

Exeter Library Association Board Meeting July 19, 2018

Present: Board Members: Denise Darrah, Warren Lubenow, Todd Dierksheide,
Heather Saboori, Liz Stavenski, Jason Mell, Jacki York
Other Important People: Charlene Zawaski, Mallory Hoffman, Darlene Mest

- I. Meeting Called to Order at 6:31 by Heather Saboori
- II. Approval of May 17, 2018 Minutes Motion by Todd Dierksheide, Second by Warren Lubenow to approve the minutes
- III. Library Director's Report
Library has been very busy with different programs. Fundraiser with Panera, August 13th 20% of anything they sell over \$100. Over 100 people came for the band and food trucks. \$111 made in donations that night.
The new marketing person, Lorraine Storms, has been doing an excellent job.
93 people were here to see Craig Johnson for a very successful evening.
- IV. Friends' Report
Book and Bake sale went very well. Made \$2750 in the 10 hours that it was open.
Yard sale made \$900.
Accessory sale is Sept. 22.
Coupons for Boscov's are available.
Charlene found out that they are able to charge for programs if the tickets says fundraiser and donation amount.
Book Bonanza at the Berkshire Mall was held this past weekend.
- V. Treasurer's Report The treasurer's report for April report were discussed. Overall the expenses for the library are pretty consistent, but the revenue is not. The April treasurer's report was approved with the deletion of the revenue and expenses chart. Motion made by Jason Mell, seconded by Warren Lubenow Passed.
Jacki York presented the treasurers report combing May and June. A written copy is attached. The treasures' report was approved with the deletion of the chart. Motion by Warren Lubenow, seconded by Liz Stavenski. Passed.
Motion made by Jacki York to pay all the bills, second by Liz Stavenski. Passed.
- VI. County System Update No meeting
- VII. Committee Reports
- VIII.

- A. Advocacy No report
- B. Fund-Raising. Working on the beef and beer for the fall. They are currently looking for a place to have it.
Todd Dierksheide has a contact person who would be willing to have a 0.5K fundraiser. Todd will invite him to the next fundraiser committee meeting. The township is aware that it is happening and are on board.
- C. Personnel: They are working on improving communication between Mallory Hoffman and the committee chairs. Jason Mell made a motion to grant the raises as proposed by the director in executive session, seconded by Liz Stavenski. Motion passed.
- D. Policy Deb Franklin and Mallory Hoffman met to discuss developing job descriptions. There is also work being done on the handbook.
- E. Property No response from the supervisor on the requests. The handicapped sign has been removed..
- F. Finance Jacki York met with the committee. Township manager wanted the budget by August. A program-based budget was developed and will be looked at again before the August meeting where it will be presented to the board. Circulation and building are the two highest categories out of 6 total. Adult program, children program, summer reading, and the community room are the other categories. Todd Dierksheide suggested that building be taken out as a category and spread out through the other categories. St. Lawrence has agreed to raise their per capita rate from \$4 to \$5 for next year.
- G. Technology TIPS is currently operating here and seems to be going well. Todd Dierksheide asked if Matt Hathaway could write up some feedback for us about the programs that were held in the library.
Jeff Franklin was working with Windstream to lower the current contract/ rate for the phones. They did get a lower rate, but it does not include internet. The committee is talking with Service Electric. Also discussion about an email domain: exeterlibrary.org. This would enable the staff to each have their work email.
Question include do we need a contract written up? Also we would be financially responsible for it.
Motion to accept the donation of the transfer of the exeterlibraray.org domain from Mike Najarian at no cost by Jason,

second by Todd Dierksheide. Motion passed. Email will be set up at a later time.

We need to register the Amazon Smiles account.

H. Search

No report

IX. Executive Session

Went into Executive session at 6:51 to discuss personnel. Motion by Warren Lubenow and seconded by Todd Dierksheide. Passed. Came out of executive session at 7:12.p.m.

X. Unfinished Business

A. Budget Discussed previously in the minutes.

B. Board of Supervisors Mid Year Report

Tabled

XI. New Business

XII. Board Member Comment

Liz Stavenski asked us to discuss the Naxalone policy

Liz Stavenski also asked Mallory Hoffman if Dr. Petris has talked to her about a program. He did and she is looking at the fall for this program.

XIII. Public Comment None

XIV. Motion by Todd Dierksheide Second by Warren Lubenow to adjourn at 8:03.

Next Meeting: August 16, 2018.