

**North Wales Area Library Board Meeting**  
**Approved minutes from January 22, 2025**

In attendance: Board president Suzan Leonard, Board vice president Jackie Oberholtzer, Board treasurer Hailey Nelson, Board secretary Pam Wilson, Board members Tanya Bamford, Joye Bramble, Jen DiMario, Pam Gallagher, Stephen Simchak, Jocelyn Tenney, and Library Director Jen Koch

The regular meeting was called to order at 7:20 PM following a Taste of Montgomery County planning meeting and an executive session.

Minutes from the December 2024 meeting were approved per motion by Joye and second by Jocelyn.

Financial report/Hailey:

- Received \$50,682.00 ERC money in December which included interest due to long wait for money to arrive. Result is nearly 41K net profit for 2024.
- Tanya moves to purchase another 10K CD with money from checking account, Joye seconds. Measure is approved. Drew (library IT) suggests looking into interest-earning checking accounts.

President's Report/Suzan:

- By-laws: Current bylaws say Board should have ten members, not eleven as in recent practice. Do we amend board seats to eleven or keep it at the current number of ten? Tanya asks how a tie vote would be broken? There is no current tiebreaker provision so any split issue would fail as a motion. Suggestion is that we need odd number of board members or a mechanism to employ in the event of a tie vote. Susan notes that bylaws indicate the vote to increase to eleven can be done by announcing it in writing, in advance of next Board meeting. There are currently two potential new Board members. Hope to have them present at March meeting.
- Staffing requests: Jen K. is hoping to add a PT position and staff it with a current volunteer. Position would be 15-hour-a-week library services coordinator with duties to include some children's services, executive support, circ floater, and teen volunteer manager in the summer. Jen says library staff is stretched thin. Board is not in favor of request for 3% cost-of-living pay increase because of recent salary hikes. Per another request, benefits for PT workers will not be expanded at this time. Suzan explains that financing for the library is historically inconsistent so new increases in spending should wait on sustained pattern of funding. That said, Suzan motions that Jen hire PT library service coordinator at \$17.50 per hour. Stephen seconds. Measure is approved.
- Hailey says current bookkeeper is leaving at end of January. Jen K. will look into staff possibilities to cover the work which amounts to about five hours a month.

### Events:

- February: Valentine's trivia night is scheduled for 2/14 at 6 PM. Please buy tickets.
- February 1 "Love Your Library" Amazon wish list will include summer program supplies and teen section needs.
- Library Giving Day for online donations is April 1.
- Taste of Montgomery County is scheduled for April 10.
- Dine and Donate is scheduled for May 14 at the Metropolitan.
- Used book sale is scheduled for May 16 and 17.

### Facilities/Joye:

Phone systems: Drew has narrowed down providers for voiceover phone (VOIP) options. Can stay with traditional system as is but it can age out. Voiceover IP moves it out to cloud so physical location of phone becomes irrelevant. Most businesses are going with this type of system which is a little more expensive but offers greater flexibility. Regardless of system, phones must be purchased. There is also a wireless phone option which could be good for staff moving around library. All offer video meetings like Zoom. Costs range from \$85 to \$150. We currently have five phones. Turnaround time to initiate new service is a couple of weeks. Hailey moves to switch over to Verizon for both Fios internet as well as phone service. Joye seconds. Change will save money in the long run over what we currently pay Comcast. E-rate program which offers discounts to schools and libraries may be available. Measure is approved.

### Library Report/Jen K.:

- Draft of Meeting Room Policy (included in meeting packet) is to be reviewed before next meeting.
- Grant applications: Waiting on HVAC quote from IT Landis, delay which may cause loss of grant opportunity. Two Healthspark grant applications, for review of health and wellness programs, are in progress. NWAL got a puzzle grant to support puzzle competitions.
- Givebutter tax letters went out last Friday.
- Money received from Community Day foundation (2K).
- Genealogy class concluded and will become centennial committee, digitizing historical documents. Jen hopes to get a scanner to support digitization (approximately \$600) which can later be a library loaner item. Money is from grant remainder.

Old Business: none

New Business: none

Meeting is adjourned at 8:39 PM per motion by Tanya moved and second by Hailey.

**Next Board meeting is Wednesday, February 26, 2025 at 6:30 PM**