

NWAL Board Meeting
Approved Minutes from April 24, 2024

Present: Suzan Leonard, Jackie Oberholtzer, Hailey Nelson, Pam Wilson, Tanya Bamford, Joye Bramble, Scott Cunningham, Jen DiMario, Stephen Simchak, Jocelyn Tenney, Jayne Blackledge

Absent: Pam Gallagher

The meeting was called to order at 7 PM following an executive session to discuss matters of personnel.

President's Report/Suzan:

- Director Search: Suzan announced that Jennifer Koch will be offered the position of Library Director. Also to be voted on is an updated Personnel policy. May 13th is the target date for Jen to start at NWAL. Suzan asked Jayne for a list of Library Director responsibilities and tasks. Suzan asked if Jayne would consider an hourly wage for an interim period of training the incoming director. Jayne will consider.
- Personnel Policy: A vote was called on the adaptation of an amended personnel policy. Tanya moved to approve, Joye seconded. The measure passed unanimously.
- Engagement/Offer Letter: A vote was called on sending an engagement/hiring letter to Jennifer. Tanya moved, Jackie seconded. The measure passed unanimously.
- March Meeting Minutes: A vote was called to approve the minutes from the March Board meeting. Hailey moved, Suzan seconded. The measure passed unanimously.
- Events:
 - Elvis/Jayne: Tribute performer Jeff Krick, Jr. will perform at the library on Friday. Ticket sales are slow with 25-30 sold so far.
 - Taste/Jackie: There will be a follow-up meeting after tonight's board meeting. Jackie sent out survey to vendors that attended. 3 responses so far, many positive comments. Overall a very successful event. Hailey reports that Taste netted \$25,650, \$4,800 less than last year mainly due to one less 5K sponsorship.
 - Book sale/Jocelyn: BIG sale coming up. There are usually 40 boxes of donations but this time there are about 200 boxes. Jocelyn is looking for volunteers to unbox books on from 8 am on Tuesday, Wednesday, Thursday of sale week. Sale is May 17 and 18, Friday and Saturday.

Facilities /Joye:

- PECO lights acquired for free will also be installed for free. Hatzel & Buehler, Inc. will pick up lights at our storage site and then install starting next Thursday. Should take five days to do Community Room and other areas outside main library which is already done.
- Carpet cleaning still to come, after lighting project.
- In the process of upgrading AV for community room. Gathering quotes.

- PECO is cutting trees away from wires and a sycamore shading the library is on the list. There is concern for the life of the tree. Considering consultation with a tree expert to advise and possibly interface with PECO to limit damage.

Financial report/Hailey:

For March, income exceeded expenses by \$14,200. Received 9K from Upper Gwynedd for passes. Gala and Taste money also included. YTD net position of \$41,600. Short \$3,900 on what was budgeted from Taste. Cash position is \$279,000. Moved forward with 10K 7-month CD in April. Board approves doing another 10K in May. May be monthly process but will be assessed each month. Final number for gala: \$8,286.50 net proceeds. Figure will be scaled up to \$8,300 and transitioned to Blackledge Children's Fund.

Library Report/Jayne:

- Approved for 3K VNA grant from submission earlier this year.
- Friends group will have hoagie sale the day of the book sale.

Old Business: none

New Business:

- Reception: Thursday, May 30th chosen as the date for a reception for the new library director.
- Referendum: Sue would like to pursue referendum, likely in 2025. Sue will start looking into it and will report back to Board. Jocelyn says Every Library organization may provide assistance.

Motion to adjourn by Tanya, second by Jocelyn. Meeting adjourned 8:11 PM

Next meeting is Wednesday, May 22 at 6:30 PM.