

## **Exeter Library Association Board Meeting July 18, 2019**

Board members present: Liz Stavenski, Todd Dierkensheide, Warren Lubenow, Jacki York, Christy Haller, Heather Saboori, Deb Franklin and Denise Darrah  
Also present: Mallory Hoffman

- I. Meeting Called to Order  
Called to order at 6:30 by Heather Saboori
  
- II. Approval of the May 2019 Minutes  
Minutes approved; Liz Stavenski moved and Jackie York seconded
  
- III. Library Director's Report  
Partnership with Jewish Federation  
Literature Tour: A celebration of books and authors  
    Joni Klein-higger Barnyard Bubbe's Hanukkah 12/15/19  
    E. R. Ramszipoor The Ventriloquist 10/7/19  
    Tiffany Shlain 24/6 12/2/19  
    Erica S. Perl All Three Stooges 1/20/20  
    Barbara Ostfeld Catbird: The Ballad of Barbi Prim 1/22/20  
    Saul Austerlitz Generation Friends 2/3/20  
    Joy Ladin Soul of the Stranger 6/15/20  
  
Mallory received a Right to Know Request: List of who used the community room from 5/1/28 to 5/1/19. We redacted all the private information
  
- IV. Friends  
Charlene Zawaski was not there. Discussed past and upcoming events.
  
- V. Treasurer's Report  
Written report submitted by Jacki York  
Asked Mallory to check to see if there is a more profitable way to rent the library.
  
- VI. Presentation of the Bills  
Motion by Warren Lubenow to pay the bills as presented. Second by Todd Dierkensheide  
Looking at possibly of raising the maximum amount that can be put on the credit card without coming to the board for approval
  
- VII. County System Update  
No meeting until August
  
- VIII. Committee Reports  
    A. Advocacy Discussion of when our presence is needed at the township meeting. They want our budget by September.

B. Fund-Raising

Next meeting is August. Will try to meet monthly. Discussion of the Five Below Fundraiser. Thinking about weekly restaurant sponsor

C. Personnel

Deb Franklin and Mallory Hoffman met to work on the library job descriptions. They will be sent out for us to peruse prior to the meeting in August so we can vote on it at that meeting.

D. Policy

Two policies were sent to the committee. One is a comment policy for social media and the other is the change in the amount for each purchase on the credit card. These will also be sent to us prior to the meeting in August.

Need to look at the procedure on requirements for clearances for volunteers.

E. Property

Billing of neighboring townships/communities by the township. The concerns are that Mallory was unaware of the billing and how it will effect future donations

F. Finance

Discussed the payroll transfer

Got the audit engagement letter and tax letter

Discussed the budget for the township due in September

Will be meeting the end of July , September and November.

Want charitable giving on the agenda for discussion at the board meeting next month.

G. Technology

Will meet after summer is over.

Looking at sharepoint site, discussion of the internet, and forecasting

H. Special Events

I. Search

Meeting times will change to the second Mondays of the month. Next meeting August 12 at 6:30 pm.

IX. Strategic Plan Update

Mallory will be meeting Monday at noon with the staff. She will send us an email. For the August meeting, committees should submit reports prior to the meeting. We will stay late to discuss the strategic plan suggestions by the staff.

X. Unfinished Business

XI. New Business

Mallory received notice of a potential bequest that was left to the library.

Vote on the volunteer procedures concerning clearances. Motion by Deb, Second by Liz. Thanked Christy for putting it together for us. Passed

Discussion on presentation of a resolution to the township supervisors and thank them for their support. Summer reading program partnership should also be reported to the school board since we partnered with them on that.

Continued discussion on setting up regular meetings with the township supervisors and the school board to just discuss ways we can work together and any suggestions that they have. Set it for the next year.

Todd and Mallory attended a meeting on how to be a board member: Standards for Excellent: An Ethics and Accountability Code for the Non-Profit Sector. There is a self-assessment for board members and information on board orientation. Will look at this in January. We also need to figure out a succession plan: the roles of the past president, vice president and incoming president. Should look at this in December when we make up the slate for 2020.

XII. Board Member Comment

Census coming up. Warren suggested that we should be prepared to help township citizens in filling that out. Berks County Headquarters is already starting this process with a tool kit. Mallory will look into it. Could ask the township and the school district to help circulate the information that we will be available to help.

XIII. Public Comment

XIV. Next Meeting: August 12, 2019 at 6:30.

XV. Adjournment at 7:48 Motion by Deb Franklin, Second by Jacki.York. Passed.