

## **I. Welcome**

### **a. Call to Order**

Tom called the meeting to order at 7:00 pm. He shared that there are only four more meetings this calendar year and expressed his appreciation for the commitment of the Board members in moving forward with objectives.

### **b. Approval of Meeting Minutes**

Motion by Dwight seconded by Sandra to accept the meeting minutes. All in favor.

## **II. Reports**

### **a. Executive Director**

—Lizzy will be out over Memorial Day

—The library is closed Sunday/Monday of Memorial Day

—Lizzy has developed a new Org chart that will be shared with staff the following day. Are will be assuming more responsibility for operations to allow Lizzy to focus more on strategy. The part-time tech resource is retiring in July and there is no plan to refill the position.

—Lizzy is pleased with the new annual report format. It is being finalized and will be distributed shortly.

—There is a hiccup with the installation of the new HVAC system. A component is missing from the new equipment and it is on hold until this is located. In the meantime, they are making do with continuing services in spite of the hole in the wall at the top of the steps.

—Chelsea was awarded the CCLS employee award for the month of May due to her work on renewing clearances for library employees.

—The library fish died but it was used as an opportunity to teach children about grieving.

—Upcoming events include: Summer Learning Program, Beautify the Barriers, Jubilee Day, Simpson breakfast/dinner

—Lizzy distributed stats on circulation for March and April. The are down from prior year.

—Attempting to get an intern to assist with PANO

### **b. Financial Report**

Trish covered the Financial Statement highlights.

—Operating cash down \$50k due to maintenance costs.

—Investments up \$45k.

—One-third of the year has passed.

—Revenue is at 47%; state funding has been received.

—Expenses reflect higher maintenance costs.

—Receivables for Capital Campaign stand at \$97.8.

### **c. Committee Reports and Updates**

#### **1. Finance Committee**

Trish discussed the following:

—Discussion on sustainability by working through five year projections using CCLS format.

—Finance Committee supporting Lizzy in her budget projections.

- Trish developed a crosswalk to CCLS format hoping to produce monthly.
- Reserve study to evaluate future building expenses will help in developing budget.

## 2. Fundraising Committee

Ed shared that we are at 51% of budget for fund raising one-third of the way through the year.

Dawna shared a report that shows fund raising efforts and historic donations. This will assist on focusing on efforts that are most beneficial to the library.

Board members threw around some ideas for different fund raising opportunities. discussed Taste of Mechanicsburg and Kitchen Tours.

## 3. Governance and Operations Committee

Board self-assessment was completed in April.

Dwight deferred to Karen who is heading a subcommittee for recruiting and retaining Board members.

- Establishing a process
- Create fact sheet
- Create application
- Review
- In July, determine which of the current Board members will continue to serve and which positions will be vacated.
- We have made an effort to create staggered terms so there is not a significant rollover of members at the same time.

## 4. Outreach and Advocacy

Gearing up for Silent Auction.

- looking to expand solicitation beyond library members.

Follow up required and getting library info in all community newsletters.

Follow up on seeking interns from local colleges to assist with social media/marketing.

## 5. Properties Committee

HVAC update provided under Executive Director Report.

Reserve Study being pursued.

## d. Friends of the Library Report

Emily provided an update on behalf of the Friends,

- Anticipate reach \$1 million mark in book sales this year. eBay online sales have reached \$50k.

- Will be celebrating staff on June 24. Certificates and awards will be provided for years of service.
- There will be three fund raisers at the Little Theater of Mechanicsburg.
- Revolutionary Hot Sauce will have Dine-Outs every Wednesday this month.

### **III. Old Business**

#### **a. Approval of Revised By-Laws**

Motion by John P and seconded by Ed to accept rewritten bylaws. All were in favor.

### **IV. New Business**

#### **a. Proclamation for Earnie Zimmerman for his many years of service to the library.**

Motion by Sandra and seconded by Karen to issue a proclamation to Earnie for his dedication to the library. Tom and Lizzy will present. All were in favor.

#### **b. Auction items publicity-discussion**

Letters to merchants and list of merchants were distributed to Board members. They are to sign up to solicit for Silent Auction items. Board members can add merchants to solicit for donations.

Karen requested cash contributions from Board members to purchase items for 1-3 baskets sponsored by Board members for the Silent Auction.

### **V. Closing**

Dwight made a motion to adjourn the meeting at 7:20 seconded by Atreia. All were in favor.

#### **a. Action Items**

### **VI. Adjournment**