

Community Library Association
Board Meeting (In-Person and Zoom)

5/21/24

Board members in attendance: Dave Bennett, Steve Lackey, Florrie Chapin, Megan Shaw, Heidi Brayer

Staff members in attendance: Jill McConnell, Kelley Beeson, Sara Mariacher

1. Meeting called to order at 7:05
2. Summer Reading Program Presentation: Sara Mariacher and Kelley Beeson
 - a. Summer Reading Club is a big, busy time at the library for all departments and all ages. Folks are encouraged to read and participate in library programs from June 1-August 3.
 - b. Board members are asked to be at the Finale Party at Allegheny RiverTrail Park on Saturday, August 17th from 3-5pm and volunteer if possible!
3. Motion to approve minutes from last meeting; approved.
4. Board Reorganization:
 - a. Reappoint Sandie Enders for 3-year term
 - i. Would like Sandie to help with succession planning
 - b. Reappoint Dave Bennett for 3-year term
 - c. Reappoint Kate Vavpetic for 3-year term
 - d. Reappoint Steve Lackey as President
 - i. Steve is in his 2nd of 3 years
 - e. Reappoint Dave Bennett as Treasurer
 - f. Reappoint Susan Skowron as Vice-President
 - g. Reappoint all roles by written unanimous consent since there is not a quorum
5. Parental Leave Policy (Steve Lackey)
 - a. Discussion about verbiage and how PTO is calculated
 - b. Clarify 'non-consecutive': employee needs to be employed by CLA for 12 consecutive months and work at least 1,000 hours
 - c. Motion to approve policy; approved.
6. Treasurer's Report (Dave Bennett)
 - a. Draft Audit Report
 - i. Deficiencies and suggested resolutions:
 1. New tasks with which Dana is unfamiliar

- a. Engage accountant, Tracy May to review books before audit. If nominal cost, suggestion to review books several times each year
- 2. Cash disbursements
 - a. Provide 20 canceled checks
- 3. No disaster contingency plan
 - a. Jill has been gathering other libraries' policies for board to review
- 4. No adequate training for cyber security issues for staff
 - a. Training for staff will take place in 2024
- ii. Motion to approve draft audit reports; approved

b. Funds Transfer

- i. Motion to approve transfer of capital campaign funds to money market account with Mass Mutual; approved

7. Director's Report (Jill McConnell)

All board members received a copy of Jill's report prior to the meeting. No comments or new information to share.

8. Capital Campaign Update: (Steve Lackey)

- a. Next big event: Tuesday, June 18th @11:30AM. "Break through the Wall." media event to launch the public phase of the campaign.
- b. We are over 50% of fundraising goal and on track with timeline campaign of events.
- c. CLA to be mindful of # of fundraising emails sent out

9. Other Business

10. Meeting Adjourned at 8:13PM

Accepted by:



Date: 5/21/24