

Mars Area Public Library

Board of Trustees Meeting

18 March 2019

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

BOARD ATTENDEES:

Caitlyn Boland, Joanne Tisdale, Marcy Bogdanich, Ed McCaul, Steve Chadwick, Nancy Hudac

ABSENT: Linda Lees, Nancy Mycka

PUBLIC COMMENTS:

In attendance were Dan Bogdanich, Frank Haustovich, and Julie Schultheis (Mars Borough Council). Frank Haustovich handed the Board written comments/questions to be reviewed and answered at next Board Meeting. He also stated that he has noticed a pile of lawn/weed clippings at the side of the building that have been there for several months. The Board was unaware of the clippings and will dispose of the clippings immediately. Julie Schultheis indicated that she was present as a representative of Mars Borough. There were no other public comments.

APPROVAL OF MINUTES: Two mis-spellings were noted. Ed McCaul made a motion to approve the minutes of the last meeting held on 1/28/19 as amended. Steve Chadwick seconded it. The minutes were approved by unanimous vote.

TREASURER'S REPORT: For the two months ending February 28, 2019, income exceeded Budget by \$10,707. Annual campaigns, annual fundraisers and donations are over budget and make up most of the variance. Adams Township sent their donation of \$37,000 in February. Expenses for the two months are under budget by \$16,769. Most of the variance is in wages expense. Books and Programs are under budget as well. Note: Dog Licenses need to be reviewed as we are carrying a negative balance in the income account.

Operating account balance is high and it is the Treasurer's recommendation that the Board vote to transfer money from Operating to Savings and to the Building Fund. MAPL Board should consider Investing \$80-100,000 into a Certificate of Deposit with Mars Bank.

In working with Sam Alberth, Pfeifer and Binder, CPA, the Treasurer would recommend that Sam Alberth also handle payroll and payables for the Library instead of using the services of ADP. Discussion ensued. It was the consensus of the Board that the Finance Committee hear a proposal from Alberth, Pfeifer and Binder regarding the cost of this service and compare it to the rates charged by ADP. The Finance Committee should bring their recommendation to the next Board Meeting. Discussion also focused on obtaining a Certificate of Deposit (CD). The Finance Committee should investigate short-term CD rates & yields and bring to the Board their recommendations for the next meeting.

Nancy Hudac made a motion to accept the Treasurer's Report. It was seconded by Ed McCaul. The Treasurer's Report was approved by unanimous vote.

LIBRARIAN'S REPORT:

- The Mars Primary School visit went really well. Great pictures are available on the school's social media.
- The Annual Report for the State was submitted and approved by the District. It has now been submitted to the State for approval.
- Annual Review - The materials are gathered for David Brenner, CPA to work on our review. We are waiting until after April 15 to submit.
- I will be returning to work full time next Monday, March 25. Thank you to the Library Board and staff for all your support while I took maternity leave time.
- We will be planning Summer Reading soon.
- The Friends of the Library Book Sale is March 21-23 during Library hours.

BCFLS: Marcy Bogdanich noted that there was no meeting and no news to report.

BUILDING AND MAINTENANCE: Steve Chadwick noted that the children's room may need more lighting because it has become darker in some recesses. Benches are ordered and should arrive at the end of April or beginning of May. Shutters will be refurbished. The back door and front door are hard to open and need to be fixed. Joanne Tisdale expressed concern that the new lounge pieces in the children's room are used for climbing, noting that MAPL is liable if anyone should fall. Sharp edges were covered with bumpers and other precautions were taken to ensure safety. Community feedback is encouraged to discover how this new space is used. Ed McCaul

noted that the Mars revitalization effort is tapping into State funds. He wondered if MAPL could take advantage of this as well. The Mars Free Library boxes around town need to be monitored more closely.

HUMAN RESOURCES//PERSONNEL: Nancy Mycka indicated that the maternity leave for the Director is coming to an end. A review of Caitlyn Boland's work performance is in process. Board members should provide written feedback/input on her work performance (areas of praise, potential for improvement, etc.) by March 31.

PLANNING: Ed McCaul is reviewing the Bylaws now. He noted that a Board Member has missed the third meeting in a row and posed this question: "Is this a problem?" Marcy Bogdanich noted that this will be explored.

FUNDRAISING: The Hanna Andersson Fashion Show profits was \$842.73. Suggestions and a review of this fundraiser are forthcoming.

NEW BUSINESS: There was none.

OLD BUSINESS: There was none. There was a motion to adjourn by Steve Chadwick. Ed McCaul seconded it. The meeting was adjourned at 7:50 pm.

The next meeting date is scheduled for Monday, April 15, 2019, at 7 pm.

Respectfully submitted,

Nancy E. Hudac
Board Secretary

