

**Re: CFL Board Minutes - 1/5/2023**

Chandra Scheftic &lt;cscheftic@clarion-schools.com&gt;

Mon 1/9/2023 3:28 PM

To: Catherine Mitrosky &lt;catherinem803@yahoo.com&gt;

Cc: Kelly Yocca &lt;kellyyocca@hotmail.com&gt;; Jennifer Fulmer Vinson &lt;clarionmayor@gmail.com&gt;; Jill Spence &lt;jspence@clarion-schools.com&gt;; Alexis Burns &lt;amburns@burnsandburns.com&gt;; Christy Logue &lt;clogue@logueurik.com&gt;; saristeguiet@clarion.edu &lt;saristeguiet@clarion.edu&gt;; Marty Yocca &lt;myocca72@gmail.com&gt;; rsluke@clarionfreelibrary.org &lt;rsluke@clarionfreelibrary.org&gt;

Good afternoon all! After discussing ways we would be able to contribute to the library's needs as a family, my daughters and I were proposing providing a deep-cleaning (as thorough as we can!) of the library as a donation of service - or perhaps target specific tasks/areas that are deemed most in need. We have enjoyed many many hours in libraries from Allegheny to Westmoreland to now Clarion County and would be more than happy to give back in this way. I'm not certain if this is a viable option but if you would want to mull it over and let us know we'd be enthusiastic; if it's not preferable for liability or any reason, no worries there either, just a thought! Thank you!

On Fri, Jan 6, 2023 at 7:55 PM Catherine Mitrosky <[catherinem803@yahoo.com](mailto:catherinem803@yahoo.com)> wrote:  
Clarion Free Library Board Minutes

January 5, 2023

Call to Order: 12:03 pm

**Attendance:**

Kelly Yocca, Marty Yocca, Alexis Burns, Jennifer Fulmer, Simon Aristeguieta-Trillos, Vickie Judy, Chandra Scheftic, Cathy Mitrosky

Minutes of previous meeting: approved Kelly, 2nd Jennifer

Financial Reports: To be provided by Rhoades and Assoc.

**Commitee Reports:**

- Director Hiring Committee: Job description is complete and has been posted to LinkedIn, indeed, Facebook, etc. We will be working with Mary Buchanan from the county library system to assist with applicants.

Fot CFL Report: Can be followed on Facebook. They were kind enough to give us \$5K towards the computers. They meet here at the CFL the first Monday of each month at 6:30 pm.

**Directors Report:**

- Vickie is our interim director and is receiving a stipend, arrears paid from Ian's last day.

**New Business:**

- We have hired a snow/ice removal company. They also do landscaping in the summer months. His name is Austin Chamber.
- We have 2 people to interview and receive quotes from for cleaning services in the library. We discussed the need for insurance and clearances if necessary. We will also talk to CVS.
- We still need to complete the check signer documents.
- We have some maintenance issues that need addressed. Crumbling plaster over the new patron computers and roof repairs. It was decided to sit down with the Borough council and discuss who is responsible for these repairs. We will ask Christy to review the contract.
- The meeting dates/times have been posted in the newspaper. We will meet the first Thursday of each month at noon.
- Alexis reviewed our insurance policy with the group. It was decided to increase our coverage for our Directors and officers liability/employment practices liability coverage. Jennifer made a motion to approve, Cathy 2nd.
- Rose suggested having staff meetings each week. Also, she is interested in submitting her budget. It was decided to wait on these issues until we have a new director hired.

Motion to adjourn meeting at 1:08 pm.

Next meeting: February 2, 2023, 12 pm.

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Chandra Scheftic  
Clarion Area School District  
221 Liberty Street  
Clarion, PA 16214  
(814)226-6110 x208  
EMPOWER \* ENGAGE \* EXCEL

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**Clarion Free Library**  
**Board of Directors Meeting Minutes**  
**February 9<sup>th</sup>, 2023**

In attendance: Kelly Yocca (president), Vickie Judy (Interim Director), Rose Slike, Simon Aristeguieta-Trillos, Jennifer Fulmer Vinson, Christy Logue (via phone), Marty Yocca (via phone)

Minutes from last meeting approved.

**Financial report:** Have money, very nice nest egg; however, have less income due to lack of fundraising. Fundraising hasn't happened in the past years. Need to send out letters/flyers asking for donations during Library Appreciation Week April 23-29<sup>th</sup>. Will be a fundraising push in April. Due to decreased fundraising during past 2 years, a spending freeze was put in place until new director is hired.

**Director News:** Tomorrow is the last day for director applications. Sub-committee will look at applicates after then (this part is confidential) before allowing access to the greater committee for selection process.

**FotCFL:** R. Slike reports that Friends will be holding a Spring Clean Book Drive to restock on books on March 25<sup>th</sup>. Will be taking over meeting room on this day with the hours to bring books in being from 9 to 3. Sale of these books is on hold for now but thinking of doing a mini scale version of ALF Book Sale. On May 6<sup>th</sup>, FotCFL will be hosting a Build Your Own Bouquet outside of the library. Will have a fee of \$20.00 per person. Guest Bartender (an event previously held) is up in the air. They cannot find a bar willing to participate because of liquor license issues. From word-of-mouth last year, Deer Creek was interested, however Deer Creek is located outside of CFL service zone.

R. Slike went before FotCFL to ask for food donations for teen programming. FotCFL unanimously voted to the allotment with shopping to be done by FotCFL treasurer, M. Spessard the following Saturday of the meeting.

Blind Date with a Book will be put in place for the month of February this Saturday. Last year of the 11 books put out only 1 was not sold. FotCFL are hoping for similar results this year.

Next FotCFL meeting will be March 6<sup>th</sup> at 6:30pm.

**Old Business:** unable to locate resumes and applications from last director hiring. Have no clue where they might be. K. Yocca and V. Judy have searched throughout director office for them and have yet to find them.

**New Business:** Cleaners have submitted proposals and have been viewed. Currently, not a main pressing issue. Will need to ask Clarion Vocation Services about pricing as unsure if its \$125 per week or \$250 per week and if they will clean twice a week or every other week. Need clarification. Please review cleaning proposals, which are negotiable, to vote on next meeting.

**Memorial money:** Can we use memorial money to buy a vacuum if not otherwise directed? Decided perhaps not a vacuum. Memorial may be used to provide updates to different spaces in place of books but

should not be used for maintenance. Bylines need to be ratified with stipulations stated towards use of these funds and for similar cases. K. Yocca will ask Erin Joyce.

K. Yocca asked for board approval to destroy all documents 7+ years old in accordance with Library Policy. Unanimous vote of approval.

**Discussed how to cut Snow Removal/Salting service:** library to put down salt and shovel light snow? R. Slike brought up the legalities of the contracting service needing to put salt down as if someone were to slip, the contracting business would be the first name on the lawsuit. Slike also mentioned that in experience in businesses that wanted to be particular of services given, service was dropped. Slike stated that as it is their business such proposals undermine the contracting business of which, in Slike Services as example, businesses are dropped if business proposes less work be done and refuses to pay for complete services needed. Invoice approved for A+ Landscaping.

**Ball in motion for elevator problem.** Water is in the pit. Appears the sump pump is not working. Water needs to be removed before operators/ technicians will work on elevator. Need operators/technicians to work and look at elevator for elevator to receive clean certification and be allowed to continue to operate. V. Judy to call to see who can work on pump to get water removed.

**Signature cards are needed to be signed.** Have 3 accounts that haven't been used recently. Unsure what funds are supposed to be used for. K. Yocca to ask bank if they have any documentation on what the accounts are for in the bank's documentation. 3% not being put in fund for building. Unsure which fund is specifically for building. C. Logue to ask mother for information about Bridge Builders such as what it is.

**Working on transparency of board and library.** Once bylines are ratified and approved, R. Slike asked for the approval to put them onto the website. Other transparency issues will be forth coming. J. Fulmer mentioned how minutes should also be available to patrons who come into the library and ask for them. V. Judy stated that they did that in the past but haven't done it in recent years.

**Library Week:** need to do flyers. V. Judy to ask K. Tillary if she has letter/flyer from past years on computer. Glenn Watson may have list of previous donators. These donors will be who the letters/flyers will be sent to.

National Library Week, April 23 to 29<sup>th</sup> – hold a gathering to welcome new director if position filled. Otherwise, it can be snacks with staff or lunch at the Library. K. Yocca mentioned having lemonade and cookies.

**Discussion of moving meeting time to 6pm on Thursdays.** Would need to put out an addendum in the newspaper. With meetings being monthly for this year, K. Yocca will send out email poll to get stances on time availability. Yocca also asked R. Slike if there could be the possibility of setting up a Zoom meeting. Slike stated that it could be done. In the case that meetings do get conducted through Zoom, in person can meet at meeting room with the Zoom being projected to the screen.

Meeting adjourned at 12:57pm

**Next Meeting: Thursday, March 2<sup>nd</sup>, 2023, at 12pm.** /

# Clarion Free Library Board of Directors Meeting

Minutes for March 2, 2023

In attendance: Kelly Yocca, Jen Fulmer Vinson, Chandra Scheftic, William McCullough from Northwest Investment Services

## Committee Reports:

Director Hiring Committee- interviews will take place this Wednesday and Thursday

FotCFL Report: Next meeting Monday, March 6<sup>th</sup>. No additional information.

William McCullough from Northwest Investment Services

New signers on the account- Jill Spence, Marty Yocca, Jennifer Fulmer Vinson. Kelly will send official letter to Will indicating approval (via email) of new signers. Will strongly suggests adding on the new director as well. The Board will work to define what these account funds can be used for.

Water in elevator pit issue update- 2 quotes have been provided- Freed Burns and Luton's. Marty will take the lead on researching these quotes.

Approve updated by-laws- no quorum to approve.

Consent agenda- no quorum to approve.

Library Week- Chandra will reach out to Eli to brainstorm ideas. Kelsey is creating a brochure for the mailing. Vickie is researching bulk mailing (CCLS has permit)

\*Foxburg Library is currently preparing a mailing campaign- reach out to them for guidance.

\*Could be hold a Phone-a-thon again?

Next meeting Thursday, April 6th



## Kelly Yocca

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**From:** Kelly Yocca <kellyyocca@hotmail.com>  
**Sent:** Wednesday, March 15, 2023 12:12 PM  
**To:** Kelly Yocca  
**Subject:** Fwd: CFL Minutes March 13, 2023

**\*\*Warning: This email originated outside of Clarion County's Network. DO NOT CLICK links or attachments unless you recognize the sender and know the content is safe. \*\* Clarion County IT Department**

Sent from my iPhone

Begin forwarded message:

**From:** Catherine Mitrosky <catherinem803@yahoo.com>  
**Date:** March 15, 2023 at 11:59:23 AM EDT  
**To:** Kelly Yocca <kellyyocca@hotmail.com>, Marty Yocca <myocca72@gmail.com>, Jennifer Fulmer Vinson <clarionmayor@gmail.com>, Christy Logue <clogue@logueurik.com>, Alexis Burns <amburns@burnsandburns.com>, Jill Spence <jspence@clarion-schools.com>, Chandra Scheftic <cscheftic@clarion-schools.com>, saristeguiet@clarion.edu  
**Subject:** CFL Minutes March 13, 2023

Please let me know if any updates or changes are needed!! THANKS!

Clarion Free Library Board Minutes  
Emergency Meeting

March 13, 2023

Call to Order: 6:00 pm

Attendance:

Kelly Yocca, Marty Yocca, Simon Aristeguieta-Trillos, Chandra Scheftic, Jill Spence, Cathy Mitrosky

President's Report:

- The hiring committee has completed interviews and after review has concluded that Annie Welsh is the best candidate for CFL Director position. Her beginning wages will be \$45K per year with 30% being paid by the CCLS. She is requesting 4 weeks of vacation/personal days in total. Since she is starting about 1 month from now, in April, she will get 3 weeks of vacation this calendar year. She will begin getting an insurance stipend after her 90 day introductory period. We are going to recommend that she only take 10 consecutive days off in a row and give 1 months notice prior to taking vacations. She is currently receiving an option of having 1 day off per month to work from home if she has a

sick child. We decided to address this on a case by case after her 90 day introductory period.

All points above were voted on and we all agree with the above conditions of her employment. Kelly will have a final discussion with her to confirm these details. Her official start date will be determined after that discussion.

New Business:

- We need a new sump pump under the elevator. Lutons has provided a quote for \$460.00. All approved to proceed with the job.

Motion to adjourn meeting at 6:36 pm.

Next meeting: April 6, 2023, 12 pm.

**Re: CFL Board Meeting 4-13-23**

Jennifer Fulmer Vinson <clarionmayor@gmail.com>

Fri 4/14/2023 4:51 PM

To: Catherine Mitrosky <catherinem803@yahoo.com>

Cc: Kelly Yocca <kellyyocca@hotmail.com>; Marty Yocca <myocca72@gmail.com>; saristeguiet@clarion.edu <saristeguiet@clarion.edu>; Alexis Burns <amburns@burnsandburns.com>; Jill Spence <jspence@clarion-schools.com>; Christy Logue <clogue@logueurik.com>; Chandra Scheftic <cscheftic@clarion-schools.com>

Looks good to me. Thank you!

On Apr 14, 2023, at 5:08 PM, Catherine Mitrosky <catherinem803@yahoo.com> wrote:

Please let me know if any correction or updates are needed!

April 13, 2023

Call to Order: 12:00 pm

Attendance:

Kelly Yocca, Marty Yocca, Simon Aristeguieta-Trillos, Vickie Judy, Chandra Scheftic, Jill Spence, Jennifer Fulmer, Cathy Mitrosky

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

Committee Reports: We have reposted the position for Director of CFL on Library Assn. sites, LinkedIn, Library sites in Ohio. Please repost and share as you see fit. We have received 2 applicants.

- Vickie reported that Rose is working on a grant to get 11 free security cameras for the library.

President's Report:

- Due to our lack of income, we have had to stop the interim director stipend to Vickie. She is understanding and still willing to assist. Thank you Vickie!!
- NW Investment Services is assisting in completing paperwork so we can have an CH transfer of \$40,000.00 to our checking account. All approved this money transfer.
- Lutons has completed the sump pump repair in the elevator pit. We will pay the other 1/2 of the invoice after Eastern Elevator confirms nothing else is

- needed. Marty will call Lutons to verify what was completed.
- Our laminating machine is not working. We will reach out to Clarion Office Supply to see if they can repair it.
  - We are proposing sending out a mailer to the local community as a fundraiser request via Clarion Printing. They have quoted \$1250.00 to send this out bulk rate. We believe this is necessary to get some income flowing. All approved this expenditure.

#### New Business:

- The Friends of the CFL are working on a fundraiser where participants will be making a wooden bouquets of flowers.
- Eli has been working on our library week agenda. She has already put an article in the newspaper.
- Kelly and Jennifer recently attended a Borough meeting to open a dialogue regarding our building/repairs. It was very positive. They appreciated our attendance. We are looking for someone to come in and inspect the building to give us an idea of what repairs lay ahead.

Meeting adjourned at 12:50 pm.

Next meeting: May 4, 2023, 12 pm.

Attending:

Jen  
Cathy  
Chandra  
Marty  
me  
Simon

Rose  
Vickie

# Clarion Free Library Board of Directors Meeting

Not Attending:

Alexis  
Christy

June 1, 2023 @ 12:00

## AGENDA

~~UNKNOWN:~~  
Jill  
~~Simon~~

Minutes of the previous meeting- as follows

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 diciplinary 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.

*[Handwritten signature]*

- 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.

#### Financial Report:

- Mailers went out on Friday 4/28- we are up to over \$5,000 in donations
- Financials for March are attached. I will be meeting with DeWayne to get a better understanding of the budget, as the Library's bookkeeper, so I can better help our new Director develop a more current budget. Any member of the Board is welcome to join and help.

#### Committee Reports:

Director Hiring Committee- we have hired Rebecca Ahrarrah as our new Director. She will start on June 19<sup>th</sup>.

Her resume and interview notes are attached in email.

#### FotCFL's Report:

- Book Sale during Clarion's Summer Festival this weekend
- Guest Bartender Fundraiser- June 23<sup>rd</sup> at Mechanistic Brewery

#### New business:

- Update by-laws to address concerns over Hiring Committee.
- Thank you letters to donators
- Search for new Board Members/Officers

Next meeting: Thursday, July 6<sup>th</sup>



Rebecca Aharrah &lt;raharrah@clarionfreelibrary.org&gt;

**Fwd: meeting minutes -CFL - 6/1/23**

1 message

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

Fri, Jun 6, 2025 at 12:42 PM

Hopefully this is the right one 😊

Begin forwarded message:

**From:** Catherine Mitrosky <catherinem803@yahoo.com>  
**Date:** June 1, 2023 at 9:26:42 PM EDT  
**To:** Kelly Yocca <kellyyocca@hotmail.com>, Jill Spence <jspence@clarion-schools.com>, Marty Yocca <myocca72@gmail.com>, Christy Logue <clogue@logueurik.com>, Alexis Burns <amburns@burnsandburns.com>, Chandra Scheftic <cscheftic@clarion-schools.com>, Jennifer Fulmer Vinson <clarionmayor@gmail.com>, Simon Aristeguieta-Trillos <saristeguiet@pennwest.edu>, saristeguiet@clarion.edu, Rose Slike <rslike@clarionfreelibrary.org>, Vickie Judy <vjudy@clarionfreelibrary.org>  
**Subject:** meeting minutes -CFL - 6/1/23

## Clarion Free Library Board Minutes

June 1, 2023

Call to Order: 12:00 pm

Attendance:

Kelly Yocca, Marty Yocca, Vickie Judy, Jennifer Fulmer, Simon Aristeguieta-Trillos, Rose Slike, Cathy Mitrosky

Minutes: Motion to approve minutes from May 2023 by Jennifer, 2nd Simon.

Financial Reports: We have received financials from Brooks and Rhoads for March.

President's Report:

- We have received \$5,000.00 in donations from our brochure we mailed out last month.
- We are very proud of Rose for raising \$7,000.00 for the summer reading program. Great job!! We have received donations for meat from Hollenbaughs for the program banquet on 7/15/23 and printing from Clarion Printing Services.
- Our budget on our financials is 2 years old. We will need to update. Marty suggested there may be some on line banking tools with Northwest to assist us.
- As handouts today we have a copy of the spreadsheet we are using to keep track of checks.
- As we have discussed, an offer has been made to Rebecca Aharrah as our new CFL Director. We had 6 committee members (3 from CFL and 3 members from CCLS). We have had some concerns with our hiring process for this position. We have discussed with



CCLS and as a board we can decide if we want to revise our bylaws or make them more specific. Please provide any feedback/thoughts. A motion was made by to hire Rebecca by Jennifer, Simon 2nd, all agreed.

- We have been advised that the investment account we took money from was not to be touched. As things pick up we will replace that money as we are able.
- Christy Logue will be resigning from the CFL board effective 5/31/23. Please see the resignation for details.
- As board president, I have decided to resign effective 7/1/23. There has been discussion from others that serving as book keeper and board president may present conflicts. I would like to keep working as the book keeper and will be happy to remain on the board, just not in the capacity as president. If anyone has any feedback to share, please let me know.

#### Friends Report:

- We will have a "pop up" this weekend in front of the library to sell books.
- On June 23rd, fundraiser at Mechanistic Brewery - guest bartender. Please come if you are able.

#### Old Business:

- The laminator that is broken cannot be repaired. A new one will cost about \$2,500.00. We would like to use the memorial funds that have not been designated for a particular purpose to pay for the new laminator.

Meeting adjourned at 1:05 pm.

Next meeting: June 1, 2023, 12 pm.



## Clarion Free Library Board Minutes

July 6, 2023

Call to Order: 12:00 pm

Attendance:

Rebecca Aharrah, Kelly Yocca, Marty Yocca, Jennifer Fulmer Vinson, Simon Aristeguieta-Trillos, Alexis Burns, Jill Spence, Chandra Sheftic, Cathy Mitrosky

Minutes: Motion to approve minutes from June 2023 by Jennifer, 2nd Alexis.

Financial Reports:

- We have not received any new financials from Brooks and Rhoads.
- Rebecca and Kelly are working on an updated budget. Rebecca is planning on having it completed for the August board meeting.

Director's Report:

- The AC unit in the staff area is not working. In the past, we had a service contract with J.B. Mechanical. They want \$483 per quarter. I will be calling some local businesses to get additional quotes.
- Rose submitted an article to Explore Clarion detailing the summer reading program and she introduced Rebecca. She also posted information to our Facebook page.
- We would like to start up the newsletter again. We need to boost our presence in the community and let them know the services we offer. We have many opportunities for revenue that are not being utilized.
- The 11 security cameras purchased through the District Technology Grant have been installed.
- The CFL website is being updated. Currently it is difficult to find information.
- Vickie informed me that the money in our PayPal account has been sent to the PA Treasury as unclaimed funds. I have initiated a claim to get it back. I will need a letter signed by a board member.
- We have included a report to see how many patrons are using our wifi.
- I will be holding a staff meeting in August. I would like to close the library midday for an hour so all staff can attend.
- I will be attending the webinars to prepare for the Keystone Grant.
- I will be on vacation on 7/13-14 and 7/24-29.

New Business:

- We have received the new laminator. It was purchased using unrestricted Memorial Funds.



- Kelly is stepping down as board president. A motion was made by Jill and 2nd by Alexis to have Jennifer Fulmer Vinson become our new board president. All approved.
- Jennifer would like to invite Rebecca to a Borough Counsel meeting after she gets settled in. They meet on the 1st Tuesday of each month at 7 pm.
- We have 2 new individuals who would like to join our board. Jackie Griebel and Lona Brown. A motion was made by Simon and 2nd by Cathy for them to join. All approved. Welcome to you both and thank you for joining us!!

Meeting adjourned at 1:00 pm.

Next meeting: August 3, 2023, 12 pm.



## Clarion Free Library Board Minutes

August 3, 2023

Call to order: 12:05

### Attendance:

Jennifer Fulmer-Vinson, Simon Aristeguieta-Trillos, Alexis Burns, Jackie Griebel, Lona Brown, Rebecca Aharrah.

### Minutes:

#### Financial Report:

- A budget was put before the board for approval for 2023. A motion was made to approve the budget by Lona, and 2nd by Jackie. All approved.
- The second half of the library's state aid has been received.
- Jennifer received a check on behalf of the library for part of the library's millage from Clarion Borough. She then explained how the borough determines the amount the library will receive each year.

#### Director's Report:

- The contract will be up on the current cleaning service this month. The library will need to start looking for a replacement.
- The AFL Reception is scheduled for September 29th. Rebecca is taking suggestions for a speaker. It was suggested to create a subcommittee to help with the planning and organization of the event. Alex and Jennifer suggested this would be a good year to start fresh with the event and try new things.
- Summer Reading was a success with 91 kids in total registering for the program. The Wrap up party, which was a county wide program, was well attended with 85 people. The Summer Reading Challenge between the county libraries is still ongoing, it will end August 12th.
- There will be a staff meeting on August 16th from 3:00-4:00. The library will be closed during this time. Signs will be posted and notifications will be placed on social media ahead of time.
- The library will also be closed from September 2nd- 4th for Labor Day.

#### New Business:

- AC Unit is still not working. Huston's was approached to give an estimate, but they are unable to get to the roof. There is no interior door to the roof and they do not have a lift. Will check with other local companies, but he suggested that may be why we were using a company out of Pittsburgh.
- A letter is needed for NorthWest Bank to approve the new check signers. The new check signers will be Jennifer Fulmer Vinson, Lona Brown, and Cathy Mitrosky.



- NorthWest also needs a letter to approve having Rebecca Aharrah's name on the library credit cards.
- Jennifer mentioned that she has been reading through the by-laws. There is a mention of the board appointing a representative to the Oil Creek District Advisory Council as well as naming a representative to the Clarion County Library System Board. Rebecca said she would ask the District Consultant about the District Advisory Council appointee.

Meeting adjourned at 12:37 pm.

Next Meeting: September 7th at 12:00 pm.



## Clarion Free Library Board Minutes

September 7, 2023

Call to order: 12:05

### Attendance:

Jennifer Fulmer-Vinson, Simon Aristeguieta-Trillos, Alexis Burns, Jackie Griebel, Lona Brown, Rebecca Aharrah, Jill Spence, & Chandra Scheftic.

### Minutes:

#### Approval of Minutes:

- Jill Spence motioned to approve the August minutes, it was seconded by Alexis Burns.

#### Financial Report:

- Account statements through June were given out for review. It was shared that the library has received the 2nd half of our State Aid, as well as an allocation from Strattenville in the amount of \$100. The County System will be requesting the 2nd quarter allotment from the Clarion County Commissioners.

#### Committee Reports:

##### Autumn Leaf Reception:

- A speaker has been engaged, Jon Bernstein from Franklin. Zach's will be catering the event. Invitations will be sent out this week, and tickets will go on sale in the next couple days.
- We would like to give the library a deep cleaning before the receptions. Rebecca will decide on a couple of work days and send them out to the group.

#### Director's Report:

- We need to move forward with the renovation of the front steps, but it will require another estimate. The Friends have agreed to help fund the renovation up to \$3000. It was suggested to contact Griebel Concrete Company for an estimate.
- The A/C units are up and running. Luton's will return to complete seasonal maintenance.
- A local organization has approached us to make a donation to a specific project, potentially replacing the flooring in the meeting room. Rebecca will look into costs.
- IU5 has rented the meeting room on a weekly basis to hold their Adult Education Classes.
- Rose has been busy with school visits and outreach to local preschools and daycare centers.
- We have been approached by The ARC to house their Inclusion Library. I will visit Oil City Library to see how they display their Inclusion Library.

- We will be receiving 15 copies of *There, There* by Tommy Orange to hold a community book discussion. This is funded through the Big Read grant from WPSU.
- TLC will be updating this fall, and will require staff training. There will be a county wide training day, date to be decided in the fall. We are also merging the Clarion County catalog with Venango's catalog to allow better access to our patrons. Details about the merger are still being discussed among the libraries.
- The library will be closed the following days: Sept. 29th @ noon, Oct. 6-7th.

New Business:

- Jackie Griebel asked if her non-profit, Clarion Kindness Project, could reserve the meeting room on the 3rd Thursday of every month. They would be handing out free diapers to any family in need. No objections were voiced. Rebecca will just need to check the meeting room schedule for conflicts.
- Northwest Bank has suggested we would receive a better turn of investment if we would close our current Money Market account (Building Fund) and open a new one. Our current rate of investment is 0.01%, a new account would yield 0.2% return. There were no objections, it was advised to go ahead with this suggestion.
- Jennifer suggested moving the date of the next meeting to the 12th, to avoid the busyness of ALF. All agreed.

Meeting adjourned at 12:40 pm.

Next Meeting: October 12th at 12:00 pm.

## Clarion Free Library Board Minutes

October 12, 2023

Call to order 12:05pm

### Attendance:

Jennifer Fulmer-Vinson, Alexis Burns, Jackie Griebel, Lona Brown, Rebecca Aharra, Jill Spence, Kelly Yocca

### Minutes:

Approve Minutes from Previous Meeting.

- Lona Brown motioned to approve the September minutes and Jill Spence seconded.

### Financial Reports:

- We are still waiting on July & August reports from Brooks & Rhodes.
- Kelly attended the meeting as bookkeeper.
- Received check from Clarion Borough for \$9900.
- Jill Spence motioned to move \$27,000 to the building fund and Lona Brown seconded.

### Committee Reports:

- Autumn Leaf Reception Committee
- 40 people were in attendance and raised over \$1200.

### Director's Report:

- Friends of the Library Report:
  - FOL held their biannual book sale during the Autumn Leaf Festival. They were able to raise \$860.
  - They will be hosting Stew & Brew again this year at Mechanistic on November 9th from 6-8 pm.
- Building & Grounds:
  - Received estimate for carpet installation in Meeting Room for \$9000. Will look into another quote. May possibly table this project depending on the cost of the sewer line project.
  - Still waiting for businesses to return calls for estimates on renovating the front steps.
- Community Relations and Funding:
  - The *Clarion News* and the *Derrick* have both recently run articles about the library.
  - The Autumn Leaf Reception was held on Sept. 29 with 41 people attending. As of now we raised approximately \$1,200.

It cost around \$1000 to have the event so next year we are going to look to reduce costs.

- Library received a very generous donation from an estate totaling \$27,053.
- We received our 2nd quarter payment from the Clarion County Grant Contribution as well as our 4th quarter millage from Clarion Borough.
- Staff
  - Rebecca has started interviews for janitorial positions.

New Business:

- Repair/ replacement of sewer lines
- Marty Yocca resigned from the board.
- We are now looking for new board members.

Meeting adjourned at 12:30pm.

## Clarion Free Library Board Minutes

November 2, 2023

Call to Order: 12:00 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Simon Aristeguieta-Trillos, Jill Spence, Chandra Sheftic, Cathy Mitrosky

Minutes: Motion to approve minutes from October 2023 by Simon, 2nd Chandra.

Financial Reports:

- We have received new financials from Brooks and Rhoads through August.
- Rebecca met with William McCullough from Northwest Investments. He gave an in depth overview of our current investment strategies. He added Rebecca's name as the point of contact for the account. The names of people who can access the account was updated. Marty's name was removed.
- We received the 2nd installment of our county aid, as well as contributions from Washington, Paint and Knox townships.
- We received a donation from Seneca Rocks Audubon Society.
- Author Patricia Thrushart had an event at our library. She donated 1/2 of her proceeds from book sales to the Clarion Free Library.
- We deposited the endowment we received last month into our building fund.
- We will have the budget for 2024 ready at our January meeting.

Director's Report:

- Rose participated in the Literacy Under the Lights program on October 22nd.
- The county would like to hold a staff meeting on December 4th at CFL to train staff on the new version of TLC (our check out system). We will be required to close the library for the day.
- The library will be closed November 23-25 for Thanksgiving.

Friends of the Library Report:

- They will be hosting a Stew and Brew again this year at Mechanistic on November 9th from 6-8 pm.

Old Business:

- We are still working on the the repair/replacement of our sewer lines. Lutons referred us to other companies that have equipment to go deeper in the lines.
- We are still waiting on quotes to repair the front steps.

- We are looking for a new board member to replace Marty. If anyone has any ideas please let Jennifer know.
- Austin will again be handling our snow removal this year.

Meeting adjourned at 12:21 pm.

Next meeting: December 7, 2023, 12 pm.