

Mount Pleasant Library Board of Director's Minutes

February 5, 2020 6:00 PM

The mission of the Mount Pleasant Free Public Library is to promote literacy, advance life-long learning and serve as a gathering place for an active and informed community.

Call to Order: S. DiPasquale called the meeting to order at 6:10 pm

Pledge of Allegiance

Roll Call: Present: S. DiPasquae, K. Ceroni, C. Williams, D. Walker, J. Crivella, J. Kapelewski, L. Wilson, D. Hutter, Library Director, B. Dawson. Absent: J. Landy

Guest Speaker: Dana Farabaugh, District Consultant, Westmoreland Federated Library System

Farabaugh presented an overview of the Federated Library System presentation was to present an overview of the Federated Library System including its organizational structure, purpose, and function(s). She also addressed the expectations and responsibilities of local library board members.

Farabaugh distributed a board orientation packet to each board member.

Approval of Minutes: The following corrections were made to the January 2, 2020 minutes:

- Motion made to have officers, S. DiPasquale, president; C. Williams, vice-president; K. Ceroni, secretary; J. Kapelewski, treasurer and D. Walker as financial chair to have signing privileges with Pittsburgh National Bank account. Motion made by D. Walker; Seconded by J. Crivella; motion carried.
- Secretary, K. Ceroni assigned to go to PNC and get necessary check signing paper work.
- Motion made to authorize officers, S. DiPasquale, president; C. Williams, vice-president; K. Ceroni, secretary; j. Kapelewski, Treasurer and D. Walker as financial chair to view First Commonwealth credit card account, ask questions about account, and make changes to account. Motion made by D. Walker; Seconded by L. Wilson; motion carried.

Motion to approve minutes of January 2, 2020 minutes with above corrections made by D. Walker; Seconded by C. Williams; motion carried.

President's Report: President S. DiPasquale announced the following committees and members of each committee with the chair being the person first named for 2020:

- Development: J. Crivella, J. Kapelewski, and C. Williams
- Property: L. Wilson, D. Walker, and D. Hunter
- Finance: D. Walker, J. Kapelewski, and L. Wilson
- Policy and Governance: C. Williams, K. Ceroni, and J. Landy

Di Pasquale requested that the board vote to approve an additional committee called

Community Outreach and PR with K. Ceroni, J. Crivella, and J. Landy. Board to decide role, authority and limitations of this committee.

Motion to approve made by C. Williams; Seconded by D. Walker; motion carried.

DiPasquale discussed memorial tree concept with board as created with Ginny Goswick , art teacher at Mount Pleasant Area Junior Senior High School. The board agreed that the tree was a good idea for smaller donations, but would like to continue to pursue other avenues for more substantive donations.

Our Township Supervisor, D. Hutter offered to have the township cover the cost of a Cricket machine for the library to quickly and efficiently add leaves to the tree as donations were made.

K. Ceroni pitched the idea of selling memorial bricks for the front of the library lining the walkway.

She distributed copies of cost provided by Sandzimir Memorials, Inc. (Attached)

Director's Report: Brian Dawson reported the following:

- Current week devoted to on –going weeding of collection
- Reduce clutter within the next two weeks.
- Identified problems with the cataloging of the juvenile collection. Weeding and aligning subject headings should resolve it.
- Meet with staff on previous Friday
- Created the following departments: administration, collections and assets, development, facility, finance, operations, and outreach and community strategy
- Assigned responsibilities to specific staff members such as periodicals, institutional archiving, social media and personal goal setting
- Reported that Janis Gamble started her job as bookkeeper on January 26, 2020
- Reported that need exists to coordinate WLN system people with Ford Business Machine people to install printer to network computers
- Reported that plans were in the making for our library to host for the second year the Mount Pleasant Area School District Art Exhibit
- Reported that the Annual State Report was due February 29, 2020
- Presented changes to conflict of interest policy (attached). Motion made by J. Kapelewski; Seconded by D. Walker; Motion carried.
- Distributed a 2020 snapshot of the market value of services provided by our library (attached)
- Director raised topic of issuing building key to student workers (under age 18). Postponed vote to check with insurer about liability issues.

Treasurer's Report: None

Property Report: L. Wilson reported that the large library plaque had been installed.

Friend's Report: Bonnie Wilson reported that the Friends were planning their Spring Fling Vendor Show to be held at the library on Sunday, March 29, 2020 from 1-5 pm. Admission is 5.00. She asked the board to distribute flyers and promote the event.

Old Business: Vote was taken to close out account with Ohio National Insurance Company to insure that future audits are clean. Motion made by K. Ceroni; Seconded by D. Walker; Motion carried.

Adjournment: Motion to adjourn made by D. Walker. Next meeting date: March 4, 2020 6:00 pm.

Submitted by Kathleen M. Ceroni, Secretary *Kathleen M. Ceroni*

Stacy DiPasquale President _____