

Exeter Library Association Board Meeting

September 14, 2020

Attendance:

- Todd Dierksheide. Present
- Mariel Jordan. Present
- D. Michael Bennethum
- Deb Franklin. Present
- Liz Stavenski-Bell. Present
- Cortney Bowman. Present
- Denise Darrah. Present
- Heather Saboori. Present
- Jacki York was present for the executive session only.

Also attending Mallory Hoffman

- I. Meeting Called to Order by Heather Saboori at. 6:30
- II. Notice of Executive Session held on September 14, 2020 at 6:15 pm via Zoom to review 2019 990.
- III. Approval of Minutes

Motion by Liz Stavenski-Bell, Second by Todd Dierksheide. Passed

- IV. Library Director's Report

Circulation is improving even though we are only doing curbside. Highest circulation in the county

Ebook circulation remains the highest in the county

Putting out some craft kits. Last one was Saturday and they were gone in 45 minutes. This Saturday is a preschool aged craft pack. May try to do something similar for adults

Will be starting letter writing and book club again through ZOOM

Transfer of duties: Assistant Director position eliminated. Payroll goes to Mallory; Second in command: Laura Kauffman; Nancy Russo is in charge of ordering

supplies; Adult programming will be a group effort until we get back to a normal schedule; Daily cash register and deposits will be done by Marta; Program room rentals will be handled by Mallory when the time comes

V. Friends' Report

We are registered for Boscov's Friends Helping Friends Oct. 14 and 15. On purchasing something we must tell the cashier that we are supporting the Friends of Exeter Library

Outside book sale on either Oct. 17 or Oct. 24th.

VI. Treasurer's Report was sent out by Todd Dierksheide.

Revenue down a little. Expenses way down. Positive net income right now
Treasurer's report was accepted

VII. Presentation of the Bills

Motion by Liz Stavenski-Bell to pay the bills, second by Mariel Jordan.
passed

VIII. County System Update

Written report

Added an additional training session on Sept. 17. At 4:30 Tools for Tense Situations. Register at <https://www.eventbrite.com/e/116142363937>

I received a copy of the results of the board president survey. I will attach that when I send out the minutes for approval.

IX. Committee Reports

A. Advocacy

B. Fund-Raising. Moe's Fancy Fajita Friday (Sept. 25) Mallory received the information today and it will be posted on facebook

Chick Fil A. Went out as Friends' fundraiser.
Was held last week
Possible future fundraiser is purchasing boxes of greeting cards
Yearly fundraiser mailing time is approaching. Discussion of what the mailing message should include.

C. Personnel No new developments

D. Property. Replaced light bulbs and flag

E. Finance. Audit is finished. No word on when the township wants our budget.

F. Technology No new development. Working with a company that puts WIFI outside buildings to the parking lot for public use, actually extends our current WIFI outside so people will just be signing on to the website.

G. Policy Will be approving some later in the meeting. Mallory Hoffman will be working on a code of conduct and send it to Deb

H. Search. Suggested that we reflect demographically the township community. Will open it up on Facebook and the newsletter. Need 2 people, one right away and the second one to start in January. Suggested we reach out to organizations in the county to help us find someone who may be interested.

X. 2019 Form 990

Motion by Liz Stavenski-Bell, second by Cortney Bowman to approve the 2019 Form 990. Passed

XI. Strategic Plan Update

Spoke with Al Weber. He is going to do a strategic planning session with the libraries for continuing education. Also one of Mallory's classes with Berks County Community Organization is on strategic planning

XII. Unfinished Business

- a. PPP Loan. No updates
- b. 2021 Budget Eliminated the assistant director position.
- c. Reopening Plan. Planning to reopen softly on Monday, Nov. 16. It will be by appointment only for computer use and browsing. Motion by Todd Dierksheide, second by Liz Stavenski-Bell to accept the reopening plan. Passed
- d. Motion by Liz Stavenski-Bell and second by Cortney Bowman to amend the agenda to include bills that were submitted by Mallory today. Passed
Martin's Flooring bill for \$7, 040 for the children's library. Moton by Todd Dierksheide, second by Cortney Bowman to pay the bill. Passed
Pay Long and Barrell to pay for the audit for the amounts of \$525 and \$2620. Motion by Liz Stavenski-Bell, second by Deb Franklin. Passed

XIII. New Business

- a. Telework Policy. Motion by Deb Franklin, Second by Liz Stavenski-Bell to approve this policy. Addresses when the employees are not working in the building. Passed.
- b. Bibliotheca Service Agreement Contract. Motion by Deb Franklin, second by Liz Stavenski-Bell. RFID security service. Passed
- c. Position Elimination. Motion to eliminate position of assistant director by Todd Dierksheide, second by Mike Bennethum. Passed
- d. Mission Statement Revision: First Reading. Will vote on this at the next meeting.

XIV. Board Member Comment.

Accepted the resignation of Mandy Miller. Thanked her for her service.

Consider whether a meeting will be held on Oct. 12 since we did not take any time off this summer.

XV. Public Comment

XVI. Next Meeting: Monday, November 9, 2020 at 6:30 pm

XVII. Adjournment. Motion by Deb Franklin, second by Liz Stavenski-Bell to adjourn at 7:22 pm.