

Ridgway Public Library
Board of Directors Meeting Minutes
January 22, 2025

Attendance

Present: Bea Terbovich, Jessica Pontious, Steven Brazinski, Veronica Joiner, Steve Cleveland, Jane Bryndel and Jessica Wonderly, Director.

Excused: Suzanne Wolfe

The meeting was opened by President Steven Brazinski.

Minutes: The December minutes were approved written.

Director's Report:

- Jess got display case for \$1,500 with locking lid
- Children's Programming:
 - Lego Club has met a few times –
 - Final 2024 Storytime and Rhyme Time were held
 - Noon Years Eve event – 64 people attended
 - “counted down” and festivities with food/drink
 - Boardem Game Club - held twice since we last met
 - Taught Cinch in the last meeting
 - Next one is February 14th
 - Sushi Making Class – max capacity
 - Also did Adult Sushi class
 - Got 70 new followers
 - Needlework Club had Alpaca Speaker
 - Received 5 cases of Paper from Domtar
 - Jack Cleaver gave Library over \$300 from his Christmas Village
 - Went towards Children's Room updates and decorations
 - Library After Dark – new initiative
 - Sushi Seminar was a test run
 - We likely can have up to 10 liquor serving events before we need to pay liquor permit fees
 - Looking at this more than programming, as oppose to fundraising
 - Next event is February 13th - “Paint Your Partner”
 - 11 couples signed up already - thinking 20 couples max
 - Future Programming
 - Chinese New Year event coming up in February
 - Trout Unlimited
 - In talks with other Libraries in area to share Social Worker for those that need it - discussion being held in February

- There is funding that comes from drug busts that has to be applied to education, remediation and treatment.
 - GOALS FOR 2025: This will be a banner year for the Ridgway Public Library!
 - Increase social media followers by 25%
 - As of 12/2024: Instagram - 395, Facebook - 1,382
 - Try to get more people in to teach or talk about new skills/knowledge
 - Get educated on what it would take to get the Eunice McCloskey archives
 - Use the Conservatory for more adult programs with decorations to highlight what a great venue it would make.
 - Board discussed renovating the Basement to make a bigger play space for Children's programming - possible quick/inexpensive fix to make access be safe and provide more space
- Bea made motion to approve Director's Report. Jane seconded. Motion carried.

Treasurer's Report:

- Up \$20K in 2025 budget vs 2024
- Funds were entered into CD today - in until February 24th, and would have 10 days to do something with it
 - Northwest has a 6-month 4.15% CD available
 - Jane made motion to take CD ending February 24th to highest bidder. Ronni seconded. Motion carried.
- On the balances that were given, the Northwest Balance must now have the State funding in it
- Bea asked about \$33K taken from CD for Renovations
 - Should this be included in an Operational Budget?
 - Jessica W. to ask Accountant
 - Should we tease out the grants accepted for Renovations for the Operational Budget so that we see where we stand?
 - Do that moving forward - Steve and Jessica W. to work through this
- Ronni made motion to approve the Treasurer's report. Bea seconded. Motion carried.

Building Committee:

- A long table from the basement has been refurbished and put in the media room to create a new layout.
- Carl was working on an insulation quote for the 3rd floor.
 - Jane made the motion to pay up to \$5,000 to insulate the third floor. Steve C. seconded. Motion carried.
- Matt from Epic is supposed to come by and will go over radiators/furnace with Jessica W.

Finance Committee:

- We received our state aid on January 6th, \$30,138.07.
- We received Spring Creek Township's municipality allocation of \$150
- The CNB CD interest for 2024 was \$2,316.22

Administrative:

- Jessica W. will be going on a trip/out of the office January 31-Feb 3
- We're going to need to get a new edition of Quickbooks, RPL's is obsolete and it might come with a fee. Jessica W. looking for discounted rates now.
- Updated "Meeting Room Use Guidelines" Policy for review
 - Jane made motion to approve the updated policy as presented. Ronni seconded. Motion carried.

Grants:

- We were awarded and received \$8,200 for the Garden Kaleidoscope from the Doris Stackpole Foundation. The downpayment of \$3,000 was sent on 12/23/2024.
- We were awarded \$5,000 from PA Endowment for the Arts via ECCOTA
 - (RPL has to match \$5,000), it's semi-unrestricted, we have to use it for art- related programming/purchases. The check was deposited on January 13th.
- We received a \$5k unrestricted grant from Bryan & Marilou Davido as a memorial to his mother, Susan Davido. (TYS) This can probably be used for the IT upgrades \$3700.
- Jessica W. put in for a grant with ECCF (Elk County Development Fund- \$9,350) for a poured concrete patio and sidewalk. This is for the semi-circle on the side of the porch where the garden kaleidoscope will be housed and the bands for the Music on the Lawn series will perform. Tia can do her Summer Reading Programs from there and we can host more summertime authors and speakers. It was submitted on 1/14 and we should know in 4-6 weeks whether we got it or not.
- Window Replacement:
 - Jessica W. is still pursuing multiple avenues for grant opportunities.
 - Emails submitted to West Penn Power & First Energy (FE said 'no')
 - ECCF won't do that big of a grant, but they might fund it partially.

Fundraising:

- The Moose Lodge sent us a \$200 check (TYS).
- There will be a soup sale on 2/15. If anyone can make soup (or donate soup ingredients to Suzanne) it would be extremely helpful. We tend to sell out quickly, so the more soup we have, the more we stand to make.
- Moose Fundraiser with Darkwater Duo will be held on Saturday April 12th
- Kevin Oknefski gave back \$1k of his \$5k 300 club winnings, so we ended up making \$7,200 on that fundraiser! (TYS)
- Year-end total for the fundraising committee was \$15,555.50!

- Pledges Received:
 - 2/5 Steve & Malissa (TYS)
 - 2/5 Jane & Wayne Bryndel (TYS)
 - 1/5 Horizon Wood Products (TYS) – change to Corporate Campaign
- Sent reminder to Norbert/Linda & Dave Pontzer but didn't receive anything from them yet.
- Is it alright to put the Conservatory Rental paperwork on the website?
- Do photographers need to fill out paperwork/get insurance?
 - Note requiring them to buy insurance - but have proof of insurance / Library named additional insured within their business general liability insurance

Old Business:

- Security cameras – why are we paying for cloud storage for Yi but use Wyze?
 - Jessica W. figured this out; they are now hooked up

New Business:

Next Board meeting on February 19, 2025 at 7pm

Motion to adjourn: Bea. Seconded by Ronni. Unanimous.