

G.C. Community Library

Board Minutes

January 16, 2025

(1) Board Members attending: Carla Ligo, Dave Kershaw, Heather Leskanic, Zack Bombatch, Melissa Broerman, Vince DiStasi, Meghann Kelly, Lydia Speice

Interim Director attending: Scott Amon

Employees Attending: Heather, Sean Newton, Wendy

Invited Guests: Sarah Johnston

- *Special note -- Scott, Heather B. and Sean participated in meeting from the library while other attendees participated via videoconference due to potentially hazardous weather conditions.*

(1) Carla called the meeting to order at 6:30 p.m.

(2) Motion to approve minutes from December meeting was made by Vince and seconded by Lydia. Motion carried. None opposed.

(3) Bills Paid/To Be Paid: Motion to approve made by Vince and seconded by Lydia. Motion carried. None opposed.

(4) Financial Report: Melissa's friend Sarah Johnston is a patron of the GC library and is willing to offer guidance (at no charge) with financial matters. She has a finance degree but is not currently employed by a financial institution. The library board's treasurer position is currently open. Melissa was to have served as treasurer but is not able to due to her employment with PNC Investments. The board voted to approve Sarah's unpaid assistance to the board and staff following a motion by Dave and second from Melissa. Motion carried. None opposed. State aid income has been received in the amount of \$38,385.01. Our bank balance is currently at \$75,893.56.

(5) President's Report (from Carla):

Carla said she received the United Way application. UW director Amy Foley told her the agency has not received 100 percent of the donations they normally aim for. Carla said any money the UW can help us with will be

appreciated, given the library's strained financial situation. Expenses for the first six months of this year are covered, however, the library will need between \$80,000 and \$85,000 to make it thru December. The majority of that is payroll.

- Efforts will be made to provide a shared tech platform so that library staff, FOL and board members can keep informed about planning for events, fundraisers and projects. Melissa said it's been hard to keep track of everything that is going on for the library.

(6) Library Director's Report (from Scott):

- Scott said primarily as an effort to reduce spending, staff are recommending a switch in their ILS (Integrated Library System). The proposed switch from Evolve, which has served the library since 2018, to Atrium would have to be undertaken as soon as possible in order for the library to not pay two bills in one year. Evolve costs the library \$4,500 a year and provides a reporting system that is more advanced because it is better suited for larger libraries. The Evolve bill will be coming due in April, Scott said. Atrium's contract includes first year/transfer costs totaling \$4,585 for first year and transfer costs in 2025. The 2026 subscription renewal will cost \$895, which includes \$100 for cover images.

Some concerns were raised in relation to the time constraints involved and whether it would be better to wait until next year to make the change. Vince said he didn't think that two months would be enough time and that there are usually glitches that need to be worked out. Scott said the company assures them they can meet the April deadline. It would involve closing the library for two days in March in order to train staff on the new system. Zack said it would be helpful to see a written proposal on the two systems with comparisons on long-term costs and available features. Scott said he would provide that information to the board as soon as possible and a decision would be voted on at a special meeting Jan. 30.

- Maher Duessel, our auditing company, says the cost for the 2024 financial review and 990 filing would be \$7,500. Absolute deadline for filing is this November.

- Cancelled our Quill+ membership (\$100/yr.); raised chocolate bar prices from \$1 to \$1.50.
- The state annual report is due in February.
- Looking into downgrading phone system.
- Integrating old Quickbooks account with new non-profit one.
- Sent W2s out to staff.
- Checking into possible change to library server backup in effort to reduce cost and save \$500 a year (from \$1,500 to \$1,000; three year commitment).

(7) Children's Programming/Fundraisers (from Heather B.):

- Special events and fundraisers are scheduled for this year including the winter soup and sandwich sale on Feb. 7, Harry Potter on Feb. 21, American Girl Tea Party on March 28, Lunch with the Easter Bunny on April 18, Fandomfest Comic Con on May 10, Summer kickoff bake sale on June 9, used book sale on Sept. 13, raffle basket ticket sales from Sept. thru Dec., fall soup and sandwich sale on Nov. 14, and the 2nd annual Christmas Cookie Walk on Dec. 6. In addition, Sean is organizing a Magic the Gathering in-person card game fundraiser to be held Aug. 9 at the library. Staff hope the GC Masonic Hall will again donate the storage shed where the library houses its used books. Heather said she is also planning a spaghetti dinner fundraiser to be held Oct. 18 in Grove City. The cost will be \$12 a plate and all proceeds will benefit GCCL.
- Two additional fund-raisers are being held in January and February. Beans on Broad coffee shop will donate a portion of their Jan. 30 sales to the library and Blackout Burger will donate a portion of their Feb. 27 sales to the library.
- Looking into offering an adult cooking club program at GCCL. This program was offered previously and went over well. Looking to revise it and schedule sessions.
- The Passport on a Plate event on Jan. 11 was a lot of fun. Heather B. said the program was sponsored in honor of her mentor/teacher, Judy Mills. The summer reading program for 2025 has the "Color Your World" theme. She said she plans to use the theme to focus on "our nationalities, our

differences, and our cultures.” This summer, there will be German language programs offered for children. Heather received special recognition from the state last year for her international culture summer programming effort.

- (8) Friends of the Library Report: Meghann provided details about the group’s Jan. 18 Casino Night event. There will be a variety of casino games, DJ, catered buffet dinner, plus chances to win big-ticket prizes such as a Ring security system with free installation, Blackstone grill, Hairtique spa package, plus Pitt basketball tickets. 70 tickets have been sold for the event at \$50 each. They are expecting additional revenues to be made from the sale of extra casino cards during the event. Meghann said the FOL is looking to host two big events, along with smaller fundraisers, each year. Zack, who serves as the trustees’ fundraising committee chair, expressed the need to review and clarify how the FOL group is governed and the need to establish a more collaborative and streamlined fundraising effort with the library. The group’s membership increased significantly over the past year.

- (9) Unfinished Business: Looking into American Funds retirement plan to ensure payments are being made as required.

Also, Carla said she will be contacting Iron Point Financial regarding investment account.

Following a check-in with Anderson Insurance, Scott said it was determined the library has been overpaying for workman’s compensation. The library will be getting \$2,500 back as a result.

- (10) New Business: It was announced that board trustee George Pokrant has decided to leave the board. He had also issued an email to explain his action, which was to take effect immediately.

- Board members held an informal work session at the library on Jan. 23 to discuss matters including plans for the open house (to be held Feb. 22), the Friends of the Library group, and the proposed change in the circulation/cataloging network provider. Zack is proposing an initiative in which board members and FOL members would pledge to donate \$25 a month to the library while encouraging other individuals they know to do the same.

- Board members scheduled a special meeting Jan. 30 at the library for the purpose of taking action on the recommendation by library staff to move ahead with switching online circulation network providers.

(11) Meeting adjourned at 8:35 p.m.

Next meeting is Feb. 13, 2025.

Minutes submitted by Heather Leskanic, board secretary, on Feb. 3, 2025.