



MOON TOWNSHIP LIBRARY BOARD MEETING MINUTES 4.26.23

President Call to order at 5:59 pm

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

*Sydney Diehl acting as Secretary in Pam Dilanni's absence

Approval of Minutes

Motion to approve March 22, 2023 minutes by Amy Gabbard, second by Barb Nolfi

I. Community Comments

- Friends of the Library Representatives: Kathy Woodruff & Ellen Northy
 - Literary Afternoon Fundraiser on 5-21
 - \$25 tickets authors are coming from 2-4pm
 - Bundt cakes and coffee included in ticket price flyer to come
- Seeking support for the Gilded Age Garden Party at Wilpen
 - Concerns are no public advertising allowed
 - Need help from MTPL Board to sell tickets and recruit invitees
 - Will add event to "New Business" since date is not until September 2023

II. Presidents Report:

- Kathleen reminded Board that is National Library Week & Twp Supervisors have been asked to sign a proclamation making it an officially recognized Twp celebration
- Kathleen invited Board members to view the Library's Autism Awareness Month & Poetry Month displays
- Recap of supervisor meeting-four options for library
 - Airport Business Park (by casa amigos)
 - Diamond Ridge property possibility (too far to one edge of town?)
 - Remain and renovate-No word on feasibility of expanding the library
 - Build new (not supported by majority)
 - Mr. Vitale suggested knowing by end of May knowing which option to go with.
 - All options incur increased operating cost of the library
 - Potentially bringing hourly wages up and if we have increased headcount
 - Suggested a referendum may be needed
- Downstairs space should open up to MTPL this summer
 - Increased fundraising for increased space



- Insurance for liability now and collection coverage now.

Motion to approve the President's Report by Sydney Diehl, second by Amy Gabbard

III. Treasurer's Report:

- Moon Library has a cash balance of \$994K in the bank.
- The YTD Surplus is \$108K, which is \$87K more than budget and \$63K more than last year.
- Revenue is \$181K, which is \$63K more than budget and \$74K more than last year.
 - Direct Contributions are \$10K and \$5K more than budget.
 - Government Grants are \$167K and \$63K less than budget because of the RAD additional funding.
 - Earned Revenue is \$3K and at budget.
- Expenses are \$73K, which is \$18K less than budget.
 - Personnel costs are \$41K and \$15K less than budget
 - Operations are \$15K.
 - Program Expense and Collections are \$17K.
 - Collections are 21% of expenses with a goal of 12% at year end.
- \$31K of Government funds need to be spent.
- The audit was approved and finalized & we closed out 2022 with orderly financials

Motion to approve the Treasurer's report by Barb Nolfi, second by Mary Jo Wise

IV. Director's Report

- *Programming Update*
 - Elementary Battle of the Books took place at the start of April at MAMS with close to 500 students participating across grades 3,4,5 and more than 800 supporters watching the kids battle!
 - 30 teens participated in our Break-In Bag program last month
 - VITA program ended their season at MTPL with the completion of over 90 federal tax returns, 100+ state tax returns, and almost \$200,000 worth of refunds obtained for members of the Moon Twp community at no-cost
 - We'll have the opportunity to apply for a grant the IRS to make VITA a permanent part of MTPL's services
- *General Operations & Personnel*
 - Moon Twp Supervisors will receive a Spring report the first week of May and we are scheduled to give a verbal update on a quarterly basis
 - Next meeting will be in July; all board members are welcome to attend
 - National Library week is April 24th-29th; requested that the Supervisors sign the National Proclamation to make it officially recognized in the community
 - Will be hiring a new summer floater for the Circulation Desk to cover weekend shifts and vacations from June-September



- *Collection Development*
 - Moon Library added eighteen new hands-on educational science & arts kits to our Children's Department collection
 - We acquired new experience passes for the Heinz History Center, Fort Pitt Museum, Railroader's Museum, Old Economy Village, Historic Fort Steuben, Fort Ligonier, and the Whiskey Rebellion Education Center

- *Summer Reading*
 - Kickoff is planned for Saturday, June 3rd
 - Sidewalk Book Sale
 - Kona Ice Truck
 - Cotton Candy & Boba Tea Sales
 - Golden Ticket Challenge for each age group
 - One winner each month
 - Prizes will be tote bags filled with books, candy, fine forgiveness certificate, and a gift card

- *In-House Fundraising & Grants*
 - Advanced to Round 2 of the Eaton Grant; waiting on notification of awardees sometime in May
 - Still waiting on notification from ACLA & OCL regarding the Transforming Communities Grant
 - Contacted MTMA to arrange the Annual Appeal mailer for August, September, & October 2023
 - Need to look into printing options

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

V. Committee Reports

- Personnel: NO REPORT
- Bylaws:
 - Sherry Murray from ACLA HR Shared Services provided suggestions to our handbooks surrounding cleaning up the handbook's language.
 - She's getting ready to send the first draft to us.
 - Pam to have something for the next board meeting in May.
- Finance: NO REPORT
- Fundraising:
 - Amy reached out to the HVFD to confirm our booking for November.
 - Can setup Friday, Nov.3
 - Confirm the \$250 deposit. Heather will contact Amy to pick up the check.
 - Acquiring bash purses - Amy to discuss purses in next month's meeting. Look into Brewer Toyota as a sponsor.
 - Heather to send Amy information with Adventures by the book.



- Community Outreach:
 - Barb spoke with Twp employee Lauren to determine good sources of community outreach and seek advice
 - Kathleen suggested creating a mission statement.
 - Increases the visibility of the library through partnerships.
 - Start by reaching out to local businesses and see what we can offer them and what they could offer us. Anything that you'd like to present at the library.
 - Heather and Barb to discuss some cross partnerships.
- Building Improvement:
 - Possibility for referendum is strong
 - Possibility for an atrium to be added to the existing building.
 - See presidents report for additional detail.

VI. Old Business: NONE

VII. New Business

- Wilpen Fundraiser with Friends
 - Board likes the idea and will consider the help needed and how to secure attendees
 - Answer for Friends at next Board meeting

Motion to adjourn by Sydney Diehl, second by Barb Nolfi

VIII. Adjournment

- Adjourned at 7:57 PM