

Elma Public Library Board of Trustees Meeting

Tuesday March 11, 2025

Attendees: Jessica Gavin ; Sue Sudlik ; Eileen Holden ; Bridgett Jacyna ; Holly Neu ; Tom Pirrung ; Paul Schwiegerling. Stephanie Molnar was excused.

Meeting Opened: 6:30pm EST. Minutes of the meeting held on February 11th, 2025 were reviewed and approved.

Librarian's Report:

- Overall visitor/circulation numbers for the library remain down compared to February 2024 (-8.0% & -13% respectively). The decrease is reflective of not just Elma, but all of B&ECPL, with an overall decrease in both circulation and visitors by 4.8% YTD. Positively, the number of computer users increased by 23.7% from February 2024 -2025.
- Library Programs: Programing continues to remain popular, with a lot of attendance during the February school break. Family Story Time has been reconfigured to include children ages 0-5 years and is no longer split into two programs (one for babies and another for toddlers). The Hawk Creek presentation was very well attended (56 attendees) and received good reviews. Summer break reading program planning to begin in April. The theme will be "Color our World". An "Upcycled Art Show" to be held in April (recycled materials will be provided for patrons to turn into art. The art will then be displayed in the library's display case).
- Staff Activities: The staff attended several webinars and training sessions: Shannon Carnall (1 webinar); Jessica Gavin (2 webinars & outreach visits); Stephanie Molnar (4 webinars & 1 Records Management Committee meeting).

Treasurer's Report:

- Review of income/expenses for February

Subcommittees Report:

- ACT: Next meeting to be held at the downtown Central Library branch on Saturday March 22nd.
- Friends: Meeting held last month. Their goal is to increase their number of members this year.
- Building and Grounds: The large icicle has melted! Safety cones were placed around the area as a precaution. The patched utility pump is not permanent solution and a resolution for the sewer gas smell is ongoing. Ashland Pest has been scheduled to come in and spray for Stink Bugs. Needed repairs and restriping of the parking lot noted.
- Publicity: The Advertiser was in attendance for the Slime Day program. Request made to remove old Facebook posts and focus future posts on information that relates specifically to the Elma library as opposed to other branches.

Old Business:

- Newspapers have been sent for binding. Eileen conducted a review of the Elma Review & EA Advertiser to determine how often Elma is represented. It was concluded that Elma is represented enough that it warrants the continuation of binding copies each year to preserve our history. We will revisit this in December. In the meantime, Jess will contact the EA library and see if they are also binding these newspapers (it doesn't make sense for both libraries to do this).
- University Express Honorariums: A decision was made to provide \$25 to each speaker that directly asks for it.
- Jessica Gavin passed the Notary test and her application has been submitted!

New Business:

- Annual Report to the community was reviewed and approved.
- Nathan Clinard has relocated and is no longer a member of the Elma Board of Trustees. Bridgett Jacyna was named interim secretary and a new board member is needed.
- Café' Table and Chairs: Options for purchase were reviewed. A discussion was held regarding the possible purchase of two Option #1 table/chairs, but a review of the table dimensions and space allotment are needed for further discussion.
- The spring book sale will be held on April 24th - 26th.
- A request for purchase of easels for book displays, toys for story time, and a sensory table with supplies was made and approval was given to proceed with identifying options for purchase.
- Jessica Gavin will email Carrie (Elma Town Clerk) and let her know that we will be participating in this year's Memorial Day Parade.
- 2025 Good Friday hours will be abbreviated this year to 10am-2pm.

All minutes and reports were submitted and were approved 7-0. Meeting was adjourned at 7:30pm.

Executive Session held from 7:30pm – 8:00pm.

The next regular meeting will be held Tuesday, April 8, 2025 at 6:30pm.