

# Robesonia Community Library Board Meeting Minutes

## December 28, 2023

### Meeting in Robesonia Borough Hall

The meeting was called to order at 7:00 pm on 12/28/23 by president Mindy Cohen. In attendance at Borough Hall were Geneva Berger, Charles Brown, Bill Kase, Madison Mayhew (Library Director), Donald Stripling, and Laura Yazemboski (by phone). Also in attendance were Carlos Jenkins, Leslie Pirl-Roth, and Cindy Murdough.

#### 1. Librarian's Report

- Mario Cart events are scheduled to start in January 2024.
  - The library is switching to Spark in February. The library will be closed on 1/10 for training on the new system. The board agreed that the library will purchase two large pizzas for the staff. Geneva will pick up and deliver the pizzas to the library.
  - Madi has completed 3 of the 9 required credits for her Library Director position: Intro to Library Services.
  - The annual audit will be due September 15, 2024. This year's audit was submitted late, and the state was lenient.
  - The Christmas Palooza and subsequent in-library bake sale earned \$295.
  - The Wish Tree will remain available until 1/15/2024.
  - An account at JBT has been set up in the library's name. The director will be a cardholder rather than the owner of the account.
  - The library will utilize Verizon for phone service. The Verizon handsets are \$300. The cost of the handsets plus the \$55/month fee is less than the estimated \$110/month with current provider. Therefore, the 2024 phone cost should be less than the previous year.
  - Library hours will be extended to 6:00 pm on Mondays and Fridays in 2024. This extension will alleviate the need to cut hours following the hiring (additional hours) of a library director.
- Don made a motion to accept the librarian's report. Geneva seconded, and the motion was carried unanimously.

#### 2. November 2023 Minutes

- Correction: 2024 meetings will be held on the second Monday of the month at 6:00 pm (rather than the third Monday of the month).

#### 3. Estate of Stewart J. Wenrich

- The library and board members are extremely grateful for the \$20,000 left to the library in the will of Stewart J. Wenrich.

#### 4. 2024 Library Budget

- Donald presented the proposed 2024 budget from the Financial Committee. He eliminated all unused lines from the original document for more efficient understanding.
- All employees are to receive a 3.5% raise.
- The 2023 surplus from the budgeted but unused director's salary (a director was not hired until August 2024, but the salary was budgeted for the entire 12 months of 2023) was used to offset the raise.
- Donald will inform the accountant of the raise so the 2024 paychecks will reflect the raise.
- Christmas bonuses of 2.5% with a minimum of \$50 were approved on 12/15/2023 by email vote. The separate checks (not included with weekly pay) were dated 12/22/2023.

Mindy made a motion to accept the budget. Don seconded the motion, and it was approved unanimously.

## 5. Fund Request for Gaming Area

- Leah and Madi would like to create a gaming area next to the director's office. The project requires two bean bags, a wall-mounted TV, and a Nintendo Switch gaming system. The estimated cost for these items is \$2,000. Madi will make a presentation to the Friends of the Library to request the funds for the gaming corner.

President Mindy Cohen adjourned the meeting at 7:39.

Respectfully submitted by Laura Yazemboski on 12/31/2023

Next board meeting to take place Monday, 2/12/2024, in the Library at 6:00 pm