

August 19, 2025 Board of Trustee Meeting

✓ Barbara Bolton ✓ Todd Bruce ✓ Lenda Carrillo ✓ Peter Doehring ✓ Barbara Forney ✓ Dan Gannon ✓ Rob Gallagher ✓ Vicki Gehrt ✓ Kari Jarmuz ✓ Mandy Lake ✓ Will Marjarian ✓ Pattie Morgan Miller ✓ Barbara Necarsulmer ✓ Lee Sausen ✓ Sharon Smith ✓ Corrine Sweeney
xTony Talbert ✓ Collis Townsend

13 present (18 Trustees)-Quorum achieved

Guests: Chris Manna, Barbara Cairns, Filomena Eliot, Chris Penny, Cat Stenta, Annabelle Pilcher

Agenda items
CALL TO ORDER/PUBLIC COMMENTS
The meeting was called to order at 5:01 p.m.
APPROVAL OF JULY 2025 BOARD MINUTES
Barbara F. made the motion to approve the July minutes, which was seconded by Barbara B. All in favor.
PRESIDENT'S REPORT
<ul style="list-style-type: none"> • Collis briefly reviewed his report • He presented a motion to move the November Board meeting to November 11. The motion was seconded with all in favor.
DIRECTOR'S REPORT
Chris reviewed his report and discussed status of building repairs related to recent electrical issues.
COMMITTEE REPORTS
<p>Personnel Committee: (Vicki Gehrt)</p> <ul style="list-style-type: none"> • Vicki thanked the personnel committee and Chris for all their excellent work on the personnel manual that was presented (with one small correction). • A motion to accept the manual (with one small correction). was made by Barbara F and seconded by Corinne. All in favor. • The Board congratulates the committee and others who participated in this important and long needed effort. <p>Building Committee: (Will Marjarian)</p> <ul style="list-style-type: none"> • Discussed toll of dealing with building issues on Chris's time. Volunteer John Bonacassa is working well. But is this the best long-term solution?

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- Will to schedule a meeting in the next 30 days to discuss.

Nominating: (Barbara Forney)

- Next month will plan to present two candidates for the Board.

Development Committee:

- In Tony's absence, committee co-chair Barbara Cairns presented the report.
- For 2025, revenue streams seem on target.
- Raiser's Edge Transition should be complete by the end of September.
- The committee meets monthly to discuss status of fundraising and any events or projects.
- Annual appeal materials totally re-done. Will be mailed then follow up with the digital format.
- Committee needs to look at future needs and build the development program to meet these.

Communications Committee: (Rob Gallagher)

- Efforts tie to strategic Plan
- Focusing on event promotions.
- Getting staff out in the community to build relationships

Program Committee (Peter Doebling)

- Prior to the next meeting focus on how to collect information in order to better plan and evaluate programming/.

Strategic Planning (Mandy)

- There is now a shared document that can be reviewed and added to by the team
- One key is how we use our resources and how to measure success.

Friends of the Library (Barbara Bolton)-

- Shop and Dine close to \$14,000 in proceeds
- Next year will consider offering both paper and online tickets.
- Friends will be sponsoring a "how to" class on genealogy.

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Finance Committee: (Lee) Report provided.

- Lee reviewed the current status of the budget and the changes recommended in the budget amendment.
- These include the required 12% of budget spending on materials and changes necessary due to the new Development Director and movement of some items between budget lines and to the capital budget.
- It includes draws from the endowment and reserves.
- Discussion of amount of reserve and minimum cash on hand needed. This will drive final decision on how much to re-pay to reserves of the \$2 million borrowed for the new building.

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<ul style="list-style-type: none">• Average cash burn rate and amount of variable revenue streams (non-governmental) to be part of discussion.• We do not have a policy on this, Finance committee needs to discuss and recommend one.• Motion to accept the amended budget made by Barb B seconded by Mandy, all in favor.
DISCUSSION TOPIC –
EITC <ul style="list-style-type: none">• Chris and Dan led a discussion of this important tax benefit.• Events are planned through the next few months to help people understand how this benefits both them and the library.• Board is urged to share the information and or invite people to upcoming events.
ADJOURNMENT
Dan made a motion to adjourn the meeting at 6:29 p.m. which was seconded by Barbara B and approved. Next meeting Tuesday, September 16 at 5pm.

Respectfully submitted,
Barbara Necarsulmer, Secretary