

Mars Area Public Library

Board of Trustees Meeting

14 May 2019

The meeting was called to order by Nancy Mycka, President, at 7:00 p.m. The meeting began with a Pledge of Allegiance.

**BOARD ATTENDEES:**

Caitlyn Bolad (MAPL Director), Ed McCaul, Nancy Hudac, Linda Lees, Nancy Mycka

**PUBLIC COMMENTS:** In attendance was Frank Haustovich. Frank Haustovich noted that Steve Chadwick previously asked him to refrain from interrupting during the meeting. Nancy Mycka stated that he would have a chance to comment again at the end of the meeting. Frank indicated that Ed McCaul will sign a 99 form soon and asked if the numbers are accurate. He asked what priorities the Board has set for fixing the library. The Board will address this in the meeting.

**APPROVAL OF MINUTES:** Linda Lees made a motion to approve the minutes of the last meeting held on 4/15/19. Ed McCaul seconded it. The minutes were approved by unanimous vote.

**TREASURER'S REPORT:** Ed McCaul, Treasurer, shared his report. He indicated that the Board is looking into getting a higher interest rate on their Money Market account. He would like to consolidate everything under Pfeifer & Binder, including the payroll which is now under ADP. Discussion ensued regarding how to make a smooth transition in doing so and how to avoid financial hardships on employees during the transition period. An independent CPA examined the financial records and found nothing out of the ordinary, although 2 receipts were not as detailed as they should have been. Frank Haustovich interrupted the Treasurer with comments regarding previous Board members and the previous MAPL Director, Adams Township Board of Supervisors and their relatives, and the architectural firm that designed a new Library building. Frank Haustovich reiterated his concerns that MAPL Board spent money on planning & designs for a new building before they received the Keystone Grant. Nancy Mycka responded him that this was past information and the present Board cannot be held responsible.

## **LIBRARIAN'S REPORT:**

- May Event highlights include a STEAM Saturday on May 4th and a Mother Daughter Tea Party on Saturday, May 18th. The Library will also have a presence for the Mars Exploration Celebration running May 31-June 2nd, and the Adams Township Community Day on Saturday, June 8th. We are recruiting a few volunteers to help us with upcoming events.
- Summer Reading will begin Monday, June 17th with a Kickoff Party from 11-1pm. Summer Reading will run through August 30th. Our 10 weeks of Saturday Summer Hours (10-2pm) will begin June 15th. Summer Reading promotions are available now.
- The Annual Review is currently underway with David Brenner, CPA. The 990 form is being filed tomorrow morning (May 15, 2019).
- The Library will be closed May 27th for Memorial Day.
- Amy Geisinger, our New Castle District Rep will be attending our June meeting.
- Charlene McMahon submitted her resignation 2 weeks ago. We are currently hiring an Inter Library Loan Specialist and a Circulation Assistant. We recently hired Sarah De Wolf Boyce as our new part time Collection and Programming Librarian. She has her M.S. Library of Information Science Degree from the University of Alabama and has previous experience working for Kalamazoo Public Library and creating a substantial teen program at Northern Tier Library. Elisabeth Rochon just had a baby girl this past Friday.

**BCFLS:** Nancy Mycka attended on 4/17/19 and reported that West Sunbury is renovating their space.

**PLANNING:** The architects renderings for the interior and exterior spaces will be forthcoming. Discussion occurred regarding the conditions of the back unused rooms. Concern was expressed that the entire building would have to be brought up to code if major renovations occurred. A plumber needs to be called for new toilets. The safety and security of the building is the priority. New doors were discussed. Writing a Keystone Grant for improvements was discussed. Preparing for and writing the Strategic Plan for 20/21 should begin soon.

**FUNDRAISING:** Work on the annual Campaign will begin in July using the existing donor list.

**NEW BUSINESS:** There was none.

**OLD BUSINESS:** The MAPL Board is awaiting Board candidate names from Mars Boro and Middlesex Township and hope to begin the interview process soon. Caitlyn Boland put an application of interest on the website. Mars Area Public Library will hold their applications on file for two years.

Frank Haustovich asked if the Friends of the Library are providing the Library with new doors. Nancy Mycka noted that she is reaching out to the architect for further specs and door options. Frank Haustovich asked if the bid process is applied to the door project. Ed McCaul stated that we were getting 3 bids. Nancy Mycka will reach out to her contact at BCCC and Mars Boro to determine if the front doors need to be ADA compliant.

There was a motion to adjourn by Linda Lees. Ed McCaul seconded it. The meeting was adjourned at 7:48 pm.

**The next meeting date is scheduled for Tuesday, June 11, 2019, at 7 pm.**

Respectfully submitted,

Nancy E. Hudac  
Board Secretary

**MARS AREA PUBLIC LIBRARY  
Treasurers Report  
April 2019**

**April**

	<b>Actual</b>	<b>Budget</b>	<b>Over/(Under) Budget</b>
<b>Income</b>	\$4,341.73	\$4,467.00	(\$125.27)
<b>Expense</b>	\$18,528.32	\$21,116.66	(\$2,588.34)
<b>Net Ordinary Income</b>	(\$14,186.59)	(\$16,649.66)	\$2,463.07

**January - April**

<b>Income</b>	\$85,109.35	\$78,368.00	\$6,741.35
<b>Expense</b>	\$64,836.51	\$86,066.64	(\$21,230.13)
<b>Net Ordinary Income</b>	\$20,272.84	(\$7,698.64)	\$27,971.48

**Check Reconciliation**

<b>Balance 4/1/19</b>	\$181,282.52
<b>Checks and Payments</b>	(\$19,572.94)
<b>Deposits and Credits</b>	\$4,390.71
<b>Cleared Balance</b>	\$166,100.29
<b>Uncleared Checks</b>	(\$2,002.10)
<b>Register Balance</b>	\$164,098.19

**Savings Account**

<b>Balance 4/1/19</b>	\$106,206.48
<b>Deposits and Credits</b>	\$52.38
<b>Withdrawals</b>	\$0.00
<b>Register Balance</b>	\$106,258.86

**Building Fund**

<b>Balance 4/1/19</b>	\$28,194.56
<b>Deposits and Credits</b>	\$0.70
<b>Withdrawals</b>	\$0.00
<b>Register Balance</b>	\$28,195.26