

North Wales Area Library Board Meeting
Approved minutes from May 22, 2024

Present: President Suzan Leonard, Vice President Jackie Oberholtzer, Treasurer Hailey Nelson, Secretary Pam Wilson, Tanya Bamford, Joye Bramble, Scott Cunningham, Jen DiMario, Jocelyn Tenney, Library Director Jennifer Koch

Absent: Pam Gallagher, Stephen Simchak

The meeting was called to order at 6:50 PM following an executive session to discuss matters of personnel.

President's Report/Suzan:

- Potential bookkeeper Lisa Loffredo introduced herself to the board and took questions. She charges \$30.00/hour for services and would expect to be on site once a month initially with a later shift to virtual. Work would likely require 5-10 hours a month. After Lisa left the meeting, Tanya motioned and Hailey seconded the hiring of Lisa as bookkeeper. Approval was unanimous. New Director Jennifer Koch will contact Lisa regarding the hiring.
- Welcome to Jennifer Koch, the new NWAL Director! A welcome reception will be held May 30th from 5:30 to 7 PM in the library.
- Draft minutes of the April 2024 NWAL Board meeting were approved.

Financial Report/Hailey:

April expenses exceeded income by about 19K but we are still in the black by \$22,700. Biggest income during April was Taste plus some from Gala. 20K from North Wales Borough incoming for May. Cash position is \$260,143 including purchase of 10K 7-month CD in April. Another CD was purchased in May. Motion by Tanya is approved to purchase another CD in June at promotional rate. Expecting book sale, hoagie sale and borough money next month.

Events:

- Welcome Reception: Meet the new director event is scheduled for 5/30, 5:30-7 PM. RSVPs number 25 plus Board members so far.
- Book sale/Jocelyn: Two-day used book sale made about \$2,300. Good turnout especially start of first day when tradespeople visit. Good comments from visitors. Central Mennonite Committee took leftover books. Sue suggested raising prices for the fall sale. After discussion, future charges/donations will keep children's books at 50 cents, hardcovers will increase from \$2 to \$3, paperbacks will stay at \$1, and bags will increase from \$5 to \$10. Hope to have fall sale in October. Date TBD.

Facilities Committee/Joye:

- New lights have been installed in the community room, hallways and some other areas including high hats. All done for free with PECO donating lights and Hatzel & Buehler, Inc. donating installation. Parking lights on perimeter are last to do.
- Received a draft of end-of-life assessment from Precis Engineering (for free), with final report expected soon. Mainly focused on HVAC which includes some of the more expensive items that may need replacing.
- Joye has acquired a full set of drawings of the library facility. Precis will print copies. Joye will create full set of mechanical/electrical documents from original project.
- Carpet cleaning is tentatively scheduled for June 2. Volunteers may be needed to move tables for access to all carpets.
- Another focus is the upgrading of AV equipment in community room which was installed around 2010. One quote received so far. Will need grants to cover costs of AV upgrades, likely 11-15K. Joye hopes to work with someone skilled at grant writing. Jennifer says she has done grant writing in the past and will give it a go. Tanya says there may be help available through Mitzvah Circle, a non-profit moving its headquarters to Montgomery Township.

Univest Banking:

The Board unanimously approved the following measure following a motion by Tanya that was seconded by Jackie:

On May 22, 2024, the NWAL Board approved the following change on all Library Univest bank accounts: “Jayne Blackledge is to be removed as a signer and Jennifer Koch is to be added as a signer.”

Director’s Report/Jennifer:

- Jennifer gave overview of library stats for April.
- NWAL had Geocache activity in April.
- PHEAA summer student hiring is approved. Beginning the week of May 27th, Ethan Baker is scheduled to work 20 hours a week.
- Could Holiday Market event expand to two days since there is vendor waiting list? Jackie says single day works best at this time given site and volunteer considerations. The event will be held Saturday, November 16th from 10 AM-3 PM.
- Hoping to do fundraising appeals, one now and one at the end of the year. Good idea to attach appeal to a specific need like the AV update. Other fundraising ideas include golf outing, designer bag bingo. More to come in the months ahead.

New Business: none

Old business: none

The meeting was adjourned at 8:07 PM.

Next meeting is Wednesday, June 26 at 6:30 PM.

**(Please note that there is a 5K fundraiser in the borough that evening
beginning at 7 PM so some roads may be closed.)**