

ELIZABETH B PERT LIBRARY

Meeting of the Board of Trustees on June 26, 2025 @ 6:30

P.M.

PRESENT: Bobbi B., Nancy D. and Ella P.

Treasurers' Report: Nancy gave if of members present a copy of Activity of Finances by Month January-May. There was one correction in Total of Fundraising Revenue, which was that \$1500.00 was a United Way Grant and should not be included in that total.

We have \$58,000 for yearly salaries and have spent est. \$7,200. Nancy met with the bookkeeper last week and she is exploring doing payroll herself and eliminating Paychex. We have \$8000. Budgeted for Bookkeeper and have spent approx. \$2100.00. We have spent no money on collections. Bobbi B. asked if Nancy D. could add another line to spreadsheet to show Remaining Amounts for each area.

Secretarys' Report: Report from last minutes was reviewed and accepted.

OLD BUSINESS: The Book Reading at the Montour Library that Kylie R attended was well attended and Kylie R. purchased a copy of the book. Bobbi B. stated she would like to purchase this book on Freedom Village as an addition to our local history. We need to ask Kylie R if she would be willing to donate her copy to our library or do we need to purchase our own.

NEW BUSINESS: Bobbi B. has been working on Contracts of Employment for our new positions. We have hired a Director and an

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Assistant Director that will become effective on July 8, 2025. She passed out copies of the contracts for us to review and make any changes. We reviewed and accepted these contracts as is. We also reviewed the job descriptions and accepted as written. She will attach job descriptions to each contract and the new employees will sign on July 7, 2025. All training hours before July 8, 2025 will be paid for by Tom Phillips out of funds in VLH Community Resource Association. Both new employees will need to go to Director Advisory Committee meeting for all new directors and assistant directors.

Bobbi B. sent out letters to all applicants for our positions stating that the openings have been filled. They were informed their applications would be kept on file for a year. The Board President also thanked them for applying and expressed that our library is always looking for volunteers.

Other Business: We discussed the need for some items, such as: a four drawer lockable cabinet to keep confidential materials in; a new vacuum that is lighter and easier to use; a conference table. Can we get these items and take funds out of supplies?

We also need to set up a MEET & GREET at the library so the community can get to meet our new director and assistant director. We thought maybe mid-August which gives Amanda and Cathy time to acclimate to their new positions. We would serve some refreshments. We will discuss this with Amanda and Cathy before setting a definite date and advertising the event.

We adjourned our meeting at 8 P.M.

