

**Moon Township Public Library**  
**Board of Trustees Monthly Meeting**

July 26, 2023

Call to order 6:03pm

**Absent:**

Amy Gabbard, Pam Diianni

**Present:**

Kathleen Emmerling

Mary Jo Wise

Sydney Diehl (Virtual until 6:30pm)

*Guest:* Patty Zusinas, President, Friends of the Moon Library

**Approval Minutes from June:** Motion made by Sydney Diehl, 2<sup>nd</sup> Mary Jo Wise. **Motion passes.**

**Public Comment:** Patty Zusinas from the Friends of the Library

- Update on the joint fundraiser at Wilpen Hall (please forward invite to your contacts)
- Friends will have a booth at Moon Area homecoming carnival Sept 21 5:30-8
- Friends fundraiser: Mr. Magic Car wash Aug 1-Sept 1. Each wash earns \$10.

**President's Report:** No Report. Thank you to the committee chairs.

**Treasurer's Report:**

- Cash balance of \$996K in bank.
- IRS 990 complete.
- Trustees agree it'd be good to reevaluate investment goals and strategy over the next year.

**Motion to approve** made by Mary Jo Wise – Barb Nolfi 2<sup>nd</sup> the motion. **Motion passes.**

**Library Director's Report: Heather Panella**

*Programming & Collection Highlights:* General Updates

*General Operations & Personnel:* Library is making a job offer to a new Circulation Clerk who will start next week.

*Approval of Unattended Minor Policy:* Tabled due to no quorum. Vote will be conducted electronically.

*Budget 2024:* Mr. Bachman reached out to Dir. Panella to put together draft budget increase reflecting only wage increases.

Benchmark information: PA library clerks average \$13.46, Allegheny county \$11-13, Moon \$9.

Trustees discussed that a 3 year plan of 4% year over year compounding increases is a good way to present the data, along with total annual budget dollar increases rather than breaking down by individual or per-hour. A visual data comparison to accompany numbers is suggested.

#### *In-House Fundraising & Grants*

- Big Fall Book Sale is now scheduled for September 21-23 at the Moon Twp Municipal Building.
- Township Personnel are scheduled to transport books from storage to the Municipal Building.
- The Township communicated that the MTPL must provide their own dumpster for the event.

-The Township requests the dumpster is removed before the start of business Monday due to parking concerns. This will incur a rush fee because the booksale ends at 4pm Sunday, and WM does not work Sundays.

- These requests will significantly reduce the profitability of the book sale.

-Once the Township provides the cost estimate from WM, Trustee Wise will approach Township Supervisors for a cost-effective solution.

**Motion to Approve:** by Mary Jo Wise, Barb Nolfi 2nd the motion. **Motion passes.**

#### **Committee Reports**

*Personnel:* No report

*Bylaws:* No report

*Finance:* No report

*Fundraising:* No report.

*Community outreach:* Trustee Nolfi seeks Parkway design students to create promotional Magnet or Bookmark for inclusion in new resident packets.

*Building Improvement:* Township Engineer Kevin Brett presented a building enhancement plan to the Board of Supervisors. Supervisor Bachman stated it was cost-prohibitive at an estimated \$2.3M, and provided suggestions for cost-saving measures Mr. Brett should work on and present.

Trustees discussed the need to better educate Township Supervisors on the Keystone grant, and ensure Supervisors are taking that into consideration when evaluating feasibility of plans.

Trustees Madonna-Emmerling and Wise believe we should go for a two-stage approach, and apply for grants for each. Stage 1: Planning and Design Stage 2: Execution

Trustees agreed a plan for a tiered increase of rent in our existing space must be discussed between Supervisors and MTMA, as our business model does not include this major expense.

**Old Business:** None

**New Business:** None

*Ad Hoc Trustee Search Committee:* Committee has received six resumes. Three interviews are scheduled.

**Next meeting is scheduled for August 30, 2023**

**Motion to adjourn:** Barb Nolfi, Mary Jo Wise 2<sup>nd</sup> the motion. **Motion passes and meeting ends at 7:15pm.**