

Exeter Library Association Board Minute

May 11, 2020

Attendance called:

Board Members:

Todd Dierkscheide present

Heather Saboori present

Elizabeth Stavenski-Bell present

Jacki York present

Deb Franklin present

D. Michael Bennethum present

Denise Darrah present

Others Present:

Mallory Hoffman present

Charlene Zawaski present

Darlene Mest present

I. Meeting Called to Order by Heather Saboori at 6:30 pm.

II. Approval of Minutes

A. March 9, 2020 Board Meeting

Motion to approve by Liz Stavenski, Second by Deb Franklin

B. April 6, 2020 Special Online Board Meeting

Motion by Todd, Second by Liz to approve these minutes

III. Notice of Executive Session on April 23, 2020 at 4pm via Zoom

IV. Nomination of Vice President

Nominations: Deb nominates Liz, Second by Denise Passed

V. Election of Vice President

Call for the vote by Deb for Liz Stavenski-Bell as Vice President Passed

VI. Nomination of New Board Members

Nomination of Courtney Bowman and Mandy Moore as board members by Liz Stavenski-Bell Second by Jacki York. Passed

Mallory will send the nominations to the Exeter Township Board of Supervisors for approval

VII. Library Director's Report

Mallory met with both Laura's to plan activities to do this summer.

The County system purchased a program called Read Squared that can be used over the summer. We will be starting possibly June 15th.

Mascaro completed their \$25,000 donation with an \$8000 check \$7000 donation received from Exeter Women's Club. Both these checks were deposited today. Township check was deposited May 6.

VIII. Friends' Report

Charlene Zawaski phoned in to give the Friends's report.

All fundraisers were rescheduled and whether they are held depends on the restrictions by the state.

IX. Treasurer's Report

Written report was sent to us

\$158,429 total income

\$125,000 expenses 10% less

X. Presentation of the Bills

Motion by Denise, second by Jacki to pay the bills Passed

XI. County System Update. No meeting

XII. Committee Reports

A. Advocacy

Nothing to report

B. Fund-Raising

Perhaps come up with something online.

Possible Texas Roadhouse and Chic Fil'A during the pandemic

Red Robin does gift card driven fundraisers.

Todd will look into these places.

C. Personnel

Nothing to report.

D. Property

Ground fault line in the kitchen needs to be repaired. Warren has the materials.

Mallory should contact him when they can meet at the library to do this.

E. Finance

Concerned about some expenses that were listed that we need clarified since the library is closed. Mallory will check on those expenses.

F. Technology – Password Management System

Jeff looked at 3 options: Recommending Last Pass (\$6 per user) or Dash Lane (\$4 per user) Mallory will choose the one with which she is most comfortable.

G . Policy – revisions

Reopening policy. Mallory sent us the current plan from the Berks County Library System.

The library will follow the state and wait for guidance from the Commonwealth Library

H. Search

Nothing

I. Strategic Plan Update

Mallory has the contact information for a person to help with the design of the strategic plan

J. Unfinished Business

A. PPP Loan

Mallory has 8 weeks to spend it on payroll and utilities. Whatever we can't justify use of becomes a low interest loan rather than a forgiveness loan. Got \$53,400. Used \$11,000 was used for payroll. We have to keep track of what bills are paid out and also what expenses are accrued during the 56 days period of the loan. Mike suggests we keep a spreadsheet of utility expenses and income during that 56 days period to justify the use of the money. If we use it for any other expense, such as equipment needed to set up the library safely, that would be put into a loan that is not forgiveable. Gas, water, sewer, lease expenses, electricity are examples of the utilities that can be used. Mallory, Mike, Jacki, and Todd will set up a time to meet to review this further.

B. Library Policy Revisions – Second Reading and Approval

- a. Internet policy from Berks County
- b. Computer policy reflected a few changes
- c. Inter library Loan Policy
- d. Library Service Policy

Motion by Mike, Second by Liz to approve the policies. Passed

K. New Business

A. Audit Engagement Letter

Todd will handle this letter to get them to start the audit.

B. Reopening Plan

A letter was sent to us today from Mallory with the information that she has now.

Some discussion about where to get the supplies for dividers, etc. Mallory will contact the township for information. Heather has suggested that we have another emergency meeting to discuss this as it becomes necessary.

C. Password Management System

Mallory will look into this using the suggestions given by Jeff.

L. Board Member Comment

Heather thanked all the employees for the great job they are doing during this pandemic.

M. Public Comment

Nothing

N. Next Meeting: June 9, 2020 at 6:30 pm

O. Adjournment at 7:22 pm