

Schuylkill Valley Community Library

Board of Directors Meeting Minutes

January 8, 2020

Present: Solomon Lausch, Stephanie Jacobs, Christie Brown, Erica Burch, Patrick Manwiller, Helen Flynn, Sharon Wilson, Kai Miller, Karen Bailey, Kelly Ruth

Absent: Roger Schmidt, Kathy Gerber-Fegely

1. Call to Order at 7:05pm
  - a. Welcome to our newest board member, Kai Miller.
2. Secretary's Report
  - a. Correction to meeting minutes from December 2019 (Section 6c). Erica Burch was not in attendance at the County Library System meeting.
  - b. Minutes approved with correction
3. Treasurer's Report
  - a. Leesport Borough's donation was not received before December 31 however it will be included in the annual state report for 2019 because the issue date was in 2019. Total check is \$4000 which is \$1000 more than expected.
  - b. Exceeded the budgeted amount \$8500 for the 2018-2019 mail fund drive with \$10,031.03 received.
  - c. Sol initiated a discussion regarding starting a separate "Capital Account" versus keeping the money in the current money market account. A motion was made and approved for the money to remain in the current money market account but Sharon Wilson will add a note in her financial report stating that \$30,000 is allotted for capital expenses.
4. Trustee Reports
  - a. Nothing to report
5. Librarian's Report
  - a. Circulation for 2019 is similar to 2017 to date. Not able to compare 2018 numbers due to the impact from the bridge closure.
  - b. Hoopla is no longer budgeted for the year. The Friends have agreed to cover the cost. The board appreciates the Friends contribution.
  - c. Christie met with the library's insurance agent, Bob Longley. Christie will provide him with an updated list of current contents.
  - d. Kai requested information regarding the lack of teen programs. They agreed to meet for further discussion regarding this topic.
6. Reports
  - a. Building and Grounds Committee
    - i. After discussion, Erica suggested creating a contract that lists the libraries expectations for the current cleaning service. Christie to get quotes from additional cleaning services.
  - b. Policy Review
    - i. "Clearance and Mandatory Reporting of Child Abuse for Employees and Volunteers" policy was reviewed and approved.
  - c. County Library System

- i. Nothing to report
- 7. Proposed Library Addition
  - a. Christie has submitted the letter of intent for the grant.
  - b. Leesport Borough determined that the land in question will be made an “overlay district” therefore no set back issues or variance/zoning issues will occur.
- 8. SVCL Friends
  - a. Karen Bailey was present for the meeting as a representative of the Friends group. No Friends meeting was held in December therefore nothing new to report.
  - b. She did suggest creating a special hole at the golf tournament to raise funds specifically for the new addition.
  - c. Next Friends meeting is January 21 at 7pm.
- 9. Other
  - a. Stephanie Williams, the District Consultant, will attend the Board of Director’s February meeting to discuss her role.
  - b. Christie was contacted by Merrill Lynch regarding investments. Christie, Erica, Kai and Stephanie will meet with the Merrill Lynch representative.
- 10. Adjournment at 8:13pm
- 11. Executive Session