

EASTON AREA PUBLIC LIBRARY
Meeting of the Board of Directors
Monday, September 12, 2022
3:00 pm.

A meeting of the Board of Directors of the Easton Area Public Library was held on Monday, September 12, 2022. President Mrs. Walker called the meeting to order at 3:04 p.m. Present: Mrs. Walker, Mr. Thomas, Ms. Long, Mr. Reilly, Mr. Lake, and Mrs. van Horne-Brett, joined by Zoom. Mrs. Ramirez-Luhrs joined at 3:12. Also present Jennifer Long, Director and Sheila Wolff, Business Manager.

Interested Citizens: Adult Skills Quest tutors and students. Mrs. Brunswick, Linda Fisher, Shelly Bartoiacci, Angel Suarez Rosado, Julio Thomas, Robert Stinley and Bill Hammond.

Consent Agenda: A motion was made by Ms. Long to accept the consent agenda and was seconded by Mr. Thomas. By voice vote, all were in favor.

Communications: None.

Reports on Executive Sessions: None.

Committee Reports: Mr. Lake reported the Finance Committee met today at 2:40. Mr. Lake said the committee recommends the interest on the General Endowment for 2021-2022 is rolled back into the General Endowment and the interest from the Marx Room Endowment will be transferred into the checking account to help offset the Marx Room HVAC annual maintenance contract. Mr. Lake made a motion to follow the committee's recommendation to roll the interest from the General Endowment of \$818.82 back into the General Endowment fund and was seconded by Ms. Long. By voice vote, all were in favor. Mr. Lake made a motion to withdraw the interest from the Marx Room Endowment to be used towards the Marx Room HVAC maintenance contract and was seconded by Mr. Thomas. By voice vote, all were in favor.

Mrs. Ramirez-Luhrs reported that the P&P Committee met last month to recommend we hire a Strategic Plan Consultant for 2022-2023. The Committee suggested we send out requests for quotes. Discussion followed. The Board decided to have the Library request quotes and once collected the Board will further discuss. The committee also discussed the dress code policy and recommend an updated policy which was sent out with the Board Packet. A motion was made by Mrs. Ramirez-Luhrs to adopt the updated dress code and was seconded by Miss Long. By voice vote all were in favor.

Ms. Long reported for the Building and Grounds Committee. She reported that we are waiting on EASD to see where we are on the priority list from the Engineer's report. The School District did a get job on fixing the loading dock. The story time room will be painted soon and we will start cleaning out items to temporarily store in the Catherine Drake Room.

Mrs. van Horne Brett reported for the Marketing/PR Committee. The Library has been doing outreach in the community at the Easton's Farmer's Market and West Ward Market Days. This weekend, September 17, is community days at the Easton Cemetery and Forks Community Days Friday-Sunday. This month is Library card sign up month.

Director's Report: Mrs. Long reported the summer reading program was an overwhelming success. There will be a separate 2 page comments attached to the Director's Report. The Library has been getting very positive

response to our no more fines. We have not seen an increase in overdues or lost materials. The state budget was increased 11% for Libraries. Our portion of the increase will be 17%, \$32,000 approximately. With the increase in the budget, OCL would like the Libraries to increase hours. Starting October 3rd, the Main Library only will increase hours Monday-Friday and will remain open until 8pm. Friday and Saturday hours will remain 9-5. Phase 2 of increasing our hours will be to increase our opening hours to 8am. No date has been set at this time. Lehigh Valley Live wrote an article showcasing the Library and the Library will also be featured on Community Spot Light on Astound/RCN. We also had an article in Lehigh Valley Labor Council News & Views which covered how the Main Library was built. Next year will be our 120th Anniversary.

Old Business: None.

New Business: The Audit was presented by Tara Bender, one of the partners, at Campbell, Rappold & Yurasits LLP. Mr. Lake motioned to accept the audit for the 2021-2022 fiscal year and was seconded by Ms. Long. By voice vote, all agreed.

Adult Skills Quest spoke to ask to use the Catherine Drake Room again for their outside group. They gave a brief overview about their organization. Some of the students spoke about their success. The Board agreed to discuss among themselves and the Director will issue a decision.

Conflict of Interest and the companies the Library uses for attorney, bank, investments, auditor and insurance was distributed. All conflict of interests forms were signed by the Board of Directors.

Mr. Lake proposed we use the Moyer Fund to pay for the Marx Room full time employee salary and the balance of the HVAC maintenance contract and was seconded by Ms. Long. By voice vote all agreed.

The sign up for representing the Library at the EASD Board meeting was distributed.

Mrs. Long reported that Mary Ann Horvath, President of the Friends of the EAPL, recommended Sue Class for Friend of the Year Award. Sue Class has been a long time volunteer and brings her brother every week to sort through the donations. If it wasn't for her efforts, the Friends wouldn't be able to hold 2 book sales a year. A token gift will be presented to her along with engraving her name on the Friends of the Year plaque. Both will be presented to her in October.

Mrs. Walker asked The Board of Directors to submit any names or businesses to be included for the annual appeal list.

Mrs. Long requested the Board to consider closing the Library on Saturday, November 5 for Easton's Bacon Fest like we have in the past. Movement with in the town is impossible and we can not control parking in our lot. Mr. Lake proposed we close the Library on Saturday, November 5, due to Easton's Bacon Fest and Mrs. Ramirez-Luhrs seconded it. By voice vote all agreed.

The Board of Directors discussed the use of the Catherine Drake Room. The Board of Directors feel this is a Director of the Library's decision as to how the room is used for Library's needs.

The Library has 2 fund raisers. The Library is participating in the Boscov's Coupons that anyone can donate to the Library \$5.00 for the coupon for up to 25% discount on October 19. The Library is now selling 2 styles of Library logo bags for \$7.00 each.

Sign up for the Library presentations at the School Board meetings was circulated.

Mrs. Long handed out new staff directories.

Book Sale dates were shared, by Mrs. Long, November 9 for preview night until November 14 which ends with bag day.

A motion to adjourn at 5:00 pm. was made by Mrs. Ramirez-Luhrs and seconded by Mr. Reilly. By voice vote, all were in favor.

Next EAPL Board meeting: October 10, 2022, at the Main Library.

Next EASD Board meeting: October 18, 2022, at the Middle School. Mr. Thomas will be presenting

Respectfully submitted,

Sheila Wolff, Recording Secretary