

Clarion Free Library Board Minutes

January 13, 2022

Call to Order: 12:00 pm

Attendance:

Ian Snyder, Jill Spence, Paula Dee, Kelly Yocca, Christy Logue, Cathy Mitrosky

Minutes of previous meeting: approved Cathy, 2nd Paula

Committee Reports: N/A

Financial Reports: From August approved Cathy, 2nd Paula

FOL Report: FOL had a book reading in December. The author, Pam Selker-Rak has donated \$5,000.00 of profit from book sales to the library. This money will be put towards updating our computers.

Directors Report:

- Construction is going well. The restroom doors are still being delayed. The incorrect doors were purchased for our basement entrance and we are waiting on replacements.
- The application for the American Rescue Plan funds should be done by the end of the week.
- Due to health issues, our bookkeeper will be retiring. The board needs to decide who will replace her. The board made a motion for Kelly Yocca to be the replacement for the position which is about 8 hours per week. Paula approved, Christie 2nd. Kelly will come in this next week to work with Stella and Ian to prepare for the transition.
- There was a discussion regarding staff wages. Kelly and Christie formed a committee to make recommendations.
- Library hours are Monday - Thursday 9 am to 8 pm, Friday 9-5 and Saturday 8 to 3:30 - FYI.
- Board meeting dates for 2022 will be as follows: 1/13/22, 3/10/22, 5/12/22, 7/7/22, 9/8/22 and 11/10/22. Kelly approved, Paula 2nd.

Old Business: N/A

New Business:

- We are due for elections of trustees and officers for our library board. Paula made a motion for Jill to remain as President, Cathy 2nd. Cathy made a motion for Alexis to remain as Vice-President, Paula 2nd. Paula made a motion for Cathy to remain as Secretary, Kelly 2nd. Cathy made a motion for Kelly to remain as Treasurer, Paula 2nd.

Meeting adjournment at 12:30 pm.

Clarion Free Library Board Minutes

March 10, 2022

Call to Order: 12:01 pm

Attendance:

Ian Snyder, Jill Spence, Kelly Yocca, Alexis Burns, Jennifer Fulmer-Vinson, Cathy Mitrosky

Minutes of previous meeting: approved Kelly, 2nd Alexis

Committee Reports: N/A

Financial Reports: approved Alexis, 2nd Cathy

FOL Report: FOL is planning a spring/summer fundraiser with Mechanistic Brewery. It will be a book sale event with a 90s theme. More information will be provided as it becomes available.

Directors Report:

- Construction is going well. The restroom doors are installed. We need one final inspection before we can begin using the restrooms.
- The application for the American Rescue Plan funds was submitted. We received some feedback from the state. We will make appropriate updates and resubmit to the state again tomorrow. This money will provide things such as hot spots, printers and subscriptions to Hoopla, our on-line resource.
- "Our Town" is a way to solicit donations for our library. WPSU TV will come to the library and record about 25 two to three minute statements from our local residents about Clarion. This will be aired on 6/9/22 to raise money.
- The elevator needs repaired as does our sump pump. We are coordinating with the appropriate repair services to get both fixed soon.
- Due to our great success with the cash raffle, we will be receiving \$1,300.00 for our summer reading program.
- Ian will be contacting Wayne Brosious to assist in celebrating national library week. We will display a poster in the lobby.
- Ian states that he will need to add on some additional staff in the future in the form of paid employees or volunteers, as existing staff is stretched very thin.

Old Business:

- Kelly and Christie will be getting together to discuss staff raises soon. Kelly said everything is going very well in her new bookkeeping position. We are looking at increasing our minimum wage and hopefully adding a % increase for those with wages over that amount.
- We will need to do a 2022 budget, please review the 2021 budget and advise of any recommended changes.

- It was decided to review our masking procedures. The decision was made to make patron masking voluntary, but staff will still wear masks.
- Father Monty has stepped down from the board. We will look for a replacement.

Meeting adjournment at 12:30 pm.

May 12, 2022

Call to Order: 12:00 pm

Attendance:

Ian Snyder, Christie Logue, Kelly Yocca, Paula Dee, Alexis Burns, Jennifer Fulmer-Vinson, Cathy Mitrosky

Minutes of previous meeting: approved Alexis, 2nd Paula

Committee Reports:

- After a payroll review it was decided to give CFL staff raises. It was decided to review the wages annually and to investigate healthcare options for the future. The payroll changes will take effect the 1st full pay cycle in June of 2022. Approved by Jennifer, 2nd Paula. All are in agreement.

Financial Reports: approved Kelly, 2nd Cathy

FOL Report: FOL is planning a fundraiser with Mechanistic Brewery on 7/15-16/22. It will be a book sale event with a 90s theme. They have also raised about \$4,000.00 in used book sales. Patrons are giving donations as opposed to charging a set fee for books. FOL is also planning a "Stew and Brew" event on 11/17/22.

Directors Report:

- Construction has been completed. The new boiler has been installed, restrooms remodeled and sidewalks with railings installed.
- The elevator is not working. We will need to replace the sump pump. We need to get some more information before this repair can be completed.
- The summer program is underway. We received \$1,300.00 from the county for the program. We have also received some nice gifts like markers and chap sticks for the children. We all received a portable phone charger.

Old Business:

- We need to make a new budget for 2022. After Kelly's review of last years budget, it was decided to continue with the same budget for this year since the overages/deficits seem to balance themselves out. Approved Alexis, 2nd Christie. All are in agreement.

New Business:

- We have received a quote from Computer Support to replace patron computers as well as staff computers. It was decided to move forward with 8 new patron

computers instead of 16. We should be able to pay for these with the monies we received from the VFW and the FOL. Ian will get an updated quote from Computer Support before moving forward.

- Clarion University was going to do a program with the library that was cancelled due to covid. We still received and 3D printer and 2 sets of google virtual glasses from them. They will be cataloged for patron use.
- We would like to move forward with automatic renewals. This will allow patrons to automatically renew barrowed material without having to call or log in to library site to renew. This will work for 2 additional cycles as long as there are no holds on the item. Christie approved, Kelly 2nd.

Meeting adjournment at 12:45 pm. Christie approved, Cathy 2nd.



Rebecca Aharrah <raharrah@clarionfreelibrary.org>

Fwd: Clarion Free Board Meeting

1 message

Jennifer Fulmer Vinson <clarionmayor@gmail.com>
To: Rebecca Aharrah <raharrah@clarionfreelibrary.org>

Mon, Jun 9, 2025 at 4:39 PM

What we have for July 2022.

Some of these are buried in other email chains.

Begin forwarded message:

From: Jill Spence <jspence@clarion-schools.com>
Date: July 14, 2022 at 6:05:22 PM EDT
To: Ian Snyder <isnyder@clarionfreelibrary.org>
Cc: Paula Dee <deepg789@verizon.net>, Alexis Burns <amburns@burnsandburns.com>, catherinem803 <catherinem803@yahoo.com>, Christy Logue <clogue@logueurik.com>, Kelly Yocca <kellyyocca@hotmail.com>, saristeguiet@clarion.edu, Brett Whitling <clarionmayor@gmail.com>
Subject: Re: Clarion Free Board Meeting

Hi fellow board members,

We did not have a quorum for the meeting today, so we're not able to take official action, but we did have a cover many topics and have some good conversations. See highlights below:

- Upcoming ALF gala fundraiser- Ian is working on details and will be emailing us his thoughts and ideas for input and help planning the event.

- Katja was replaced. Her replacement is doing a great job. Ian is planning a little fair well gathering for her.

-Ian feels Jean's retirement is approaching. We discussed what her position entails and the desire to replace with the sam duties plus some more teen programming.

-Lastly, the need to replace the open seat vacated by Fr. Monty and Paula's upcoming term ending. If you have anyone in mind to fill those seats please submit them to me.

As we plan for the future, I would ask for some honest feedback on meeting time, frequency and structure. I tried hard to make changes that I thought would help with board attendance, but maybe I was bias to my on schedule. What would help all of you be more active members? Virtual can be an option.

I am hoping to continue to serve on the board, but would like to step back from the executive group. If you are interested in any of the officer positions let me know. We will reorganize in Jan and can begin planning now.

Thanks !!
Jill

On Wed, Jul 6, 2022, 7:14 PM Ian Snyder <isnyder@clarionfreelibrary.org> wrote:

Hello Everyone,
Just a reminder that our next Board Meeting is next Thursday (7/14). Cathy has said that she could not make it, so we will need someone to take minutes.

I have attached an agenda, minutes from the last meeting, and financial information. Please let me know if you have any questions or if there is anything you want to add to the agenda.

Have a great week,
Ian

This electronic transmission and any attachments hereto are intended only for the use of the individual or entity to which it is addressed and may contain confidential information belonging to the sender or Clarion Area School District, which is protected by FERPA and other confidentiality laws. If you have reason to believe that you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this electronic transmission is strictly prohibited. If you have reason to believe that you have received this transmission in error, please notify immediately by return e-mail and delete and destroy this communication.

Clarion Free Library Board Minutes - Emergency Meeting

August 18, 2022

Call to Order: 12:10 pm

Attendance:

Christie Logue, Kelly Yocca, Marty Yocca, Paula Dee, Alexis Burns, Jennifer Fulmer-Vinson, Cathy Mitrosky

Jill made a motion to have Marty Yocca join the board. Cathy 2nd - approved.

After discussion, a motion was made by Cathy to make a wage adjustment for Vicky - 2nd Jennifer - approved.

Board reviewed the job description for a Youth Librarian. It was decided to add information on how to / where to apply and ask Ian to post it. It was also decided to celebrate Jean's retirement. We will check and see if Ian's contact at the Clarion News would be willing to post notice of the event in the newspaper.

Meeting adjournment at 12:45 pm. Cathy approved, Paula 2nd.

Clarion Free Library Board Minutes

September 8, 2022

Call to Order: 12:03 pm

Attendance:

Ian Snyder, Christie Logue, Paula Dee, Alexis Burns, Jennifer Fulmer-Vinson, Cathy Mitrosky

Minutes of Previous Meeting: approved by Jennifer, 2nd Alexis

Financial Reports: numbers not visible on report, to be reviewed at next meeting.

Committee Reports: N/A

FOL Report: The friends are preparing for the annual crafters day book sale. They are also preparing for our ALF reception on 9/23/22.

Directors Report:

- David Allen will be our speaker at the ALF Reception on 9/23/22. We will open the event to the public this year.
- Youth Services Position: We are set to post the job for Youth Services. It will be posted on our web page and on Facebook. We also have paper fliers. The job will be posted for 3 weeks. We will do interviews as we receive qualified applications. Ian will notify board when interviews are scheduled and board members can attend as they are able.

Old Business:

- Computers - Ian has spoken with Computer Support and they have confirmed that the quote we received previously will be very similar. Lap top prices will remain the same and the desk top models will increase \$100 to \$150 each. We will be getting 9 desk tops.

New Business:

- Proclamation - After discussion, we decided that if possible, we will have Miss Jean be our guest of honor at our ALF reception and present our proclamation at that time.
- Christy agreed to become a new check signer for the library.

Motion to adjourn meeting at 12:31 pm by Alexis, Cathy 2nd.

Next meeting: November 10, 2022, 12 pm.



Rebecca Aharrah <raharrah@clarionfreelibrary.org>

Fwd: Meeting Update

1 message

Jennifer Fulmer Vinson <clarionmayor@gmail.com>
 To: Rebecca Aharrah <raharrah@clarionfreelibrary.org>

Mon, Jun 9, 2025 at 3:54 PM

Not official minutes, but what we had.

That was the fall Ian quit and our meetings were different. We had an emergency meeting with the County Library and I don't know that there were minutes.

Begin forwarded message:

From: Jennifer Fulmer Vinson <clarionmayor@gmail.com>
Date: December 1, 2022 at 8:02:40 PM EST
To: Jill Spence <jspence@clarion-schools.com>
Cc: Alexis Burns <amburns@burnsandburns.com>, Christy Logue <clogue@logueurik.com>, Catherine Mitrosky <catherinem803@yahoo.com>, Paula Dee <deepg789@verizon.net>, Kelly Yocca <kellyyocca@hotmail.com>, saristeguiet@clarion.edu, myocca72@gmail.com, Chandra Scheftic <cscheftic@clarion-schools.com>
Subject: Re: Meeting Update

I heard back from the Boro. Unfortunately, they do not have the staff to help us temporarily. When there is snow, they are busy with their other Boro obligations

Jennifer

On Dec 1, 2022, at 2:47 PM, Jill Spence <jspence@clarion-schools.com> wrote:

Hi All,

Well the down side to today was we did not have a quorum, the up side was we had great discussion with those that were able to make it. There are several things that need immediate attention, so I am asking that we find time next week to have a quick meeting to take action. I'll send out a survey shortly to try and find the day and time that works best for everyone or at least a majority.

- Chandra Scheftic was in attendance - she is willing to fill Paula's seat that will be vacant, we just need to officially appoint her.
- Vickie filling in as an interim director - we should probably make this an official appt. Those in attendance agreed that she should be paid at a higher rate and that we should make this retroactive to when she took on additional responsibilities. She was in attendance and was agreeable to continue in this capacity just wanted some direction on what she has the authority to do. We advised her to do whatever is necessary to keep daily operations going. Making her the official interim will help with this.
- Jessica Jordan reached out to request members of the CFL board to be on the committee to do a director search. Jennifer, Kelly and Christy have volunteered. I am asking Jessica if she has a current job description or that is something we need to find.
- Rose, the new children's librarian, was in attendance and expressed interest in the director position. We can discuss next week, but I think we should advertise and allow

- her to apply, but not automatically give her the position.
- Shortened hours - Vickie mentioned that hours need to be shortened the week between Christms and New Years due to staffing shortages. She would like to close each day at 5:00. We need to approve this and give guidance on what to do if other needs arise to shorten hours/close the library. Looking into if there are rules for the number of hours that need to be open and if we have to fill paperwork for an exception.
 - We need to come up with an interim and long term solution to snow removal. Jennifer has reached out to the borough to see if they can possibly help out in the short term, Kelly will check with the county if we need to and I can ask the school district if neither of the other options are viable. Long-term we may need to advertise.
 - We need to come up with a short and long term solution to cleaning services. Currently staff members are doing some light cleaning. I suggested we offer them some compensation to work a little extra to do the cleaning as a short term solution. Kelly mentioned some vocational services that provide workers to do cleaning. We will look into that and may need to advertise.
 - We need to appoint new officers and set meeting dates and time for next year. If you have an interest in any of the positions, please let me know. We will need to have nominations. I do not wish to continue as president, but believe the others (Alexis, Cathy and Kelly) are all agreeable to continue on in an executive position.
 - In the past we have met every other month with the off month being set aside for committee meetings. We hold them on the first Thursday of that month at noon. I will let this up for discussion. My suggestion to get conversation started was to continue with the first Thursday at noon - Feb 2, Apr 6, Jun 1, Aug 3, Oct 5 and Dec 7th. This is wide open though - we seem to struggle with quorum so if a different date/time is better let's discuss and adjust.
 - We replaced all the computers at the library through funds from The Friends - need to dispose of the old ones - Rose mentioned Ray Ferris would dispose of them for free, we discussed making them available to the community to have for a small donation, just need to make a decision.
 - Rose would like to sign the library up for Amazon Smile - we tentatively approved that - we can take official action next week. We should probably set some guidelines for her on other grants as she seems interested in pursuing these types of opportunities.
 - Christy or I will send out by-laws as a refresher on how many members the board should contain and any other guiding information as we move forward.

Those in attendance please add to this email strand anything I may have missed.

Thanks!
Jill

--
 Jill M. Spence
 Business Manager
Clarion Area School District
 *Empower*Engage*Excel
 221 Liberty St.
 Clarion, PA 16214
 (814) 226-6110 ext 646

This electronic transmission and any attachments hereto are intended only for the use of the individual or entity to which it is addressed and may contain confidential information belonging to the sender or Clarion Area School District, which is protected by FERPA and other confidentiality laws. If you have reason to believe that you are not the intended recipient, you are hereby notified that any disclosure, copying, distribution or the taking of any action in reliance on the contents of this electronic transmission is strictly prohibited. If you have reason to believe that you have received this transmission in error, please notify immediately by return e-mail and delete and destroy this communication.