program Expense and Collections are \$101K.
    - Collections are 18% of expenses.
    - All Government funds have been spent.
- The audit is almost complete. We're waiting on our FNB annuity statement to close everything out completely.
  - The auditors advised ACLA accounting to book an accounts receivable for tracking purposes of the wrong mortgage payment taken from our CFCU account.

*Motion to approve the Treasurer's report by Amy Gabbard, second by Barb Nolfi*

**VIII. Director's Report**

- Heather introduces herself and goes over the library circulation statistics for the month of December. (Hardcopy reports supplied to the Board of Trustee members)
- Programming Highlights:
  - *Children's Department*
    - Crack the Code club with Sarah Simmons (helps with struggling readers)
    - Partnership with Laughlin
    - WQED partnership with STEM/STEAM will continue to workshop throughout the year. Also provides in-kind donations
  - *Teen Department Highlights*
    - Team Pokemon Café startup group
    - Battle of the Books – 3 levels over 3 nights in cooperation with the Sewickley Public
  - *Adults Department*
    - Parks and rec partnership with the adults for nature books at the pavilions.



- Additional outreach to the new parks and rec director for partnerships and space at the new facility.
- Policies are in place and current on file with ACLA. This year we need a written succession plan and written compensation plan.
- Goals for 2023
  - Renovate the doors into the library to be ADA accessible. –
    - Potential ADA grant
    - Mary Jo to put us in touch with a grant writer.
  - Replacement of bookshelves
  - New book drop
    - Parkway students to replace or renovate at the cost of materials
    - Potentially reach out to Pittsburgh technical college
  - Katy Buchanan works for McKesson and McKesson to potentially help to create a usable database.

*Motion to approve Director's report by Barb Nolfi, second by Amy Gabbard*

**IX. Committee Reports**

- Tabled until February 2023 meeting

**X. Old Business**

- Basic recap of Clearview issues

**XI. New Business**

- American Library Association offers a self-paced course. Kathleen to distribute information regarding.
- Raffle giveaway for a \$5000 universal vacation giveaway.
  - Huge thank you to Lisa Rippole for donating this raffle.
  - Tickets will start to sell March 23rd ticket is based on the May 4th lottery

*Motion to adjourn by Barb Nolfi, second by Amy Gabbard*

- Adjourned at 7:44 PM