

Mars Area Public Library
Board of Trustees Meeting
27 January 2020

The meeting was called to order by Steven Chadwick, President, at 7:01p.m. The meeting began with a Pledge of Allegiance.

BOARD ATTENDEES: Caitlyn Boland (MAPL Director), Nancy Hudac, Steven Chadwick, Mary Boburzcak, Rob Vigue and Ed McCaul were in attendance.

OLD BUSINESS: Through Executive Session, the Middlesex Board positions were voted on and approved. A motion was made by Nancy Hudac to recommend Ida Papik to the MAPL Board and seconded by Mary Boburzcak. There was one vote to Abstain. A motion was made to recommend Raymond Abate to the MAPL Board by Ed McCaul and seconded by Mary Boburzcak. There was one vote to Abstain. There was a motion by Nancy Hudac and seconded by Rob Vigue to name Mary Boburzcak to the office of Vice-President. The motion carried with one Abstention. Board Committees were assigned.

APPROVAL OF MINUTES: Ed McCaul made a motion to approve the minutes as written of the last meeting held on 11/18/2019. Mary Boburzcak seconded it. The minutes were approved by unanimous vote and will be posted on the website.

TREASURER'S REPORT: The Treasurer's Report for the months of November and December were presented by Ed McCaul. The Actual Income for November was \$7,129.86. Expenses were listed as \$174.47 over Budget. A motion was made to accept the November's Treasurer's Report by Nancy Hudac and seconded by Mary Boburzcak. The Treasurer's Report was approved by unanimous vote. The Actual Income for December was \$68,336.91. Expenses were listed as \$11,518.18 over Budget. The Year-To- Date Net Ordinary Income was

listed as \$28,217.70. A motion was made to accept the December's Treasurer's Report by Mary Boburzcak and seconded by Rob Vigue. The Treasurer's Report was approved by unanimous vote.

LIBRARIAN'S REPORT:

Staff Day - We held a Staff Day on January 20. In addition to regular training and reminders, the staff learned how to use our newest e magazine database, Flipster as well as our new Circuit machine which was purchased with the New Castle District technology funds.

Play and Grow - Jen has attended a training via the Play and Grow Grant we are apart of. It provides fresh ideas for passive and active programming for the 0-5 age group. We received a new iPad to be used for programs for that audience, a white/felt board, a large wall play item which has yet to arrive and were allotted \$1500 to spend on new toys to encourage learning through play. You'll see in the both the 2019 and 2020 budget that there is a Grant Expense Line where the purchases of those items are recorded and then we will submit for receipts for reimbursement.

Staff/HR - Emmy Kennedy will work through the end of February. Curtis Schultz's wife is having a baby boy due end of March/early April.

Book Shelves - I'm going to price out the purchase of additional book shelves for the front area of the Library to allow for collection growth in Adult Fiction and YA.

State Report - due March 6

Audit - scheduled for this week. Last year for David Brenner to provide this service.

Payroll - We have cancelled ADP for payroll. Pfiefer and Binder will be handling all bill pay and payroll for the Library

TLC- is still having slow periods and problems with cataloging shutting down. Its an ongoing problem for our staff who have limited dedicated hours in which they can catalog. I've let Cheryl know that is a problem and asked that BCFLS look at pricing out alternative Integrated Library Systems.

Friends of the Library - donated \$10,000 towards the purchase of doors; upcoming book sale March 19-21st. They will be switching to Mr Bookman for future book sales. They are planning a Kentucky Derby Fundraiser for May 2nd.

Keystone - due April 10th

Annual Campaign - raised \$30,365

BCFLS: Voted on in Executive Session, Steven Chadwick will be the BCFLS Representative for the next year.

BUILDING AND MAINTENANCE: Installation for the new doors and LED lighting will take place within the next month. Only one Carpet bid has been received to date. Discussion ensued regarding the status of the carpet selected.

HUMAN RESOURCES AND PERSONNEL: This information was covered in the Librarian's Report.

PLANNING: This information was covered in the Librarian's Report.

FUND RAISING: The Annual Campaign netted \$30,965 to date but contributions are still coming in. The Friends of the Library are planning several upcoming events: Kentucky Derby in May and Used Book Sale in March.

NEW BUSINESS: There is an increase of \$10,000 from Adams Township and disbursements to the 2020 Budget were changed to meet this increase for this coming year. There was a motion by Nancy Hudac to accept the new 2020 Budget figures and this was seconded by Rob Vigue. The motion passed unanimously. MAPL will apply for a Keystone Grant to help them in their renovations projects this year.

PUBLIC COMMENTS: In attendance was Frank Haustovich who asked several questions regarding the decision to switch from ADP back to our accountants to handle salary paychecks. Questions were asked regarding the Keystone Grant. Suggestions were made to ask Mars Boro to be the lead Municipality for this Grant. Additional information will be sought. Suggestions were given on ways to improve the MAPL physical structure. Discussion ensued regarding the second floor, code requirements and usable space.

There was a motion to adjourn by Ed McCaul and Steven Chadwick seconded it. The motion carried unanimously. This meeting was adjourned at 7:50 pm.

Respectfully submitted,

Nancy E. Hudac
Board Secretary