

Board Meeting Agenda

Portage Public Library Board of Trustees Meeting

February 21st, 5:30PM

Location: 704 Main Street, Portage, PA 15946

I. Call to Order

- Welcome
- Roll call of members present

II. Approval of Previous Meeting Minutes

- Review and approval of minutes from the previous board meeting

III. Public Comments

- Opportunity for members of the public to address the board (3-5 minutes per speaker)

IV. Director's Report (Submitted prior to the meeting)

- Library programs and events update
- Facilities maintenance and improvements
- Outreach and community engagement activities

V. Treasurers Report

- Financial report and budget update

VI. Old Business

1. Motion to approve the Personnel Committee Description, guiding the committee's functions and responsibilities.
2. Motion to approve the Security Camera Policy, with added language concerning the second floor, as presented by the Library Director
3. Motion to approve the Unaccompanied Minor Policy as presented by the Library Director
4. Motion to approve _____ to the Board of Directors

VII. New Business

1. Motion to approve the Library Director to pursue the PA Skill Charitable Giving Grant for the future project of _____.
2. Motion to approve the Library Director to conduct a Book Sale promotion as presented below:
 - Buy One, Get one Free
 - Duration: March until April
3. Motion to approve the 2023 State Aid report as presented by the Library Director

4. Motion to retrieve fines from old accounts
5. Motion to accept the Cambria County Library System Agreement (required to be apart of the Cambria County Library System)

VIII. Committee Reports

- Reports from any board committees (e.g., finance, personnel, fundraising)

X. Board Member Comments

- Financial Procedures to be updated by _____ for the March meeting
- _____ will serve as the point of contact for the Lot Garden Project
- (Rita) Request for an updated children policy
- (Rita) Request for larger radiators for heating

XI. Executive Session (if needed)

- Discussion of confidential or personnel matters (if required)

XII. Next Meeting Date and Adjournment

- March 13th, 5:30PM at the Portage Public Library
- Adjournment of the current meeting

Note: The agenda is subject to change, and additional items may be added at the discretion of the Board Chair or with the consent of the majority of board members. **Board members are encouraged to review relevant documents and reports before the meeting.**