

Clarion Free Library Board Minutes  
May 4, 2023

Call to Order: 12:00 pm

Attendance:

Kelly Yocca, Marty Yocca, Christy Logue, Vickie Judy, Jill Spence, Jennifer Fulmer, Cathy Mitrosky

Financial Reports: We are still waiting for reports from Brooks and Rhoades

Committee Reports: We will be doing interviews next week for the director position.

- Vickie reported that we will be receiving the 11 free security cameras that Rose has been working on getting for the library.

President's Report:

- We all received an email with minutes from the district meeting on 5/3/23.
- We had a vote on the bylaws. Kelly made a motion to approve and Christy 2nd. All approved.
- We have transferred the \$40K investment to cover our monthly expenses.
- The mailers for donations went out 4/28/23. We have already received \$1,230.00 (\$969.01 was spent on postage).

CFL Report:

- Saturday May 6th fundraiser - "build your own bouquet" will be at Phrame It on Main St.
- On June 23rd, fundraiser at Mechanistic Brewery - guest bartender. Please come if you are able.

Old Business:

- Lutons finished installing the new sump pump. Marty spoke with them and confirmed everything is OK in the elevator pit. They did not see any other concerns that need addressed. We will pay the other 1/2 of their bill.
- We are waiting to hear from Clarion Office regarding the laminating machine repair. Vickie will call them.

New Business:

- Rose has some concerns regarding procedures at the CFL, including creating new forms for disciplinary action and employee evaluation forms. She will work on these. Also, she will make a list of concerns so the board can review them based on level of urgency.

- We would now like to have Vickie review all time cards for accuracy. All approved.
- We need to review our employment disciplinary procedures. As it is written we give an oral reprimand, then a written reprimand and finally termination if necessary. It was confirmed that an oral reprimand needs to be in writing. All agree. Employees have the option to file a grievance.
- Vickie is requesting unpaid time off for July for her grandchild birth. She is also requesting days for Thanksgiving and Christmas for a total of 2 weeks. Christy made a motion to approve, Jill second. All agreed.
- Marty has spoken with Austin Chambers regarding repairs to our front steps. He will be able to make all required repairs and repoint the joints for \$1,260.00. Jennifer will notify the boro of our intention to repair. We will see if the friends have funds to assist.

Meeting adjourned at 12:55 pm.

Next meeting: June 1, 2023, 12 pm.