

North Wales Area Library Board meeting
Approved Minutes from March 27, 2024

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

Meeting called to order at 6:34 PM.

February minutes approved per motion by Tanya, second by Jackie.

Financial report/Hailey: February income exceeded expenses by about \$15,660 mostly due to state funding that came in at \$33,500, similar to last year. NWAL is in the black YTD by about 12K. March should be another good month with Gala and Taste money. Bank account shows \$249,000 cash position. Suzan asked if account money is invested. It is not invested but minimal interest is earned. A money market account or CD will be considered to generate income.

President's report/Suzan:

- Director search: Edited job description is ready for posting on Indeed at a rate of \$25 a day for three weeks. Board votes to approve posting and expense. Jayne suggests investigating tax-exempt status on Indeed billing. Salary range was previously posted at 45-55K but Indeed suggests offering at least 73K to be competitive. Jayne says District Consultant may have additional guidance on range. Sue asks if range can be listed at 55-65K. Hailey reminds that we added 15K to the salary budget in addition to current director salary so 65K is manageable. Range will be posted 60-75K. Tanya discussed screening process.
- Gala for Jayne recap: It was a great night. Jayne thanked Board for a lovely event which made about \$8,000 profit after expenses, money that will go into the Blackledge Childrens Fund. Sue thanked everyone who helped.

Programs for older adults/Jocelyn: Discussion currently on hold.

Events:

- Elvis fundraiser/Jayne: Elvis tribute artist Jeff Krick, Jr. set to perform on Friday, April 26. Slow ticket sales so far.
- Taste/Jackie: Everything is going well. Raffle baskets will be organized/wrapped on Saturday, April 6. So far, 36 tickets are sold. Advertised on multiple outlets including North Wales Borough site and publications, Valley Forge convention and visitors bureau, Inquirer's *Let's Eat, Philly* newsletter. Banner is up on West Walnut Street. Fully booked for vendors with 17 food and beverage plus some businesses. Suzan says she's gotten feedback that more tables and chairs are needed. Joye says available tables from church are maxed out but we can add our own tables. There are plenty of chairs and more can be put in place.
- Used Book Sale/Jocelyn: Lots of donations have come in. So far, three pick-ups arranged with Water Authority. Spring sale will be held Friday and Saturday, May 17 and 18 from 8 am to 3 pm. Saturday is bag sale.

Facilities/Joye: End-of-life (EOL) report will be available first week of April. Lights have been received and are stored. Hoping for free installation. There is a proposal to clean all library carpeting for \$500.

Donations of \$400 available so outlay totals \$100. All are in agreement to proceed with cleaning. In terms of getting grants for EOL activity, each group member has been assigned an area to gather quotes for repairs. Info will be used in grant application process. Door leak in the back is repaired. Tom Apple and his son cleaned out leaf-filled gutters/scuppers which may have caused leak.

Library Report/Jayne:

- The Reporter newspaper did a front page feature on Jayne's retirement.
- Spring info on library programs/events has been provided to Upper Gwynedd Township.
- To celebrate launch of radio-themed book titled *Retro Radio Rainbow*, we were selected to receive a Zenith old-time style radio which may generate income if sold after a required display period.
- At Montgomery County Library Directors meeting earlier in the day, there was heated discussion regarding possible updates to PA library requirements. There may be some interesting changes in the works but too early to discuss.
- Pam G. had previously suggested applying for NBC Impact grant for which NWAL qualifies. Jayne did background info entry and suggests proceeding with the grant application. Tanya can help with statistical requirements.
- Programming for April, American Library Month, totals 80 offerings including 37 for adults, 36 for children, and 7 geared to families.
- April 16 will be Chicago-based author Zoom presentation to book club.
- Library automation system is offering new program to tighten patron info security. Question over whether drivers license numbers should be collected. Going forward, last four digits of license numbers will be used but library will retain record of full number.
- Signers were all updated for Uninvest account.
- NWAL approved for PHEAA grant for employing students over summer. Please encourage college students who may qualify to inquire. Jayne put in for four paid positions/part time summer employment.
- Friends of the Library will have hoagie sale concurrent with the book sale on May 18. Hoagies are \$10 each, made by volunteers at Cannoneers. Goal is to raise 1K. The Friends group is planning an upcoming fundraiser at The Metropolitan restaurant with a percentage of sales going to library. Goal is to raise \$300, date TBD. Friends will also help with Book Sale and Taste.

New Business:

Sales tax/Suzan - Should we be charging sales tax for our book sales or café items? Most libraries doing it just calculate sales tax at end of year based on annual sales. Hailey says we appear to be exempt on book sales based on frequency and length of sales but daily sales of books that may impact exemption. Question of whether sales language should change to "suggested donation" instead of "sale price." Also to be considered, licensing requirements for games like 50/50.

E-books/Jocelyn - Jocelyn saw Philadelphia Inquirer article about expense of e-books and asked how NWAL is impacted. Jayne says NWAL receives e-books through the county.

Meeting adjourned at 8:07 PM.

The next NWAL Board meeting is scheduled for April 24, 2024 at 6:30 PM.

