

Worth-Pinkham Memorial Library
Board of Trustees Meeting
November 15, 2021 at 7:30pm
Meeting Minutes

1. Call to order and attendance at 7:34pm. In attendance: Patricia Crossley, Herman Crowley, Jillian Bielen, Morgan Taylor, Dane Policastro, Hugh Turk, John Mongelli, Caroline Richards. Not in attendance: Jeff Clutterbuck, Diane Mardy, Jeff Clutterbuck and Leann Surz.
2. Minutes of the October 18th Meeting approved - P. Crossley moved to approve and H. Crowley seconded the approval. All approved, abstention from D. Policastro.
3. Public Session - no public in attendance. Open and closed at 7:35.
4. Correspondence - none
5. President's Report - none
6. Vice President's Report - none
7. Treasurer's Report -
 - a. Bills list - \$12,848.53. H. Crowley moved to and H. Turk seconded approval of the bills list - all approved
 - b. Bank Accounts – Total in all accounts as of October 31 is \$203,418.25
 - c. Budget and Actual data is in line except that the library has yet to receive bills from the Borough for insurance, payroll expenses, and benefits.
 - d. Gas and electric expenses through September are in line with last year.
 - e. Profit and Loss Budget vs. Actual shows that we have spent 61% of the budget.
8. Secretary's Report - None
9. Director's Report - Director covered the following topics:
 - a. Circulation and Collections – Collections are being moved in the library. A new holds pickup location is now available at Borough Hall.
 - b. Facilities- There was another leak in the roof where it had rotted through, there is a possibility of mold. There are issues with toilets. Outdated Toshiba phones are no longer eligible for 2-hour emergency response.
 - c. Finance- Proposal for operating budget line transfers. J. Mongelli moves and H. Crowley seconds a motion to move monies. All approved.
 - i. \$500 from Marketing to Furniture
 - ii. \$1,000 from Marketing to Adult Programs
 - iii. \$1,000 from Marketing to Equipment
 - iv. \$2,500 from Professional Fees to Office Supplies
 - v. \$34,000 from Gross Payroll to Capital Fund
 - d. BCCLS News – BCCLS will be working to develop an app. Our annual cost for BCCLS membership will increase by \$1,775.46.
 - e. Programming- Adult programs on lighter schedule because of staffing changes.
 - f. Personnel and Staff development- Staff filled out a survey about their reading preferences which also served as readers advisory training.
 - g. Community Engagement – ECLC volunteers have the library a plaque for "Outstanding Community Service"

- h. Youth Services Report (J. Bielen)
 - i. Backpack collection was launched.
 - ii. J. Bielen is working with school to have books ready for school assignments
- 10. Council Liason - none
- 11. School Liason - none
- 12. Committee Reports - none
 - a. Personnel committee
 - b. Finance committee
 - c. Library Strategic Plan
 - d. Sub-committee
 - e. Policies and Procedures
 - f. Buildings and Grounds
 - g. Friends of the Library
- 13. Old Business - none
- 14. New Business - none
- 15. Closed Session - At 8:05, H. Turk moved and H. Crowley seconded the motion. All approved.
- 16. Adjournment - H. Turk moved to and P. Crossley seconded a motion to adjourn at 8:40pm. All approved.

Next Meeting: December 20, 2021 at 7:30pm