

ACLCP Executive Committee Meeting Minutes

October 1, 2021 at 10:00 AM via Zoom

In attendance: Maureen Bentz, Eric Delozier, Lisa Howald, Stephanie Pennucci, David Runyon, Martha Stevenson, Jennifer Strain

1) Fall Program

- a) Date/Time: Jennifer reported the tentative date for the fall program is October 28, 2021. There will be two sessions on the same day. The first will occur from 1:00 to 2:00 PM and the second will be from 2:30 to 3:30. One session will be for librarians and the second will be for support staff. Both sessions will take place via Zoom. The format will be a networking hour with several breakout rooms.
- b) Swag: There will be sheets of stickers created by a student from Lebanon Valley College and pens leftover from the last in-person program distributed to member libraries. Maureen will have them printed and submit a receipt for reimbursement. Lisa, Jen, and Maureen will coordinate the distribution of the stickers, pens, and program announcement to member libraries.

2) Secretary Position

- a) There has not been any applicants for the positions of secretary or administrative assistant. Martha will send another e-mail advertising for the position of secretary on Monday, October 4, 2021.

3) Administrative Assistant Position

- a) There was some discussion about how to proceed with filling the position. Martha will send another e-mail advertising for the position on Monday, October 4, 2021. The committee agreed the compensation for the position will be \$16 an hour.

4) Budget Update

- a) Martha reported that bank balances are \$17,125.66 for checking and \$55,880.75 for savings.
- b) The committee agreed to authorize a debit/credit card for the treasurer.
- c) The committee also agreed to ask Scott to distribute a treasurer's report to the committee for each meeting.

5) Other Business

- a) The committee agreed to authorize the renewal of the Zoom subscription for another year. Eric will pay the subscription with a personal credit card and submit a receipt to Scott for reimbursement
- b) David discussed the possibility of applying for funding from the Pennsylvania Library Association College and Research Division to support spring 2022 programs. The programs committee will check into the feasibility of this opportunity.

Respectfully submitted,

Eric Delozier, Networked Resource Coordinator

