

## Nazareth Library Board Meeting Minutes

Tuesday, December 12, 2023

Attendance: Jeff Shepherd, (President), Len Fodera (Treasurer), Mary Reichel-Knecht (Vice President), Julie Bender (Secretary), Jarred Bedoya, and Becky Bartlett

Liaisons in Attendance: Chris Crook, Davene Perusso, and Nate Golub

Absent: James Cunningham, Dr. Barbara Fischl, and Amy Templeton

Guest: Cindy Corpora (Borough Library Board Candidate) and Evan Davis (Upper Nazareth Township Board Candidate)

**Meeting Called to Order:** 6:00 p.m.

There was a call for public comments. There were no comments.

Board member introductions were made to meeting guests.

Items added to the agenda: Becky Bartlett requested that the Pet Parade and an update on the sale of Chris Abel's milk cans be added to the agenda topics.

**December Board Meeting Minutes:** A motion to approve the meeting minutes was made by Jeff Shepherd, approved by Len Fodera, and seconded by Jarred Bedoya. Approved. No objections.

### **Treasurer's Report (Len Fodera, Treasurer)**

- All of the townships are up to date on invoices.
- The net profit for the 2023 basket raffle is \$7,850. In 2022, the net profit was \$4,526.
- Len addressed the board's requirement to donate to the annual appeal so that the library can declare that the library has 100% participation from its board members to donors and grantors. There is no minimum donation requirement.

### **Director's Report (Holly Bennett, Executive Director)**

- Holly updated the board on the stalemate of the Department of Education budget distribution. (the library board was updated the next day (1/13/23) that the budget was passed for distribution.)
- The annual campaign was sent out the week before Thanksgiving. A total of \$27,000 has been donated thus far. Last year at this time, the annual appeal generated a total of \$21,900. There has been an uptick in donations so far. Holly mentioned that she will be asking the board to help make thank-you calls to donors in January.
- The library was approved by the Wagner Foundation for a grant of \$4,000. The library also received an in-kind grant of books from the Thinking Money for Kids Foundation.
- The full-time position of Customer Service Support is open for applications. Interviews will begin in January.
- Two volunteers were secured to offer one-on-one technology support to patrons.
- Holly recognized the contributions of Jeff Sheperd as a volunteer, staff member, board member, and board president.

## **Board Business:**

### **Director Goals (Jeff Shepherd, Board President):**

- Jeff reviewed the 2023 Director's Goals. Nate Golub commented that the hiring and onboarding of the Customer Service Support full-time position is an important priority for 2024. Jeff Shepherd commented that fundraising should be a board priority for 2024. Jeff recommended that our technology company should be scheduled to present to the board in 2024.
- Nate Golub commented that the board should reconsider a goal to define a plan for long-term fundraising to ensure the sustainability of the building.
- Chris Crook commented that in addition to the Director's goals, there should be board goals.

### **Collection Development Policy Review (Holly Bennett, Executive Director)**

- Becky Bartlett commented that there may be concern from patrons that only two books can be challenged by a patron in a year. However, Becky found this acceptable as the limit is defined in the policy.
- Len Fodera commented that this policy can be amended as we move forward and actively enforce the policy.
- Nate Golub asked how the library handles the donation of books to the library. Holly commented that there needs to be a separate donation policy that stands alone from the proposed Collection Development Policy.
- Jeff Shepherd called for a motion to accept the proposed Collection Development Policy. Becky Bartlett approved the motion and Jarred Bedoya seconded the motion. The Collection Development Policy is approved as it stands. There were no objections.

### **Meeting Reservation Policy (Len Fodera, Committee Chair)**

- The committee continues to meet to discuss various topics that this policy impacts. Len Fodera commented that the committee is concentrating on ensuring the library is inclusive and evaluating topics such as security, decision challenges, rental fees, small groups versus non-profits, etc.

### **Election of 2024 Library Board Officers**

- Jeff Shepherd made a motion to vote on the nominated slate of officers as follows: Chris Crook office of President, Nate Golub office of Vice President, Becky Bartlett as Secretary, and Len Fodera as Treasurer. Julie Bender accepted the motion and Mary Reichel-Knecht seconded the motion. The slate of officers is approved as stated above. There were no objections.

### **Fundraising Committee (Mary Reichel, Committee Chair)**

- The committee decided to cancel the dinner dance fundraiser after conducting research of other local non-profit fundraisers.
- The Committee is proposing to host an open house, entitled *The Taste of Nazareth* or *The Heart of Nazareth* in the spring/summer of 2024. The committee plans to hold a brainstorming meeting after the holidays. The goal would be to educate the community on the library and how the library serves the community.
- There is an outstanding grant of \$1,000 that is restricted to fundraising and must be used by mid-2024. This was originally marked for the dinner dance.
- The upcoming Pet Parade will be discussed by the Fundraising Committee. Jeff Shepherd suggested that Davene Perruso become the Chair for the Pet Parade event.

- The donation of the milk cans from the estate of Chris Able was discussed. Holly talked about the approach of selling the milk cans, noting that it is important to capitalize on the right audience to maximize the profit. Holly suggested that the board assist with finding the best audience to raise money from this donation.

#### **Wagner Foundation**

- Jeff Shepherd addressed the board regarding a representative to sit on the Wagner Foundation. This representative must reside in the Borough.

#### **Barbara Fischl**

- Jeff Shepherd talked about the accomplishments of Barbara Fischl while she served on the board. A gift was purchased, a plaque was made to be displayed permanently in the library, and a formal citation was created to recognize her accomplishments. Barbara was unable to attend this meeting; however, she agreed to join the board in January so that she can be recognized.

Jeff Shepherd motioned to adjourn the meeting. Becky Bartlett seconded the motion.

Jeff Shepherd adjourned the meeting at 7:45 p.m.

Submitted by: Julie Bender, Treasurer