

June 28, 2023

Call to order 6:05pm

Absent:

Barb Nolfi

Sydney Diehl

Present:

Kathleen Emmerling

Mary Jo Wise

Amy Gabbard

Pam Diianni (Virtual)

Approve Minutes from May: Motion made by Amy Gabbard- Mary Jo Wise 2nd the motion– Motion Passes

Public Comment: Ellen Northy and Patty Zusinas from the Friends of the Library – update on the fundraising opportunity organized by the “Friends” for the Wilpen event. They also reserved a booth for the Moon Homecoming and asked if there was anything that we wanted to promote. Jane Austen’s tea in April 2024. Patty Z. was awarded a trip to the ALA Chicago conference based on the recommendation from Heather Panella and the essay Patty Zusinas had to submit. She gave a brief summary of the takeaways from the event. She was the only library Friend awarded this honor in the U.S. The Library would like to add a press release to the Moon Messenger and ALA.

President: No Report

Treasurer Report:

Cash balance of \$930K in the bank, which is \$34K more than year end. Revenue is \$329K, which is \$67K more than budget and \$80K more than last year. Direct Contributions are \$22K and \$9K more than budget. Government Grants are \$296K and \$54K more than budget because of the RAD additional funding. Expenses are \$198K, which is \$24K less than budget. Personnel costs are \$130K and \$22K less than budget. Operations are \$29K and on budget. Program Expense and Collections are \$39K and is \$3K less than budget. Collections are 16% of expenses with a goal of 12% at year end. All government funds are spent. Investment income is \$5K.

Motion to approve made by Mary Jo Wise – Amy Gabbard 2nd the motion. Motion passes

Library Director’s Report:

Programming

Children's Department

Story times are averaging 60-70 participants per program with many new families coming to the library!

Teen Department

40 teens participated in our murder mystery program, turning them into detectives who put together clues in a variety of mediums to solve a murder at a local art museum.

Adult Department

The Adult Dungeons & Dragons Club has been a success the last few months with 15 people now participating in the once-a-month Sunday program.

Since starting the program 2 months ago, it has increased by 5xs the original amount.

General Operations & Personnel

First & second quarterly payments arrived at ACLA and were deposited on 6-13-23

Added Twp Finance Director as POC for electronic invoices

Collection Development

Experience passes are now in circulation & are currently only available to MTPL patrons

In-House Fundraising & Grants

Big Fall Book Sale scheduled for September 14-16 at the Moon Twp Municipal Building

Volunteers will be needed for breakdown of the event on Saturday, September 16th

Waiting on confirmation of help from the Public Works crew to move boxes from storage facility to sale site

Heather looked into magnets for the Community Outreach “welcome packages” to new residents.

Golden Ticket challenge for summer reading program. Story times 60-70 participants.

Motion to approve by Amy Gabbard – Mary Jo Wise 2nd the motion. Motion Passes to accept the Library Director’s report.

Committee Reports:

Personnel:

Reviewed the changes to the updated personnel handbook. Motion made to adopt the new Employee Handbook by Mary Jo Wise – Amy Gabbard 2nd the motion. Motion passes. The new employee handbook will be distributed in July with signatures from employees.

Bylaws: No report

Finance: No report

Fundraising: Friends meet with Annalise and the board via zoom will be monthly. Battle of the books and book trivia for the future ideas, March 2024, making it a neighboring library event. Take and Make

is also a Friends event. Don't actually call it "Battle of the Books" because of the actual battle event. Sell LYL yard signs when we get them in September.

Community outreach: Magnets included in a welcome pack. Heather got a quote for magnets which are \$120 for a minimum of 500. Can add a QR Code for the fundraising/money donation link. Parkway West students making magnets with library contents, should contact in September. Contacted the MCA to do an informational video for MCA and was permitted to film and schedule.

Building Improvement: Curtis Costman meeting and willing to entertain options buy/lease a space from him. \$30,000/month to rent. Looking at a space with a kitchenette and large meeting room in addition to the library space for us to run that could hold up to 200 people, Gander Mountain complex. Waiting for the township to draw up blue prints and budgets. \$2.3-2.5 million for renovation of the library. Kevin Brett has not done a full engineering evaluation of the space. There are a lot of competing projects happening in the township which is why we are not moving faster.

Old Business: None

New Business: Jane Miller is retiring from the friends of the library – gift card and card was suggested to give her. Will carry through to July for ideas and further discussion.

Ad Hoc search committee for the new Trustee. Motion was made to approve the committee by Mary Jo Wise, Amy Gabbard 2nd the Motion. Motion approved to form the committee. Committee chair is Mary Jo and members are Kathleen Emmerling, Amy Gabbard and Barb Nolfi. Deadline for applicants is July 30. Advertisement for the position is posted at the circulation desk, Facebook, the township is always accepting applications and the website. One applicant so far. Want to have recommendations to the Supervisors would be August 9.

Next meeting is schedule for July 25, 2023

Motion to adjourn made by Amy Gabbard– Mary Jo Wise 2nd the motion. Motion passes and meeting ends at 7:13pm.