

**North Wales Area Library Board Meeting**  
**Approved minutes from July 17, 2024**

Present: Jackie Oberholtzer, Hailey Nelson, Pam Wilson, Tanya Bamford, Joye Bramble, Jen DiMario, Pam Gallagher, Stephen Simchak, Jocelyn Tenney, Jennifer Koch, Lisa Loffredo.

Absent: Sue Leonard, Scott Cunningham

The meeting was called to order at 6:30 PM on 7/17 by Jackie, subbing for Suzan.

**Financial report/Hailey:** Thanks to a 25K donation, June income exceeded expenses by just over 1K. Surplus YTD should carry us forward a few months until municipal and state money comes in. Cash position is just shy of 275K including three Univest CD's. Discussion on whether to open another 10K CD this month. Tanya moves to invest another 10K in a fourth CD. Stephen seconds. Unanimous passage. Promotional return rate is now at 5% for seven-month CD.

**Approval of June Minutes:** Minutes from the June board meeting unanimously approved following motion by Jocelyn, second by Tanya.

**President's report/Suzan:** Suzan is urging approval of a \$1,200.00 interest allocation from endowment/Fields fund. Hailey suggests the money should roll to NWAL bank account. Pulling any money from principal would have to be approved by Montgomery Foundation per library board request. Motion to accept interest from account is made by Jocelyn, seconded by Hailey, with money to be used where need is greatest. Stephen votes nay, all others approve.

**401K/Jennifer K.:** Current payroll company ISOLVED offers 401K with fiduciary oversight. 2K to set it up, payable in two parts. Monthly fee of \$200 for maintenance of account. Library would have no responsibility beyond initial paperwork and would get 5K back at end of first three years for signing up. Something to consider for January 2025. Any employee could participate. At least three FT employees have expressed interest. Jennifer will share additional information with the Board.

**Events:**

- North Wales Community Day is scheduled for September 28. There will be a NWAL table. Jennifer is working with Garden Club and Friends on raffle baskets to have at table. Suzan, Jocelyn and Jen DiMario will volunteer. More volunteers are welcome.
- Montgomery Twp Day is scheduled for October 19. NWAL has a table reserved. Robin, Erin, Jackie and Jennifer will volunteer that day.
- The fourth annual Holiday Marketplace is scheduled for Saturday, November 2, 10 AM-3 PM. Jackie and Stephen are working on getting vendors. Five confirmed so far with a goal of twenty-three. Please encourage friends/family to participate. Extra tables are needed for vendors.
- Upcoming August events/JK: End-of-summer blowout cancelled but moving forward with volunteer dinner scheduled for August 16. Mission Kids parent/kid program planned for before school starts. September voter registration on 17<sup>th</sup>.

**Facilities/Joye:** Cleaned out most of library except for offices. Good job cleaning out community room. Shredding six more boxes, with a total at least twenty so far. Comments are positive about

clean-up. Re end-of-life issues, HVAC system will get attention. Joye will expand on that at next meeting. Discussion of IT needs is ongoing re public systems, office systems, servers. Joye and Jennifer are working to prioritize needs for Board proposal. Also looking into security cameras that are currently hard-wired all over the library but not being used. Looking at costs to replace carpeting/painting. AV proposals are being received. Continuing to look at grants that will drive upgrades.

#### **Library report/Jennifer:**

- Point of Sale systems: Two options are being considered for library POS: Square POS system and EPOS. Both are comparable with desktop tablets, receipt printing, communication with Givebutter, so should be seamless. With coupon, Square cost is \$379 and EPOS is \$349. Jennifer wants to move to newer type of system since money is currently kept in tin or envelopes at circ desk. We also have Swipe. Jennifer says Key Bank account could probably be closed with a move to Uninvest. Jennifer leans toward Square because of familiarity with system.
- Credit card: Jennifer suggests there is no reason for NWAL to keep Chase VISA which is paid off every month, and suggests getting debit card for Uninvest account. New credit card would require guarantor, even for non-profit. Jennifer would like to address this by September 1. For discussion at next month's meeting.
- Friends: The Friends have raised 4K. Does library want to pull it for use – maybe for teen space? Could be used anywhere needed. Friends are putting together raffle baskets. No More Dirty Dishes fundraiser roll out will wait a bit for more gift cards. Taste vendors were not approached to avoid “going to the well” too many times.
- Scheduling: Jennifer would like to have a discussion in September re upcoming events so that dates can be posted.

**Taste of Montgomery County/Pam G.:** Potential Taste date is April 10, 2025. Efforts to acquire vendors and donations may need to be more evenly distributed to avoid committee burnout. Jennifer intends to pitch in to help with Taste, and expects that online auction of baskets will bring in more for next year's event.

#### **New business:**

- Contact list for board members should be sent out again.
- Pam Gallagher will revise June board meeting minutes to reflect Pam Wilson and Hailey Nelson absences.

The meeting adjourned at 7:54 PM per Pam G. motion and Pam W. second.

**The next meeting of the NWAL Board is scheduled for Wednesday, August 28, 2024 at 6:30 PM.**