I. January Board Meeting

a. Call to Order

Attendance

Members

Present: Karen Cochran, Patricia Leib, Ed Blum, Thomas Topolski, Sandra McIntyre, Corrin Ruggiero, Dwight Utz, Elizabeth Seidel, Brenda Schoffstall, John Petrie, ATREIA SINDIRI

Absent: Arn Howald, Rob Moran, Heather Knisely, Belinda Lawrence, David Carll, johnanthonysemail@gmail.com

b. Visitor Recognition

Anne Fiorenza attended on behalf of the Friends

c. Election of Trustees

Motion by Dwight; seconded by Tom. All in favor - motion carried.
Motion was made to elect officers: Tom Topolski President; Karen Cochran Vice President; Trish Leib Treasurer; Sandra McIntyre Secretary. Motion by Ed; seconded by Corrin. All in favor - motion carried.

1. John Petrie
2. Brenda Schoffstall
3. John Anthony
4. Atreia Sindiri

d. Minutes of Previous Meeting

No comments

e. Treasurer's Report

Trish discussed the following to provide an overview for new members:
*2025 Summary of Accounts focusing on endowments
*Balance Sheet as of 12.31.2025
*Detailed income statements comparing 2024 to 2025
*P&L YTD vs. Actual Budget Ed pointed out that the fund raising line item reflects Capital Campaign dollars but even with subtracting them out, projected was exceeded.

f. Committee Reports

1. Finance Committee
   Orrstown loan paid off with authorization by Board. Board also authorized Finance Committee to shift internal funds to reimburse other funds from which Capital expenses were paid.
2. Outreach and Advocacy Committee
   No Update

3. Properties Committee

   Approval of selection of Ainsworth for replacement of upper level HVAC unit for the total price of $102,736.

   Property Committee recommended higher bid due to the thoroughness of the response and walkthroughs that provided details that were absent from the competitor. Equipment selection was made from recommendation by Ernie Zimmerman and incorporated in bids. Lengthy discussion about follow-up on bid requirements and whether the library has to comply with state procurement policy since we receive state dollars. This will be addressed before we make any additional capital improvements. Lizzy has reached out to attorney to inquire about this requirement and the contract will be sent to him for review.

   Motion to approve made by Dwight; seconded by Karen. All in favor - motion carried.

4. Governance and Operations Committee

   No update. Dwight is prepping for the first meeting and looking at scope of committee responsibilities.

5. Executive Committee

   Planning is on track for Sue's retirement celebration on February 1 between 11 and 3.

g. Staff Reports

1. Executive Directors' Report

   Spent majority of time on learning internal procedures and transition. Plans to get out more in future.

2. Assistant Director's Report

   Will not be presented in future except as Lizzy incorporates in her report.

3. YS Coordinator's Report

   Will not be presented in future except as Lizzy incorporates in her report.

h. Friends of the Library Report

   Board was grateful to friends for additional $50k provided at year end. Next book sale scheduled for February 20-22.

i. Resolutions

   Recognition of retiring board members.

1. Heather Knisley
2. Belinda Lawrence
3. Rob Moran

j. Other Business

1. Vote to approve installation of wayfinding sign outside of library by Camp Curtain Historical Society/CWRT, unofficially recognizing it as a Civil War site. Pictures attached.

Move to approve by Karen; seconded by Corrin and approved with caveat that there are no conflicts.

2. Installation and maintenance will be taken care of by the organization that created the signs.

3. Approval of Friends Memorandum of Understanding

   Motion by Sandra; seconded by Trish and approved by Board

k. Adjournment- January Board Meeting

Meeting adjourned at 5:14 with motion by Sandra; seconded by Corrin and approved.

II. Board Retreat

Board retreat kicked off at 5:43 after dinner.

a. Welcome, Admin, and Introductions

All members provided a brief intro of their backgrounds.

b. Icebreaker and Team Building

c. Board Responsibilities and Operations

Tom provided a framework for the Board: A Year of Consolidation and Transition emphasizing advocacy

d. Dinner

Between meeting and retreat

e. Financial Status- Operational Budget, Reserves, and Capital Campaign

Trish provided a high level overview of the budget. She went through the Capital Campaign status and stated that the Finance committee will make some internal shift of funds as authorized by Board.

f. Public Libraries-- Challenges and Opportunities-- What Do These Mean for Us?

Lizzy shared some documents that discuss the future of libraries and wanted Board members to specifically focus on the Executive Summary and User Personas. Population is becoming more urban, more diverse and is aging.

g. Demographic Review

Tom shared demographic trends including age ranges (25% under 18, 25% over 65, and 50% working) and diversity statistics. South Asian/Indian represent 26% or a higher than average density in CV school district.

h. Strategic Plan Review

Tom feels that we need to re-evaluate how to apply the strategic plan and move it forward. There was a lot of discussion about responsibilities and measurement of success.

i. Lizzy's First Thoughts and Impressions

Lizzy has some ideas about how to make some updates to the library. She feels that Sue has created a strong foundation from which to work. She is excited to get out in the community more and to increase Arn’s exposure for him to gain additional experience.

j. Open Discussion

k. Conclusion and Actions/Follow-Up

Meeting wrapped up around 8:15 pm.