

**Board of Trustees Meeting minutes**

**January 18, 2022 @ 7:00 PM (virtual)**



In attendance, Cheryl Talerico, Sharon Wilson, Andrea Marquis, Anna Maria Mihalega, Daniel McKay, Allyssa Zolkiewicz Richter, and guest Carrie Woodard.

* Congratulations to Alyssa and Kyle
* November meeting minutes were unanimously approved. This signed copy was used to show change of officers on the board for PNC.
* President’s Report
  + Crafton Borough
    - Our bylaws say the Board of Trustees should be 5-7 people, and that 2 can be appointed by the borough council. We want to make sure to keep our relationship good, we approved Alex’s membership at the last meeting and Carrie Woodard also has a strong application. We will try to see if we can suggest that these two new members be the council appointees. Paul had sent a letter to Phil Levasseur, past Council President. John Oliverio is the new President, and all Council members are new. Daniel and Andrea may attend the next council meeting and bring up the topic of Council appointees to Library BoT. Next Borough Meeting – January 27 (6:30)
  + Future BoT meetings
    - We will plan to have a less formal check-in meeting as needed on non-regular meeting months. It would be good for us as a board to meet more often as we will learn how to work together, and get to know each other better.
    - Timing could start earlier as members schedules allow; the library closes at 6 on Tuesdays. The goal will be to keep meetings to one hour, with other necessary communication happening offline.
* Treasurer’s Report
  + Since our Board is primarily new, we confirmed that ACLA does our financials and they give us that report, Alyssa allocates costs to the correct accounts and they do everything else. Investment statements come every month and value continues to go up, is currently at $188+k. If anyone has questions we can ask for more reports, but basically, we are in good shape with money.
  + Year-end financials will be available for review in February
* Director’s Report--visits in November 2444, December 1832
  + Youth Services Librarian --Alyssa made an offer to Gabrielle (Gabby) yesterday, she accepted and will start Jan 31. She will likely develop new programs, she is a mom, so that is a nice change to have someone in the thick of parenting to do this job. We will invite her to pop in to our March meeting. Staff all received their raises and are happy. Andrea would like to develop programming between the community garden and library, and will meet with Tracey, Alyssa, and Gabby to discuss.
  + Programming: Yoga is back at the library, kids programming is still on hold, but will come back soon, “dinners” are still happening every month and are now called “The Dinner at Crafton Library, and are running 10-18 people. We tried to have a book club and no one comes back to talk about the books after they read them. There are lots of other community or neighborhood book clubs.
* Old Business
  + PNC transfer of authority to Anna and Cheryl done.
  + COVID/Library Hours – status quo--following other libraries and masks, most people are wearing masks, social distancing.
  + Children’s Room Roof – roof replacement still on track for July, do we need to do any more follow up?
  + BoT Meeting Guests – invite Amy Anderson (ACLA) and new Borough Council members to meeting in 2022. Alyssa will email a link to the list of council members so we can invite the new ones.
  + Strategic Plan--it would be good to look through this again and map out a timeline for work on any of these initiatives. We will have a touch base meeting in February and talk about this, so trustees are asked to look over the Strategic Plan and give some thought to the 5 main areas. We will benefit from having new members and new ideas. Perhaps in future we can plan a small fundraiser, or a thank you event for donors.
* New Business
  + Update terms on website--terms of service of board members, only Cheryl’s needed to be updated. We can include all board of trustees’ names on next Love Your Library letters.
  + 2022 Planning/Activities--when do we need to do all of the main board tasks, when do we start budget, etc,
  + Any January/February Deadlines? The budget is submitted to ACLA, so we are ahead of the game there, as it is due Jan 29.
* Open Discussion

review strategic plan, get more focused on specific tasks/goals

Paul had previously discussed adding more board seats, the ACLA person said it is not best practice to have more than 7. We will try to reach out to Borough Council and collaborate with them more. We are optimistic that since everyone on our board and also on Council are new, we have an opportunity to work well together and avoid contention. It would be great to know their expectations, currently we submit reports on a monthly basis, they might not know what info they want. The issue of Council appointees will give us a chance to start a dialog.

If anyone has ideas between now and our next meeting, we can just jot them down or shoot out an email.