

## Schuylkill Valley Community Library

### Board of Directors Meeting

December 8, 2021

**Present:** Christie Brown, Erica Burch, Patrick Manwiller, Stephanie Jacobs, Solomon Lausch, Roger Schmidt, Stephanie Schreiber, Kai Miller (via Zoom), Mary Kunkle (Friends' representative)

**Absent:** Kelly Ruth

1. Call to order at 7:03pm.
2. Secretary's Report- November's meeting minutes were approved.
3. Treasurer's Report-
  - a. Erica noted that we paid fees related to the building loan that we didn't anticipate.
  - b. Building expenses are all noted in one line item in the P&L, with further explanation in the financial notes.
  - c. Treasurer's report was approved.
4. Trustee Report-
  - a. Solomon Lausch has reached the end of his third term and will be leaving the board effective immediately.
  - b. Patrick Manwiller and Roger Schmidt announced their resignation from the board. This will be the final meeting for both.
5. Librarian's Report
  - a. Contracts were signed for \$25,000 community grant to be used for items such as tables and chairs for the new space.
  - b. Fund drive appeal was mailed and should be received any day.
  - c. Dr. Lausch noted that he appreciated how Christie handled the community grant.
6. Reports
  - a. SVCL Friends
    - i. Mary Kunkle reported that the Friends are currently running a raffle for Colebrookdale Railroad tickets to benefit the building fund.
    - ii. The next hoagie sale will take place January 15 & 16<sup>th</sup>. These are the pick up dates for the sandwiches. More info to follow.
    - iii. Upcoming fundraisers include a raffle ticket sale for a train ride for 2 people and the golf tournament on April 24<sup>th</sup> at 1:30pm.
  - b. Buildings and Grounds- nothing to report.
  - c. Policy Review- Christie reviewed the proposed changes to the Personnel Policy/ Dress & Grooming Policy. Approved with suggested changes.
  - d. County Library System- Erica is nominating Leesport Borough for the Elected Official Category at the BCPL awards.
  - e. Development Committee-
    - i. Kai stated there was one successful concession stand and one less successful attempt.
    - ii. Literary themed t-shirts are still for sale. Kai is planning to bring the pre-made shirts to the library to sell.

- iii. Giving Tuesday brought in over \$6,000 toward the building fund. Kai explained that anyone can create a fundraiser on Facebook with the library as the beneficiary. Some people do it around their birthday.
  - iv. Some other ideas in development are happy hours, Valentine's and St. Patrick's Day events.
  - v. The committee will be discussing the mural planned to recognize supporters at the upcoming development meeting. Jess Harle, an SVSD art teacher, will be present. She would like the kids to help design and paint the mural.
  - f. Nominating Committee-
    - i. The following members were elected as our 2022 officers:
      - 1. President: Erica Burch
      - 2. Vice President: Stephanie Schreiber
      - 3. Secretary: Kelly Ruth
      - 4. Treasurer: Stef Jacobs, with the understanding she would like us to find someone to take over as soon as possible.
7. Building Project Cash Flow
- a. Approval to transfer \$30,000 from the money market into the construction fund. Vote was taken and unanimously approved.
  - b. Approval to pay the bill from Dolan Construction dated 11/30/21 using the above mentioned \$30,000 and the remainder using the line of credit/loan. Vote was taken and unanimously approved.
  - c. Approval to pay the upcoming 12/24/21 bill with the grant reimbursement funds. Vote was taken and unanimously approved.
8. Board Openings
- a. Sol nominated Jay Melvin for a 3 year term. Vote was taken and unanimously approved.
9. Christie briefly reviewed end of year projections.
10. Next meeting will be on Wednesday, January 12, 2021 at 7:00pm.
11. Executive session to discuss staff bonus gifts.
12. Adjourned at 8:40pm.