

Mars Area Public Library

Board of Trustees Meeting

15 April 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 Boland (MAPL Director), Ed McCaul, Steve Chadwick, Nancy Hudac, Linda Lees, Nancy Mycka

**PUBLIC COMMENTS:**

In attendance were Frank Haustovich, Fran Martinelli, and Brian Himmelstein (Valencia Borough Council). Frank Haustovich noted that MAPL finished their fiscal year approaching \$70,000 in the black and this money could be used in so many new ways (i.e. new carpeting). He also noted that Adams Township recently purchased the Weigel farm. Jane Weigel had several books that could be donated to the Library. He was encouraged to contact the Adams Township Supervisors for more information. There were no other public comments.

**APPROVAL OF MINUTES:** Steve Chadwick made a motion to approve the minutes of the last meeting held on 3/18/19. Ed McCaul seconded it. The minutes were approved by unanimous vote.

**TREASURER'S REPORT:** Ed McCaul, Treasurer, shared his report. Any discrepancy between income and expenses is due to the timing of when funding is received. The Treasurer's Report is included on a separate sheet on the last page of the minutes.

Ed McCaul reported on his previous jobs and present occupational experience in the revenue cycle of Health Care Systems. He has asked for an audit of the MAPL fiscal books up to the point of his tenure.

**LIBRARIAN'S REPORT:**

- Last Week was National Library Week. We celebrated by having special activities and treats available throughout the week. One of the activities included having children do an art project which will be used to decorate our children's room.
- The Friends of the Library held a books sale at the end of March and raised \$1317.00. We sincerely thank them for all their efforts.
- 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 in the children's area and will also be lending the Community Room to be used as an Escape Room for the event.
- Summer Reading will begin Monday, June 17th with a Kickoff Party from 11-1pm. Summer Reading will run through August 17th. Our 10 weeks of Saturday Summer Hours (10-2pm) will coincide with Summer Reading.
- I met with Jen Grabowski, a local resident who son is a boycott with middlesex troop 58. They are interested in building a rocket ship play structure with a sensory control panel inside.
- I also met with Jessica Beasley, who built a children's play table for the Train Station is also offering to build us one as well.
- The Annual Review is schedule for April 30th with David Brenner. The 990 form is due May 15th unless an extension is filed.
- Code Red - Mars Borough has a public alert system and has asked for our help in getting people signed up with it. We are also invited to used this alert system for emergency library closures, etc.
- Cheryl Ferraro, our Library Assistant who recently accepted the BCFLS admin position has submitted her resignation. She will work through the end of the month.
- I have volunteered to be a review for this year's Keystone Grant applications to learn more about the criteria, judging process, and how they determine which Library's are awarded monies pending that our Library isn't actually submitting an application yet.
- The Library will be closed this Friday, April 19th for Good Friday, May 27th for Memorial Day, and May 31st and June 1 because Grand Ave will be closed during Mars Exploration Celebration.

Discussion centered on the Mars Area School delayed opening next school year due to Middle School construction. There was some concern regarding the proposed closing

of the Library during the Mars Exploration Celebration. This discussion will continue before a final decision is made.

**BCFLS:** Nancy Mycka agreed to attend this next meeting on 4/17/19 and there is no news to report.

#### **BUILDING AND MAINTENANCE:**

The pile of weeds left over from the Master Gardeners has been collected. The landscape crew has been notified to monitor this going forward. The architect is too busy right now to explore ideas for renovation but will share his/her ideas in the future. An electrician will assist in electrical work in the Agnes Hudac Children's Library area providing cable panels and internet access. The exterior benches will arrive shortly. Electrical and plumbing needs to make bathrooms ADA compliant are in progress. Bids for future renovation projects are sought. Estimates for replacing the exterior outer-most doors are in process. It has been difficult to locate firms that specialize in security doors. The Friends of the Library have expressed interest in funding this replacement expense.

#### **HUMAN RESOURCES/PERSONNEL:**

Due to Cheryl Ferraro's recent resignation, a new staff person is needed. Caitlyn Boland is in the process of rewriting this job description to make best use of money and coverage of hours.

#### **PLANNING**

Ed McCaul is reviewing the Bylaws. Caitlyn Boland recommended looking at policies that are currently in place and examine what might be missing for the Library.

#### **FUNDRAISING:**

The smart TV raffle netted \$190. The winner's photo was posted on our Facebook page.

#### **NEW BUSINESS:**

Nancy Mycka clarified Board Member changes recently. The Board did not accept Joanne Tisdale's resignation as written with her stipulations but chose instead to vote her off the Board. Marcy Bogdanich resigned due to term limits. Nancy Mycka is now President. Ed McCaul is now Treasurer. The MAPL Board has asked the municipalities of Mars Boro, Valencia Boro and Middlesex Township to submit names for consideration for 2 immediate openings and 1 opening

at the end of this current year. An audit will occur on the Treasurer's books for good fiduciary responsibility.

**OLD BUSINESS:** There was none. There was a motion to adjourn by Steve Chadwick. Ed McCaul seconded it. The meeting was adjourned at 7:45 pm.

**The next meeting date is scheduled for Tuesday, May 14, 2019, at 7 pm.**

Respectfully submitted,

Nancy E. Hudac  
Board Secretary

**Mars Area Public Library  
Treasurer Report  
31-Mar-19**

<b>March</b>	<b>Actual</b>	<b>Budget</b>	<b>Over/(Under Budget)</b>
<b>Income</b>	\$3,626.52	\$7,467.00	(\$3,840.48)
<b>Expense</b>	\$20,843.69	\$22,716.66	(\$1,872.97)
<b>Net Ordinary Income</b>	(\$17,217.17)	(\$15,249.66)	(\$1,967.51)
<b>January - March</b>			
<b>Income</b>	\$80,767.62	\$73,901.00	\$6,866.62
<b>Expense</b>	\$46,308.19	\$64,949.98	(\$18,641.79)
<b>Net Ordinary Income</b>	\$34,459.43	\$8,951.02	\$25,508.41
<b>Check Reconciliation</b>			
Balance 3/1/19	\$195,832.46		
Checks and Payments	(\$18,273.02)		
Deposits and Credits	\$3,723.08		
Cleared Balance	\$181,282.52		
Uncleared Checks	(\$2,939.80)		
Register Balance	\$178,342.72		
<b>Savings Account</b>			
Balance 3/1/19	\$106,152.39		
Deposits and Credits	\$54.09		
Withdrawals	\$0.00		
Register Balance	\$106,206.48		
<b>Building Fund</b>			
Balance 3/1/19	\$28,193.84		
Deposits and Credits	\$0.72		
Withdrawals	\$0.00		
Register Balance	\$28,194.56		