

**Ridgway Public Library**  
**Board of Directors Meeting Minutes**  
**August 20, 2025**

**Attendance**

Present: Jane Bryndel, Suzanne Wolfe, Jessica Pontious, Steven Brazinski, Steve Cleveland, Bea Terbovich, Mary McGrath and Jessica Wonderly, Director.

The meeting was opened by Vice President Jane Bryndel.

**Minutes:** The July minutes were approved as written.

**Director's Report:**

- Children's Programming: 280 people enrolled – 50% increase YoY
- 72 Free Programs
- 5500 books read
- 2 week hiatus – then fall storytime/rhyme time will start
- Junk Journaling
- Tie-dye party
- Womens Journaling
- Book Club: September Book Club book pickup is tomorrow
  - 20 out of 24 spots filled
- Stop Motion Film Fest – 28 people came
  - We have candy left over to sell tomorrow at the Concert on the Lawn
- Discussed working with Dickinson
  - Will bring clients monthly or bi-weekly for craft
- Library After Dark Putt Putt Party on August 28<sup>th</sup>
- September:
  - Pops with Cops – Ridgway Police on September 26<sup>th</sup>
  - Tia will have:
    - Pops with Cops – Ridgway Police on September 26<sup>th</sup>
    - Teddy Bear Party
    - September Fire Sing A Long
- October:
  - 21+ Over Taylor Swift Listening Party on October 3<sup>rd</sup>
    - Discussed reaching out to the Brew Bank to sell beer
    - Permanent Jewelry
    - Andy Urman making and selling sourdough
    - Purchased Sonos speakers

Steve C. made motion to approve Director's report. Mary seconded. Motion carried.

**Treasurer's Report:**

- Financial records presented

- Renovation Account: \$42,620.87
- Northwest Account: \$34418.72
- Reminder that we have money in the Nextier Account with over \$100K with over 4.5% yield
- Budget Review:
  - YTD we would need \$58K to finish the year
    - We're almost at the point where we have everything to cover the rest of the year
  - Memorials: up this year
  - Single Pledges & 5 year: On track
  - Groundskeeper: for Snow Removal this year, talk to Alan Buehler to ask one of his kids to shovel
  - Payroll: at 54% of the year, but have only used 46% of payroll YTD
    - Discussed having Tia here full time - she would like to go full time eventually
      - Possibly next year – haven't had a specific discussion about it yet
      - Currently at \$13/hour
    - Discussed increase of minimum wage as well
    - Jess W. will start to talk to the District about this as well to get more information

Steve B. made motion to approve. Bea seconded. Motion carried.

#### **Building Committee:**

- Nancy Tomaski finished the ballroom murals. Bill was \$3,540 more than the estimate quoted/grant funded.
- Carl got the fan on the second floor side porch installed, Steve got some furniture placed.
- The ballroom has subflooring & carpet is installed. Side rooms have junk out and they've been reorganized.
- Steger's is almost done with the patio and the handicap spot.
  - Jess and Steve figured out space for the kaleidoscope
  - ADA compliant around the kaleidoscope
- The fountain is operational, although base may be leaking
  - Carl is still figuring that out
- Joe Delhunty is going to build a built-in shelf for the children's room.
  - We're calling it a "Creation Station", so that ECCOTA grant will cover it.
  - Bea said Horizon can donate wood. Joe to reach out to Dan Terbovich
- A bookshelf from the ballroom was brought down, shelves found and 2 more made. Most of the books on the 1st floor were moved to make room
  - Books are now on the bookshelves
- Carl brought the window guy to measure the windows to get them ordered
- Tables from the 3<sup>rd</sup> floor of the Stone House will be lifted from to the 3<sup>rd</sup> floor of the Library

### **Finance Committee:**

- We received the Q2 Ridgway Borough check \$13,651.36
- We received the Ridgway Township annual allotment of \$10k
- Elk County funding of \$2500 came in
- Need to apply for a Waiver for state funding
  - 11% of expenditure previous year as opposed to 12%
- State funding mandates have changed... instead of 12% of expenditures, it's based on the previous year collection amount. It's going up to \$20 from \$17k
- Donna & Larry Suglia sent a donation of \$2500, this was put into the renovation account. TYS.
- Board reviewed details of Renovation Account
  - We will have a \$6,000 shortfall plus side porch and fountain after everything is paid out of the account (about \$10K with other bills)
  - Jess W. proposed moving \$13K from Money Market account into the Renovation account
  - Steve Brazinski made a motion to move the Money Market account into the Renovation account. Suzanne seconded the motion. Motion carried.
    - Jess P. and Steve C. will close out the Farmer's Money Market account

### **Administrative Committee:**

- Jen Patterson is going to work more hours to cover those left by Pat Snyder, so we don't have to hire anyone new for the time being.
  - Board discussed to adding notary services to the Library's offerings
- WPSU invited me to be an Educational Ambassador. It's a 6-part training that provides "enriching professional development in media literacy, peer to peer connection, and ongoing support from your local PBS and NPR public media station"
  - Jess W. would go for one day of training in State College on October 16 and the rest are online.

### **Grants:**

- Stackpole-Hall \$13k grant evaluation was submitted (for mural).
- Jess W. working on closing out Highmark grant for Yoga on the Lawn
- For grants for next year, earmark projects we are hoping to work on
  - Basement
  - 3<sup>rd</sup> floor side rooms

### **Fundraising:**

- Thank you's & tax letters have been sent to Friends donors \$14,730
- Concert on the Lawn is tomorrow
- In talks with Crows Nest for fundraiser
  - 50% of proceeds with whatever is spent there
  - September 29<sup>th</sup> – October 6<sup>th</sup>

- Jess W. to make flyer

**Old Business:**

**New business:**

- Jess W. communicating with two different people about conservatory events next summer and fall.
  - It would be nice if a board member could spearhead event scheduling and management.
  - Jess P., Suzanne, Steve C. and Mary will be coordinating for events
    - Jess W. to send requests to the committee
- Jean Anders donated Eunice McKloskey print to the Library

Next Board meeting on Wednesday September 17, 2025 at 7pm

Motion to adjourn: Steve C. Seconded by Mary. Unanimous.