



## **Exeter Library Association Board Meeting October 18, 2018**

Present: Jacki York, Liz Stavenski-Bell, Heather Saboori, Shawn Filby, Warren Lubenow, Jason Mell, Denise Darrah, Todd Dierksheide. Deb Franklin

Others Present: Mallory Hoffman, Charlene Zawaski, Jeff Franklin

- I. Meeting Called to Order at 6:29 by Heather Saboori
- II. Guest Speaker: Jeff Franklin, Technology Committee Member  
Jeff Franklin talked to Windstream. He suggested that we should look at the other options available to us since we are not tied into the contract with Windstream. He discussed the different proposals that we have received (Windstream, Vonage, Service Electric). The recommendation is Service Electric since it will cost about \$225 a month, which includes renting 8 phones and the telecommunications service. Buying the phone outright would be about \$1500 upfront. Finalizing this contract in the new year.
- III. Approval of September 20, 2018 Minutes
- IV. Motion by Shawn, second by Jacki to approved the minutes. Passed
- V. Library Director's Report  
Mallory discussed that a lot of programming is being planned. Hoopla will be available through Dec. 31, 2018. In 2019 we will have to pay for it, about \$1100/month. Jason checked into how Hoopla charges libraries. They charge the library \$0.99 to \$3.99 per item. The libraries can limit the number of items they can borrow a month. Discussion of if would it be cheaper for us to buy the items and stock them in the library.
- VI. Friends' Report  
Fundraising amounts this month:  
Dairy Queen made \$125.00  
Accessory sale \$1025.  
Book sale \$2275  
Bake sale \$525  
Vendor bizarre Nov. 3



- VII. Treasurer's Report  
Written report was sent to board members. It was accepted.
- VIII. Presentation of the Bills  
Motion by Jacki York to pay the bills, seconded by Liz. Passed
- IX. County System Update Next meeting is in Nov.
- X. Committee Reports
  - A. Advocacy
  - B. Fund-Raising
    - Beef and Beer \$920 in credit cards - \$25.31 for processing
    - Friends paid for Wegmans and Stonersville
    - Income \$4088.00
  - C. Personnel
  - D. Policy
    - Purchasing Policy determines that the Library Director must come to the Library Board for purchases over \$1500. Also the board is requiring three bids be sought for anything deemed more than maintenance.
    - There was a motion by Deb to accept the modifications to the purchasing policy as proposed by Mallory. Seconded by Shawn
  - E. Property
    - We are getting quotes for changing the bulbs in the children's section of the library.
  - F. Finance
    - Finance committee met to work on the budget for 2019. Mallory and Jason will go to the Exeter Township Supervisors meeting on Wednesday.
  - G. Technology
    - STEAM presentation last night.



#### H. Search

Cortney Bowman and Jonathan Beck are people who have expressed interest in becoming members of the board. They will be invited to the next meeting. We are also going to invite Nate Biel. Nate could also be a St. Lawrence representative. They can also be invited to be on committees. There was a suggestion to ask for interest in committee positions on the Exeter Library board. Discussed additions to the board for 2019

#### XI. Unfinished Business

##### A. Phone System

Need to rescind the approval of the Windstream motion at the last meeting  
Motion made by Todd, second by Jason. Passed

#### XII. New Business

##### A. Contract – Johnson Control

Own hardware for the sprinklers

They do a quarterly check of the sprinklers

Price increase of 6%

Motion to accept the contract with Johnson control was made by Deb, seconded by Todd. Passed

The purchasing policy does not require bidding on this contract.

##### B. BB&T's Mobile Point-of Sale Solution

Credit card machine

Need to ask who is responsible for fraud, do they indemnify us.

We currently have First Data

##### C. Called Paychecks and we are good for another year with the discounts.

They can keep track of vacation, paid time off, or sick days for \$5 per pay period.

#### XIII. First Reading – Employee Handbook

#### XIV. Second Reading - Revised Bylaws

Article 4 changed since the last reading directing the treasurer to have a report at each meeting

Will be voted on in November



XV. Board Member Comment

Jason recommended that we investigate holding an escape room event during the winter months and will pursue it

7:55 Motion to go in executive session by Jason Mell, second by Warren Passed

1. Incident reports discussed
2. Handbook

8:33 we came out of executive session

XVI. Public Comment

XVII. Next Meeting: November 15, 2018.

XVIII. Adjournment Motion to adjourn at 8:35 by Warren, second by Jason