

Board of Directors Meeting Notes

Date	June 14, 2023
Participants	Dan Gassert, Stephanie Schreiber, Alia Emery, Marissa Loeb, Sharon Wilson, Jay Melvin, Stephanie Jacobs (via Zoom) Absent: Chris Thomas, Kai Miller, Kelly Jacoby, Melissa Krishock
Agenda Items:	Call to order 7:11 pm
Opening Motions	Welcome Becky Wanamaker, District Consultant; Jay motioned to accept minutes from the May 2023 meeting; Dan 2nd; The vote passed unanimously.
Trustee Reports:	Kai Miller resignation- verbally spoken/agreed to step down; no written agreement Steph S motioned to accept Kai Miller's verbal resignation from the Board of Trustees; Jay 2nd; the vote passed unanimously
Treasurer's Report	Steph J. did email the Vist Bank info (on drive); loan payment will start in July; total loan was \$97,526.00, taken on Nov. 17, 2021; \$997.26 new monthly payment on \$76,859.53 is owed; Armchair Horserace money will cover this year's payments; Discussed how to fund those for next year & what donations/fundraisers have paid thus far; Keystone refund is in Money Market account, \$25,000. Dolan payments came from Keystone, bank or donations Steph S. motioned to accept the May 2023 Treasurer's report; 2nd by Jay; The vote passed unanimously.

<p>Director's Report</p>	<p>Marissa will be away on the date of proposed July meeting Programming- summer programs have started, attendance is good so far; including new diversity & outreach program</p> <p>Canceled Knobel's ticket sale, will do staff t-shirt sale</p> <p>Staff- PALA Conference, Sun-Wed; Marissa & Kelly could split; final cost \$295/person for 2 days = about \$600 total including registration & most food, not mileage; would need coverage;</p> <p>District is paying hotel; Discussed possibility of Friends sponsoring one and Board sponsor another attendee; early bird</p>
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	<p>pricing ends on 8/15/23, Steph S. will talk to Karen, will vote on next meeting, also need milage and coverage costs to decide</p> <p>All upcoming event dates listed & put into calendar</p> <p>Staffing-interviews went well for Part Time Library Clerk, candidates found, Jennifer Merkel, substitute candidate also found, Abby Ruth at \$8.50/hour</p> <p>Steph S. motion to hire Jennifer Merkel as Part Time Clerk and Abby Ruth as Substitute Clerk at \$8.50/hour; Jay 2nd</p> <p>Bern Twp. Meeting 7/3, 7:00, to thank them for funding, Steph S. will go.</p> <p>No update from Leesport on safety/cameras; Discussion about making formal request at next Borough Council mtg. (6/21) and coordinating w/ baseball, pool; camera proposal info available to take; currently pay \$420; \$3523 total cost to install</p> <p>Circulation- Hoopla over 250, but still within average</p> <p>Bookkeeping- Our version of Quickbooks Pro desktop is expiring on Sat., \$550 to renew for 1 year (was about \$200 last year); possibilities include Quickbooks Online Plus \$75.00/year, but doesn't have payroll info, to include it would be additional \$80/month; County IT not responded back yet; Discussed challenges of Excel spreadsheets & entering them into Quickbooks re: W2 info, pay stubs, etc.; other libraries a mix of approaches; AEP is an option some are using, will negotiate w/ nonprofits</p>
Friends Report	No meetings during summer months

<p>County Library System</p>	<p>May meeting recap- discussed that Amy Resh has resigned, last day 6/20; detailed PA library conference information; Library Days coming up; Hoopla loan numbers up</p> <p>Service Agreement update- clarified process to check w/ & notify libraries crossing service boundaries for</p>
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	<p>events/fundraising; County will act as mediator in case of a dispute</p> <p>Next meeting- Aug. to vote on agreement</p>
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<p>Policy Review Committee</p>	<p>Emergency Handbook- update discussed changes: p.8 escape from basement v shelter-in-place; p.15 refers to elevators, remove; active shooter info from County to replace p.23-24; footer on pages July '18 will change to our approval date; we do have incident report form; sign-off for training to be created; all links included are functional; assembly area depends on where incident occurs; general info questions discussed, credits need to be included at beginning & end; quick reference page is in process; changes will be presented at next meeting</p>
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<p>Development Committee</p>	<p>Did not meet in May, possibility of July 17th meeting</p> <p>Summer Solo Stove raffle- will go forward, stove & items to go with it donated, promote during Summer</p> <p>Reading/attending community events & on social media; raffle Aug 25th; \$5/ticket, will print as need, buy in person</p> <p>Fall raffle- Yeti cooler</p> <p>Rally-continuing to develop, timeline of Fall 2024</p>
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Buildings & Grounds	<p>Safety- camera proposal due to 3 incidents recently necessitating discussion of security cameras; \$3500 to add 3 cameras w/install & ties into current system-stated no additional fees, but will get itemized quote; could add up to 8 cameras</p> <p>Clean up- went well, stones being taken care of; parking lines repainted</p> <p>Looking forward-maintenance issues, future baseball event parking</p>
Director Review Committee	Development of evaluation- research in process, committee will meet soon
Other Business	Outreach for new Board members- has started, flier at bank

	<p>National Night Out- at SVHS Aug 1. 6-9, asked to participate, sign up by 7/1, booth options? Friends? Possible theme: glow party?; perhaps not have raffle there; discuss w/ Friends, sign up for 1hr slots to participate, give out calendars & info</p> <p>July meeting- still have permission to vote via email if needed, Marissa will send out info regardless; virtual meeting</p>
	Jay motion to adjourn meeting, 2nd by Steph S.; Meeting adjourned 8:56 pm
Action Items	<ul style="list-style-type: none"> ● Continue Mission/Vision Statements and Strategic Plan discussion ● Follow up emergency plan ● Follow up on Leesport Borough mtg. Re: cameras ● Follow up Mural project ● Follow up on conference costs & discuss split with Friends ● Add Payroll subscription to budget? Check on other options

Next Board Meeting

Next meeting will be on **Wednesday, July 12, 2023** at 7:00pm.