

## **November 2024 North Wales Area Library Board Meeting Approved Minutes**

Present: Suzan Leonard, Jackie Oberholtzer, Hailey Nelson, Pam Wilson, Joye Bramble, Scott Cunningham, Jen DiMario, Pam Gallagher, Stephen Simchak, Jocelyn Tenney, Jennifer Koch

Absent: Tanya Bamford

Meeting was called to order at 6:30 PM.

**Financial Report/Hailey:** October expenses exceeded income by just under 19K. Still in black for YTD with small surplus of just over 6K. Still waiting on budgeted 40K from Employee Retention Credit (ERC). Pam G. will try to get update on ERC process from IRS. \$244,000 total cash position. In process of getting matured 10K CD rolled over to endowment. Another CD will mature 12/8. Hailey suggests letting it roll for another 7 months. Pam G. motioned to do that, and Stephen seconded. Approval was unanimous.

**Budget discussion/Hailey:** North Wales Borough contribution will hold at 20K. No updates from Upper Gwynedd and Montgomery. 5K budget deficit at this time. Jennifer says there is encouraging feedback from renewed social media and outreach, and the hope is that it will translate to increased income and donations. Suggestions are to increase estimated profits for Gala and Taste events. Final budget vote will be in December.

**October meeting minutes** were unanimously approved following a motion by Pam G. and second by Hailey.

### **President's Report/Suzan:**

- **Board vacancy** coming up with Scott's departure in December. Scott will continue his work in the library. Hope to have candidates by mid-December with possible attendance at December NWAL Board meeting.
- **Nominating Committee:** 3-year Terms end with 2024 for Pam W., Joye and Stephen. In December, officers must be appointed/approved. Nominating committee will be Jen D., Tanya, and Pam G.

### **Events:**

- **Holiday Market/Jackie:** Huge success. Thanks to Stephen and Jen K. Raised \$1,591. Goal was 1K. Basket raffles were very successful. Jackie will step down from co-chair position for next year. New North Wales Community Center is already booked as site of next year's event.
- **Paranormal and Trivia Nights/Jennifer:** Brought in 3K. An amazing event. Another tentatively booked for 10/31 next year and will probably use Community Center again. Hope to make it a costume party. Some concern that holding it Halloween Night will be conflict with trick-or-treating. 10/30 will be considered. Trivia Night was also very successful.

**Facilities/Joye:** Emergency lighting inspection was done to be sure batteries were working. Four were not. They were replaced. Extra batteries are available. Scuppers are cleaned. End-of-life (EOL) assessment: Bob Dick from Precis Engineering contacted HVAC Landis. Working on a quote.

Backlog in some equipment so pricing is delayed. Once numbers are in, grant applications can begin. Joye says there is an LSA grant (offshoot of PA gambling) that should be explored next year. Not enough info to do it this year in time for 11/30 deadline. New tables are on the pavilion. Lawn mowing/snow removal service is needed to replace previous person who did those tasks for free for the last 6 or 7 years. Jen got estimates. Rubens will charge \$500 for plowing all parking lots first thing in morning, with treatment. Line painting needs to be done. \$600 estimate to paint over existing lines. In the spring, painted lines plus sealcoat could be done for additional \$800.

Patron computers should be included in infrastructure upgrades. Proposal from PC Connection, suggesting 13K upgrade. There is 35K in infrastructure "pot" for projects. Joye says upgrade is needed. Suggests replacing all 14 computers. Two of older ones will go to circ, one will be used for catalog, and two will go to children's section for educational programs. Remainder could possibly be donated or resold. Joye moves to spend 13K for patron PCs including software (14 computers), and Pam G. seconds. Unanimous approval.

### **Library Report/Jennifer K.:**

Giving Tree is in the library where you can pull a tag with instructions on what to bring back to library for charity donations. Santa and Mrs. Claus will be in the library 12/6. Trivia Night and Paranormal Night upcoming. Fundraising letters went out. Returns are coming in nicely. Copy of letter will be in December newsletter. Positive reviews on Facebook and Instagram. Forest Bathing workshop set for 12/7. Library staff is regularly attending North Wales, Upper Gwynedd and Montgomery Township meetings. PA Forward Gold Certification Plaque is on the way.

### **New Business - none**

**Old Business** – Stephen asked about polar bear plunge possibility at local pools, or barbeque/sloppy joe cook off.

Pam G. requests that January meeting start early to accommodate Taste planning. 5:45 before regular meeting?

The regular meeting was adjourned at 8:08 PM per motion by Pam G. and second by Joye.

An executive session was held to discuss matters of personnel.

Meeting was reconvened at 8:24 PM for a vote on salary increase. Joye moved to approve \$71,500 salary for Jen K., Jocelyn seconded. Unanimous approval.

Meeting was adjourned at 8:25 PM per motion by Joye and second by Pam G.

**Next NWAL Board Meeting is Wednesday, December 18, 2024 at 6:30 PM.**