

Exeter Library Association Board Meeting May 17, 2018

- I. Meeting Called to Order by Deb Franklin at 6:35
Board members present were Deb Franklin, Shawn Filby, Liz Stavenski, Jason Mell, Denise Darrah, Warren Lubenow and Todd Dierksheide
Others present were Mallory Hoffman, Darlene Mest, and Charlene Zawaski.

- II. Approval of April 19, 2018 Minutes
Motion to approve by Shawn Filby, second by Jason Mell. Passed

- III. Library Director's Report
Simplex Grinnell was here Monday to work on the backflow. Some of the pipes are cracked and we need to get the plumber to repair it. Mallory will call the township to report it.
Tickets are being distributed for Craig Johnson's visit.
Mallory met with Mark Dombrowski, financial advisor through Thrivent. People can donate to the library through Thrivent. There was also a discussion with him about a 403B program for the library staff.
There is a handicapped sign in the parking lot that has fallen over and needs to be repaired and a "spike" is sticking up out of the ground.

- IV. Friends' Report
Book and bake sale is this weekend
Friends are going to reimburse the library for movie rental license.
Friends walk in the Memorial Day Parade and everyone is invited to join them
Keystone Villa had an antique appraisal and sent the information to us. The Friends are interested in looking into having one here.
Yard sale is June the 2nd, taking goods Friday, June 1, from 10 to 4 (no clothing)

- V. Treasurer's Report
Written report is attached. Jacqui York, Treasurer, was unable to attend the meeting this evening.
We did receive the second quarter check from the township.
Motion made by Shawn Filby to table the vote on the acceptance of the treasurer's report until July. Seconded by Warren Lubenow.

- VI. County System Update
No meeting until August.

- VII. Committee
 - A. Advocacy No activity to report
 - B. Fund-Raising

Designer Bag Bingo made \$4800.

C. Personnel

The handbook is going to be rewritten by Deb Franklin. Motion by Shawn Filby to find an unpaid intern to help Deb write the handbook. Seconded by Denise Darrah. The Vice President of the Board will find the unpaid intern. Passed. One employee has asked if the part time employee's vacation section could be rewritten to make it more understandable. When it is rewritten it will be shared with the employees to review.

Dates and times for a meeting about raises for the library staff will be sent by Mallory to the personnel committee.

D. Policy

Mallory discussed a policy that she received from another library dealing with unattended children in the library. Mallory will compose a policy for our library and send us a copy for review. We agree that this is necessary for the library.

E. Property

Lights are out in the library. We have reported this to the township and are waiting for the plumber/electrician to have time to come and install the new bulbs.

We need to get the outside of the building cleaned. We had two estimates last year, but did not get it completed. The estimates were in the range of \$7000. Shawn Filby recommended that Mallory contact the Exeter Township Board of Supervisors to request that they pay for this since it is building maintenance and it is over and above the budget. Also suggested that we have other items that need repairing such as the handicapped sign, lights and backflow pipe on the list, also. Mallory will draft a letter to be sent to the John Grainger.

The door hinges on several doors of the library have been repaired at the expense of the township. One more door requires hinge replacement.

F. Finance No activity to report

G. Technology

Jason, Mallory and Todd have been talking to Windstream about the account. No resolution yet. They will continue to follow up with the account managers until we receive satisfactory resolution. TIPS: Have met with Matt Hathaway and Steve Deibler. We are considering 3 pilot sessions. The proposal is attached. There was a motion by Jason Mell, second by Liz Stavenski after checking the dates with Darlene. There will be no cost to the library. This is a

partnership with the TIPS program and a great way to introduce students to the library. All registration for the program will be handled by TIPS. TIPS will promote the Library as a supporting partner in its literature and at events going forward. The motion passed.

H. Search No activity to report

VIII. Unfinished Business

Bylaw changes were sent to the members as a first reading. Shawn Filby summarized the proposed changes. Trustees are to review and offer comments. The changes will be voted on at the July meeting.

IX. New Business

May Days has been officially moved to July 20, 21 due to the weather. Jason suggested that we may want to have a presence on Saturday, July 21st since we now have the time to find volunteers. Mallory has previously done community nights using the PLINKO board. Library cards could also be made at that event. There is a suggestion that we see if we can tie it in to the Summer Library Program or promote HOOPLA. A motion was made by Shawn Filby, second by Jason Mell that we have a booth with the content determined by Mallory at the May Days on July 21. We may be asked to give a donation in place of being charged for the table.

X. Board Member Comment

XI. Public Comment

XII. Next Meeting: July 19, 2018. Please note that there is no June meeting.

XIII. Adjourn

Motion to adjourn by Warren Lubenow, seconded by Jason Mell at 8:27.