

Board of Directors Meeting Notes

Date	March 15, 2023
Participants	Stephanie Schreiber, Stephanie Jacobs, Jay Melvin, Chris Thomas, Melissa Krishock, Dan Gassert, & Marissa Loeb Absent: Kai Miller & Alia Emery
Agenda Items:	Call to order 7:14pm
Opening Motions	Stephanie S motioned to accept minutes from Feb 2023 meeting; Jay seconded it. The vote passed unanimously.
Trustee Reports:	Stephanie Jacobs notes that the ES Reading Olympics celebration will be held at SVHS on 5/17/23 and volunteers may be needed. Stephanie S mentioned that we need 2 more board members. We discussed putting an ad out.
Treasurer's Report	Keystone Grant Update - Marissa noted that the Keystone Grant reimbursement will be deposited in 45 days which would reimburse us \$25,000. We discussed having a meeting with Sharon to decide where the money should be spent, replaced, or paid on the line of credit. Bank Accounts - Need to determine why Chris needs to be put on the bank accounts. Spending was discussed and accounts looked in order with nothing notable standing out. Stephanie S motioned to accept the treasurer's report and Jay M seconded it. Motion approved.
Director's Report	Egg Hunt - April 1st; still looking for candy donation Bake Sale donations needed for tax appts. Tax prep appts look good. March 20 - Sandwich Sale Golf Tournament - looking for volunteers

	<p>Marissa shared the job description for Asst Director position and highlighted changes. Stephanie S motioned to accept the job description. Jay seconded it and it passed unanimously. Marissa asked for clarification on sending Anna to attend the professional development day. Payroll was discussed and any additional expenses. Stephanie S motioned to allow Anna to attend the event. Jay seconded it and it passed unanimously. Jay also offered to reimburse the library as a donation.</p> <p>Hoopla - requests and costs were down. We're looking to spend about \$250 per month.</p>
<p>Friends Report</p>	<p>Knoebels Ticket Sale 20 ticket books \$19</p> <p>Sandwich Sale deadlines 3/20 order 3/25 pick up Can accept cash or check</p> <p>Friends purchased a chair for Marissa</p> <p>Hoopla - May offer \$500 towards Hoopla cost after/if we hit our max.</p> <p>Golf Tournament 3/23 at Richmaiden; need volunteers</p> <p>May need to collaborate on a small games license to cover both groups. Let them know.</p>
<p>Development Committee</p>	<p>Upcoming March Meeting Would like to discuss some type of mural for the new room</p> <p>Night At the Races - Meeting with the Fire Company went well. Stephanie S will update at the next meeting. Discussed the need for a clean up crew, workers, and settling raffles in a manner consistent with policy.</p>

<p>Building and Grounds</p>	<p>Spring Clean Up needed - It was suggested to discuss this with Lauren Matthews at the ES for a GOTR service project and other groups that may need service work.</p> <p>Maintenance Review - We discussed having Ron come and give us a maintenance plan or review so we know what upcoming needs would be. We could ask volunteers to help with some of the work. Does a maintenance checklist? Should we start one?</p> <p>Oil filters were changed.</p>
<p>County Library System</p>	<p>Feb 15 meeting; Stephanie S attended Discussed Fundraising only within your district/region Part of the Yearly systems agreement Amy R wanted this agreement May need to send out funding formula video explanation</p>
<p>Policy Review</p>	<p>Mission & Vision due this year Part of 3 yr strategic plan Need to review bylaws</p>
<p>Library of Things</p>	<p>Marissa shared that we received funding for inventory of the items. People can ILL the items but it needs to be picked up and dropped off at the owning library. The idea is to have a peg board with pictures of the items and a code for checkout.</p>
<p>Action Items for Next Meeting</p>	<ul style="list-style-type: none"> <input type="checkbox"/> Follow Up Spring Cleaning <input type="checkbox"/> Maintenance Checklist <input type="checkbox"/> Review Night At Races fundraising <input type="checkbox"/> Does Chris need to be added to the bank accounts? <input type="checkbox"/> Check in on volunteers for the Golf Tournament. <input type="checkbox"/> Follow up on fundraising from the NATR <input type="checkbox"/> Review the mission and vision; make changes if needed <input type="checkbox"/> Follow up on grant money & get Sharon's thoughts
<p>Next Board Meeting</p>	<p>Next meeting will be on Wednesday, April 12, 2023.</p>