

Clarion Free Library Board Minutes

December 7, 2023

Call to Order: 12:02 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Simon Aristeguieta-Trillos, Jackie Griebel, Lona Brown, Alexis Burns, Chandra Sheftic, Laurie Snyder, Cathy Mitrosky

Minutes: Motion to approve minutes from November 2023 by Lona, 2nd Cathy.

Financial Reports:

- We have received new financials from Brooks and Rhoads through September.

Director's Report:

- There was a water leak in the children's library. Husted's will repair it, but a part needed to be ordered. We are catching the drips in a pan. There is no damage.
- The elevator has not been shutting properly. Eastern Elevator reported moisture is the problem. It was repaired.
- Due to multiple power outages the lights in the restrooms were not working. Clark Electric was able to fix it. We will continue to monitor the situation.
- The computers, internet and printers were down due to power outages. Computer support suspects our outdated router is contributing to the problem. We will get a quote to replace it. Jackie suggested checking to see if insurance will cover any repair costs. Alexis will check.
- We have received funding from Clarion Township.
- A donation was made to the children's library from the United Methodist Church.
- We received a donation of a wooden train set to raffle off during the month of December. Tickets are \$5.00 each.
- Nicole Tassone from Brooks and Rhoads is concerned over our purchase of the laminator with funds from the memorial account. She thinks auditors may question this purchase. We feel we can eliminate any concern by posting a plaque stating who donated towards this purchase.
- We had a fraudulent charge on our credit card and an address change. This was corrected and we are taking additional security measures to prevent future fraud.
- We received our PayPal money from the PA Treasury. The total was \$2,251.47.
- We had our county staff training in Clarion on December 4th to discuss the new ILS system and day to day procedures.
- We hired a custodian at a rate of \$10.00 per hour for 9 hours per week. They began on November 28th.
- The library will be closed on December 25-26th for Christmas.
- Rose was asked to do an interview by the Youth Services State Library about one of her summer programs. It will be featured in a program spotlight for next year's summer reading training.

#### Friends of the Library Report:

- Book Club at the Brew Pub Christmas Book and Food exchange will be on 12/14/23.
- They are considering having a free "Fill a Bag Book Sale". Donations will be appreciated. They have several books and limited storage. Rebecca is considering moving the genealogy upstairs and leaving the room downstairs for the friends to use as needed.

#### 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. Chandra knows a contractor that may be able to help us.
- We are working on finding a commercial contractor to do an evaluation of our building. A motion was made to move forward by Jackie, Lona 2nd. All approved.

#### New Business:

- We received a quote on the installation of LED lighting throughout the library. Herculine LED estimated we will spend \$18k to change over, but we will save \$7k per year on our electric bill. We will look for a grant. Jackie inquired if we have a grant committee. Rebecca explained we have college students helping look for grants. We will work in the new year to form a committee.
- Our district consultant Erin said we may have a delay on our state aid until the 2nd quarter of 2024 instead of the first quarter. A bill needs to be passed to receive our aid in a timely fashion. We will need to be more careful financially until we receive these funds.

Meeting adjourned at 12:55 pm.

Next meeting: January 4, 2024, 12 pm.

## Clarion Free Library Board Minutes

January 4, 2024

Call to Order: 12:05 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Chandra Sheftic, Jill Spence, Laurie Snyder, Kelly Yocca, Cathy Mitrosky

Minutes: Motion to approve minutes from December 2023 by Jill, 2nd Laurie.

Financial Reports:

- We have received new financials from Brooks and Rhoads through October, 2023.
- Kelly and Rebecca presented a new budget and was available to answer questions. Kelly mentioned that we need to decide what amount of cushion to leave in the check book / transfer to our investment account. All approved the budget.
- Wages were discussed and a motion was made that all employees will receive a cost of living wage adjustment. All approved. It was recommended that Rebecca complete annual reviews beginning the fall of next year, as this will give her more time to work with the staff before completion.

Director's Report:

- The bathroom lights are still not functioning. Rebecca has reached out to Clark Electric and we will try to get something simpler since we keep having problems when there is a power outage.
- There was a water leak in the children's library. Husted's is still waiting for the part for the repair.
- The boiler and elevator have been inspected. The requirement for the boiler is every 2 years and for the elevator is every 3 years. Both passed and are in working order.
- We received a 2nd check from Farmington Township, but there are some we haven't received money from yet. Our plan is to bring some CFL activities to these communities so they remember we are there for them.
- We made \$115.00 from the train raffle.
- We are currently selling Clarion themed items as a fundraiser such as ornament, hats and books. They are on display in the lobby.
- Nick from Northwest advised cancelling the credit card with fraudulent charges and we have opened a new one. The new card has been received.
- Rebecca was approached to conduct closing remarks at the MLK Jr. breakfast on January 15th.

- At our last meeting it was discussed that our state aid may not be on time, but thankfully it will arrive in the first quarter of 2024.

#### Friends of the Library Report:

- We are collaborating with the Friends of the Library on a Community Reads program. We received a donation from WPSU of 15 copies of *There, There* by Tommy Orange. Kenneth Burkett from Jefferson County Historical Society we have a follow up program discussing the Native Americans in Western PA.

#### Old Business:

- Jackie reached out to Joe Burns of F.L. Burns Construction who has generously agreed to do a walk through of our building, free of charge, to determine what building maintenance we need to expect and to help us prioritize repairs.

#### New Business:

- Election of officers: Jill made a motion and Chandra 2nd for Jennifer to remain President, Jill made a motion and Cathy 2nd for Alexis to remain as Vice President, Jennifer made a motion and Chandra 2nd for Lona to be our Treasurer and Jill made a motion and Laurie 2nd for Cathy to remain as Secretary. All approved.
- Meeting dates for 2024 at 12:00 pm: February 1st, March 7th, April 4th, May 2nd, June 6th, July 11th, August 1st, September 5th, October 10th, November 14th and December 5, 2024. Cathy will notify the Clarion News for publishing.
- We will discuss forming committees at our next meeting

Meeting adjourned at 12:55 pm.

Next meeting: February 1, 2024, 12 pm.

## Clarion Free Library Board Minutes

February 1, 2024

Call to Order: 12:00 pm

Attendance:

Rebecca Aharrah, Alexis Burns, Jennifer Fulmer Vinson, Jill Spence, Lona Brown, Jackie Griebel, Laurie Snyder, Jill Spence, Simon Aristeguieta-Trillos, Cathy Mitrosky

Minutes: Motion to approve minutes from January 2024 by Lona, 2nd Cathy.

Financial Reports:

- We have received new financials from Brooks and Rhoads through November, 2023. We are going to ask them if we can receive these in a more timely fashion.

Director's Report:

- Clark Electric was finally able to get our lights working properly. They recommend we get a simpler system if they quit working again. Clark Electric was generous enough to not charge us anything for all of their time and effort.
- We are still waiting for the part to fix the radiator in the library. Rebecca will reach out to Husted's again to see if we have an ETA on the part.
- Joe Burns conducted his building evaluation on January 16th. A member of Boro Council was able to join us. His main concerns are the roof and sealing around the windows. He is creating a report of us with a breakdown of what needs repaired. His verbal estimate is \$2.2 million.
- Kelly and Rebecca met with Alexis to review insurance coverage. Alexis recommends doing an estimated appraisal of the library since it has not been updated in a few years. Since we are doing a merger of our library with Venango County, we will have an updated inventory.
- We received book donations from the 6th grade at I.C. School. This was covered by the Clarion News.
- Rebecca attended a webinar concerning a community grant being offered that would help with our repairs if we receive it. The Facilities Program will offer \$45 million to community anchor institutions and local government for construction, acquisition or improvement of facilities open to the public that enable work, education and health monitoring. The minimum grant is \$250,000 and the maximum will not exceed \$2 million.
- The Clarion Literacy Council has voted to dissolve their organization. We will lose \$3,600.00 per year that they paid us in rent, but they have generously stated they wish to bequeath all of the council's sets to CFL. Rebecca will reach out to Christie Logue for legal assistance to ensure everything is done correctly.

Friends of the Library Report:



- We are collaborating with the Friends of the Library on a Community Reads program. We received a donation from WPSU of 15 copies of *There, There* by Tommy Orange. Kenneth Burkett from Jefferson County Historical Society will have a follow up program discussing the Native Americans in Western PA on February 21st at 6:30 pm.

Old Business:

- Committee formations: We need to have a building committee to assist with our projects. Jackie and Lona will assist. Lori has offered to assist Rebecca in locating grants. Jennifer agreed to assist with fund raising.

New Business:

- We discussed an overview of our insurance coverage.
- Simon has been working on a paper with some other professors regarding what children like about the library. He will be sending us all the link so we can read it.

Meeting adjourned at 12:35 pm.

Next meeting: March 7th, 2024, 12 pm.



## Clarion Free Library Board Minutes

February 1, 2024

Call to Order: 12:07 pm

Attendance:

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

Minutes: Motion to approve minutes from February 2024 by Lona, 2nd Jackie.

Financial Reports: Motion to approve financial reports by Lona, 2nd Jackie.

Director's Report:

### Building & Grounds

- Rebecca contacted Christie Logue concerning the dissolution of the Literacy Council. She agreed to handle the legalities involved. We will receive a statement from her office in regards to the fees.

This will need to be voted on by the Board. Rebecca will be attending the Literacy Council's next meeting on April 24th to discuss the details of their dissolution.

- We are still waiting for the part to fix the radiator in the Children's Library. We also have leaks in the staff restroom, so Rebecca is going to reach out to Todd to see if he can pass things along.

- Joe Burns went up on the roof and said major updates are needed. It is pressing to get interior access for roof because he got stuck. The gutters need cleaned out by Boro and the next concern is the elevator.

### Community Relations & Funding

- A meeting was scheduled by Commissioner Braxton White to meet with a representative from Sen. Casey's office to discuss potential funding for library renovations. Rebecca, Jennifer, Todd Colismo, Carol Lapinto, & Linda LaVan-Preston were all present.

- The Inclusion Library has been installed in the Adult Department. Items are currently available for a 7 day check out. The ARC is sending a news article to local news agencies to inform the public about the new collection.

- We need to start working on our Fund Drive Letter for 2024. This is typically sent out in April to coincide with National Library Week. Rebecca is getting ideas from other libraries on who to send it to.

- We are looking into running a "Food for Fines" program during National Library week. Each donated item would count toward \$0.25 in fines. All donations would be given to local food banks.

- Annual Reports are currently in progress; they are due March 15th.

### Programming

- We held our Big Reads programs on February 1st & 21st. They were both very successful.

We had 16 people participate in the Book Discussion and 45 people attend the program presented by the Jefferson County History Center.

### Friends of the Library Report:

- Summer Bash
- Guest Bartender will be held June 21st
- The Friends donated \$1,000 toward the Summer Reading Program

### New Business

- Lona brought up Bridge Builders and Jackie said she would look into it.

- Getting the paperwork straightened out in the Fall about the CD that still listed Dan and DeWayne.
- Lona offered to help with social media.

## Clarion Free Library Board Minutes

May 9, 2024

Call to Order: Not recorded

Attendance: Rebecca Aharrah, Alexis Burns, Jennifer Fulmer Vinson, Jill Spence, Lona Brown, Jackie Griebel, Chandra Scheffic

Minutes: Motion to approve minutes from Mar 7, 2024 with edit of date from Feb. 1 to March 7 by Alexis, 2nd by Chandra, all approved.

Directors Report: See attached document

Friends of the Library Report: Guest Bartender Event on June 21st at Mechanistic. This is one of their largest fundraisers.

### Old Business:

Roof Replacement: a third appropriations application was submitted to Rep. Thompson's office. Questions were asked about the status of the gutters, have they been cleaned? Rebecca reported nothing has been done as of yet. Will reach out to Todd at the Borough to see about retaining a company to complete the work.

### New Business:

- Approve the hiring of Christy Logue to handle the CCLC bequeathment if we would need a legal representative. Motion to approve by Lona, 2nd by Alexis, all approved.
- The library was gifted \$13,000 from the estate of Janice Horn. It was suggested the funds should be deposited into the endowment account. It was also suggested to complete a project that would encompass a passion of Ms. Horn's such as gardening. Rebecca mentioned that the side yard along the lower entrance is in need of landscaping due to erosion. All agreed this would be a nice project to honor her memory. Motion was made by Jackie to move \$10,000 into the endowment fund and \$3,000 into the building fund to cover the cost of the landscaping. 2nd by Alexis, all approved.
- Snow Removal cost \$900 this year, Rebecca raised concern over the cost. After discussion it was decided this was a reasonable price for the area.
- Approved the spending for the annual fund drive, includes the cost for printing and mailing for a total cost of \$2,348.66. Motion to approve was made by Lona, 2nd by Jill, all approved.

Meeting adjourned: Not recorded



## Clarion Free Library Board Minutes

June 26, 2024

Call to Order: 12:07 pm

Attendance:

Braxton White, Rebecca Aharrah, Jennifer Fulmer Vinson, Jill Spence, Chandra Scheftic, Lona Brown, Jackie Griebel, Laurie Snyder, Simon Aristeguieta-Trillos, Cathy Mitrosky

Minutes: Motion to approve minutes from May 2024 by Lona, 2nd Cathy.

Financial Reports:

- We have received new financials from Brooks and Rhoads from April, 2024.

New Business:

- Braxton White reported that Senator Bob Casey has approved funds totaling \$348K for a new roof for CFL. There are still some more steps before the process is complete, but we are planning on the new roof for 2025. Thank you Braxton for facilitating this project for the library.
- Rebecca has attended a workshop on library advocacy. We have noticed that some townships have not donated or have decreased the donations to CFL. It would help if we could get some board members to attend some township meetings to let them know what is going on at the library so we will be on their minds when they are preparing budgets.
- Rose has started a quarterly news letter for the library.
- We received a 10K donation from the estate of Carol Ossesia. A motion was made by Lona and 2nd by Jill to put this money in the general fund and later move it to the building fund for renovations. We will install a plaque in her memory when the work is done.
- Lona will reach out to C & A Trees to discuss possible flowerbed options to stop the erosion in the back of the building. This will be done in memory of Janice Horn who also gifted the library some money from her estate.

Director's Report:

- We are kept the women's restroom locked for a few weeks due to some vandalism of the heating unit. It is now open.
- We are still waiting to hear back from a roofing company about cleaning our the gutters and drains.
- The Literacy Council is officially out of the building. We will not touch any of the items in their office until the legal process of dissolution is complete.



- The Clarion News will be running an article about the upcoming events at CFL, spot lighting the summer reading program and the annual appeal. It should be published in July.
- The summer reading program registration has begun. We have 55 kids signed up with more expected.
- The Garden Club has donated \$300.00 to purchase science kits for the children's department. Rose is assembling these kits.
- Adult programs have been added to our calendar including craft programs and a summer reading challenge. Eli is running this program. They will be using up-cycled material.
- We are looking into replacing the circulation desk computers. I have reached out to Computer Support for estimate as well as searching for possible grants to cover the cost. Laurie suggested checking with Clarion Computer, as they are always interested in helping non-profit organizations.

#### Friends of the Library Report:

- The Friends will be having a sidewalk book sale on June 8th. They are also having a guest bartender event at Mechanistic on June 21st. Please attend if possible.

#### Old Business:

- Our roof replacement update has been provided.
- Sewer line replacement is still being investigated. Todd at the Boro has been helping. They tried to send a camera through but discovered the drain needs cleaned first.
- Our annual appeal is underway and we have already collected more than last year.

Meeting adjourned at 12:47 pm.

Next meeting: July 11th, 2024, 12 pm.



## Clarion Free Library Board Minutes

July 11, 2024

Call to Order: 12:05 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Chandra Scheftic, Alexis Burns, Jackie Griebel, Simon Aristeguieta-Trillos, Cathy Mitrosky

Minutes: Motion to approve minutes from June 2024 by Chandra, 2nd Jackie.

Financial Reports:

- We have received new financials from Brooks and Rhoads from May, 2024.

New Business:

- The Friends of the Library have raised some money they would like to contribute to our next project. We have several options including the front step repairs, circulation desk computers, we have 4 years worth of newspapers that need archived and we need new carpeting in our meeting room. Chandra suggested that we look into getting a handicapped button for our door.
- The Autumn Leaf reception will be held on 9/27/24. Please let Rebecca know if there are any ideas for entertainment. Cathy will reach out to a piano tuner to come work on the piano.

Director's Report:

- We had to call the fire dept. on 6/26/24 due to activated alarms in the boiler room. The alarms are connected to pumps outside to warn of potential flooding in the boiler room. We did not have any flood issue. We also had water coming into the children's library around a light fixture. The fire company advised that it was not a danger.
- Mealys Excavating did come to put a camera through our sewage line. The pipe that connects was installed but not anchored and has shifted. It will need repaired. EADS is working with Todd at the Boro to get the repair completed. The Boro will pay for this repair, but we may be responsible for about \$5k of the repair.
- We received a donation from the dissolved environmental organization PEACE totaling \$6,827.70.
- We received our first millage check from the Clarion Boro totaling \$12,320.00.
- I gave a presentation at a Rotary luncheon on 7/8/24 and spoke about CFL. Alexis suggested the Rotary may be able to help us with a project if we ask them for assistance.
- We have a total of 85 kids in the summer reading program, which is winding down.

- County-wide zoo program was a success. 140 people attended.
- Our adult programs have started to pick up in attendance. We have one more program planned for this summer, yarn ornaments.

#### Friends of the Library Report:

- The FOL had a book bash on 6/8/24 and many books were sold. Also, their guest bartender program raised about \$3k.

#### Old Business:

- Johnny On the Spot will be coming to clean our drains and gutters. He is charging us \$400.00.
- DRG in Knox is working on an estimate to do the necessary repairs on our front steps. They will quote the job as a repair and also a replacement of the side columns.
- We spoke to Todd at the boro regarding planting something on the hill between us and the library to prevent erosion. We will reach out to the post office and see if they are willing to do a joint project with us to share the expense.
- Our catalog merger with Venango County will take place on 9/23/24. We will have to close on 9/21/24, 9/23/24 and 9/24/24 to complete this project. We will do staff training on 9/23 and 9/24/24. Simon made a motion to approve this closure and Alexis 2nd. All agreed.

Meeting adjourned at 12:35 pm.

Next meeting: August 1st, 2024, 12 pm.

## Clarion Free Library Board Minutes

August 1, 2024

Call to Order: 12:00 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Alexis Burns, Laurie Snyder, Cathy Mitrosky

Minutes: Will be approved at next meeting when 5 board members are present.

Financial Reports: Not available.

New Business:

- We just discovered that the 2022 audit was never completed. We are rushing to complete it to avoid a funding delay.
- IdentiGo has reached out to us to see if we can be a possible location for fingerprinting. We will get paid \$3.00 per person and have about 200 people per month. We feel this will be great to have more people through the library. They will train our staff. They will be calling me back to further discuss.
- We discussed the possibility of changing our meetings to every other month. We will revisit this issue at future meetings.

Director's Report:

- Rose attended to give us a final report on the Summer Reading Program. There were 88 kids registered and there were 13 programs. The theme was Adventure Begins at Your Library. Parents reported that their kids had improved their reading skills. We have videos on Facebook if you would like to watch. We have sign ups for this program on the 3rd week of May each year. THANK YOU ROSE for the effort you put into this program!!
- The roof drains and gutters have been cleaned. The cost was \$400.00. Funds will be taken out of the building fund to cover the total cost.
- We have received our 2nd half of our state aid from CCLS.
- The CFL is hosting the Chalk Art Competition for the Summer Bash on Saturday August 3rd.
- We will be advertising for a new Children's Librarian Asst. position with a starting wage of \$10.00/hr for 15-20 hours per week.

Friends of the Library Report:

- N/A

Old Business:

- We received a quote for the front steps. To completely replace them will cost \$42.8K, to repair just the sides will cost \$27.5K. We will be applying for a grant

through the Bridge Builders Fund and asking the Friends for assistance with this project.

- The Autumn Leaf Reception is approaching. Rhonda at Deer Creek Winery has reached out asking to assist CFL. We re discussing a wine pairing for the ALF Reception. Several ideas were discussed to elaborate on our plans for this reception.

Meeting adjourned at 12:40 pm.

Next meeting: September 5, 2024, 12 pm.

## Clarion Free Library Board Minutes

September 5, 2024

Call to Order: 12:03 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Jackie Griebel, Laurie Snyder, Chandra Scheftic, Jill Spence, Cathy Mitrosky

Minutes: Minutes from 7/24 approved by Lori, 2nd Jill, minutes from 8/24

Approved by Lori, 2nd Cathy. All agreed.

Financial Reports: June, 2024 statements reviewed.

New Business:

- Matt Lerch discussed some investment opportunities with the board.
- We have a staff member inquiring about a wage adjustment. We will get additional information and discuss again at our November meeting.
- We are considering getting a Square credit card reader. Our patrons have been requesting it.

Director's Report:

- The heavy rains in July caused the boiler room to flood, as well as the lower entrance. The entryway was dried and cleaned with bleach. The rugs were scrubbed and dried. We believe the problem could be some drains on the roof that are too tall. We will have them fixed when we get the new roof.
- We have received contributions from Limestone and Clarion Township.
- We are still waiting on the 2022 audit. We will hopefully have it back by the end of the month.
- We have been approached about holding a cookie baking contest the same day as the Ugly Sweater Parade. This would be a fundraiser for the library with people paying an entry and we would be able to sell the plates of cookies.
- Our fall programs will begin this week. IC school will again be coming to CFL.
- The building will be closed to the public from 9/21-24 for our catalog merger. Patrons will still have access to OverDrive/Libby and other electronic databases during this time. County wide training will also take place during this closure. We will also review our emergency plan during this training.
- We have been interviewing for the Children's Library Asst. position. We hope to hire someone by the end of the week.

Friends of the Library Report:

- The Friends are donating \$14k to our front step repair. We will be getting a 2nd estimate before proceeding. We will also apply for a grant.
- During ALF the Friends will be having their book sale.



Old Business:

- We have the invitations ready for our ALF reception.
- The boro found a company in Brookville to repair our sewer line. They should be coming at the end of the month during the night to do the repair so we don't have a disruption. We will make sure it doesn't interfere with ALF.
- We will not be having IdentiGo in the library. They found another location.

Meeting adjourned at 1:00 pm.

Next meeting: November 14, 2024, 12 pm.



## Clarion Free Library Board Minutes

December 5, 2024

Call to Order: 12:09 pm

Attendance:

Rebecca Aharrah, Jennifer Fulmer Vinson, Jackie Griebel, Laurie Snyder, Chandra Scheftic, Jill Spence, Alexi Burns, Lona Brown, Cathy Mitrosky

Minutes: Minutes from 9/24 approved by Lori, 2nd Simon. All agreed.

Financial Reports: July, August and September, 2024 statements reviewed.

Director's Report:

- The sewer line repair was completed on 10/11/24. They found a hidden set of stairs underground that had to be excavated. This increased the cost of the project, but CFL paid the \$5,000.00 we agreed upon prior to the start of the project.
- We had a company out of Slippery Rock repair the heating pipe in the childrens library repaired. It was a special expanding pipe. They were able to do the repair for \$990.00. They did lower their rate to accommodate us not needing to get board approval.
- We had an Afghan raffle and we raised \$34.00. We appreciate the donated afghan
- We have 2 programs in December. Tea with Mrs. Claus and we are having a Christmas cookie contest this upcoming Saturday.
- Penn West is having their annual breakfast on MLK day. The theme is service and we will be trying to find people interested in volunteering at the library. We will also be collecting for the food pantry.
- Our catalog merger was complete 2 months and we have worked out the bugs. We have gotten positive feedback from our patrons. Our circulation numbers are great.
- Hope Byers was hired as the childrens library assistant at a rate of \$10.00 per hour for 15-20 hours per week. She is doing a great job!
- We will be closed on December 24th and 25th. We will also be closed on December 31st and January 1, 2025.
- I will be emailing information to all board members about fundraising. There are opportunities for us to attend some seminars both on line and in person.

Friends of the Library Report:

- The friends had their stew and brew at Mechanistic. It was very successful and they made over \$2,000.00. We are grateful and they are on standby to help us with projects.

Old Business:

- We have a very valued employee that has requested a raise. We had a lengthy discussion including clarification of duties and discussion of other staff wages. It was unfortunately decided with our potential losses in upcoming funding we are not in a position to act on it as this time. We will revisit this issue in the near future once we have a clearer picture of our finances.
- We would like to open a CD with the \$11K we received from a previous investment. Cathy made a motion to approve, Jennifer 2nd. All agreed.
- We applied for a grant from the Bridge Builders to help repair our front steps. We will know in a few weeks if we will receive it.

Meeting adjourned at 1:09 pm.

Next meeting: January 2, 2025, 12 pm.

