

Exeter Library Association Board Meeting

August 12, 2019

Board members present: Brett Diamond, Liz Stavenski, Warren Lubenow, Denise Darrah, Jacki York, Deb Franklin

Others present were Mallory Hoffman and Charlene Zawaski

- I. Meeting Called to Order at 6:35 by Jacki York
- II. Approval of Minutes Motion by Warren Lubenow to approve the minutes, second by Liz Stavenski

Passed

- III. Library Director's Report No questions for Mallory Hoffman. Written reports
- IV. Friends' Report

Charlene presented a report.

Made \$597 at the yard sale

Accessories sale is Sept. 7. Taking donations now.

Bazaar is going to be in November

Happy Hours at Dairy Queen Sept. 11

Fall Book and Bake Sale Oct. 4th and 5th

Helped Mallory with books for the school district and with the license for the movies.

Boscov's Friends Helping Friends Oct. 16th

They are also going to try to help with the Jewish Federation books

- V. Treasurer's Report

Was mailed out

Township check for July came

- VI. Presentation of the Bills

Motion by Liz Stavenski, Second by Brett Diamond to pay the bills. Passed

- VII. County System Update

No update. Meet the end of August

- VIII. Committee Reports

- A. Advocacy
- B. Fund-Raising
- C. Personnel
- D. Policy

1. Comments policy for approval

No questions or concerns about the policy. Motion by Warren Lubenow, second by Liz Staevnski to approve the comments policy. Passed

2. All job descriptions for approval

Question about the assistant director position since it had no education requirement. It was corrected to bachelor's degree with 3 years experience

Motion by Jacki York to accept the updated job descriptions as presented by Mallory Hoffman with the change of the assistant director position requirements as stated above. Second by Warren Lubenow Passed

3. Updated purchasing policy for revision/approval Changed to \$2000 from \$1500

Motion by Liz Stavenski, second by Denise Darrah to approve the revised purchasing policy.

E. Property

Leaking in the Young Adult section.

Air conditioner in the children's room was also not working, so the compressor was replaced. The new cost is now \$12,500 to replace the whole air conditions in that section. This will be voted on at the township board meeting.

F. Finance

Discussed the audit. Will be talking to the auditor this week. Should be done by September.

Discussed the budget.

Discussed the programming room costs. There was a concern that we were not making as much as previous years, but have found that it is ok.

G. Technology

H. Special Events

I. Search

IX. Strategic Plan Update

Mallory reviewed the suggestions that her staff came up with for how the library can work with the community.

X. Unfinished Business

We will be meeting with the Township for the 2020 budget on Dec. 19th

XI. New Business

A. Charitable Giving

Brett discussed QCD (qualified charitable distribution) for people who are over 70 ½ and have to start withdrawing money from their IRA. Retired people are allowed to take that

required money directly from their IRA and donate it to an organization and do not pay taxes on it. There is a write up that Brett Diamond has done and we can give it to Mallory Hoffman to put it with the mailing. Other ideas are to keep a form at the circulation desk, hand out the paper at meetings or put a message on the bookmark.

B. Job Descriptions

Voted on it under policy

XII. Board Member Comment

Deb reminded us that we should be looking for people to recruit for committees.

Positive comment about our instagram account.

Question about the bequest. We did have a copy of the will. We are listed in the codicil. It will take some time. We need to discuss what we want to do with the money. The will has no conditions on how it must be used. Brett Diamond suggested that we use some of it as a tribute to the person who left the money to us. He also suggested some ways that we can invest the money. Deb suggested to dedicate the movies section to him.

Brett Diamond also reminded us of the fundraisers being held for the Dawson family.

XIII. Public Comment

XIV. Next Meeting: Monday, September 9, 2019 at 6:30. We will be meeting in the adult study room.

XV. Adjournment Motion to adjourn at 7:30 by Deb Frankilin, second by Jacki York. Passed