

Exeter Library Association Board Meeting September 20, 2018

Present at the meeting were:

Board members: Heather Saboori, Jacki York, Deb Franklin, Denise Darrah, Jason Mell, Todd Dierksheide, Shawn Filby

Others present were: Mallory Hoffman, Darlene Mest, Charlene Zawaski, and Ed Yoder

- I. Meeting Called to Order at 6:30 by Heather Saboori
Special report: Ed Yoder, Loomis insurance.
He was discussing insurance for a special event that we have coming up, the Beef and Beer. Fundraiser is part of non-profits' daily activities. We have host liquor liability. We are already covered for the host liquor liability. Special event policies are available, for \$300 to \$350 for \$1 million insurance for that event. If we get that then, if anything comes up, our 1 million dollar liability insurance is not being stretched. We have directors' and officers liability insurance also (\$850). We could also add another million to our regular policy for about the same cost. (\$300/\$350).
Deb suggested we should have some people trained as to what to do if there are any liability issue. Ed says that he can send a person out who will go over the property to make sure that we are safe.
- II. Approval of August 16, 2018 Minutes
Motion by Shawn Filby with amendment, Second by Jacki York, to approve the minutes. Passed
- III. Library Director's Report
Great summer. A report was given that about 12,500 people through the doors for the month of August.
There is a Kombucha event, which is a fermented tea, coming up on Oct. 10.
Clarence was here to look at the HVAC system. The township is looking to replace some of their units, including ours.
New Berks County Library administrator was appointed, Amy Resh.
Holiday hours were set and are on the website.
Deb Franklin and Mallory have finished the first draft of the new policies. Deb has volunteered to come to the meeting with the staff to outline the new policies.
Vacation time and paid time off are things that are going to be different. Also the benefit package that must be offered to those who work 30 hours or more was discussed. We now have 5 fulltime employees for the benefit package.
There was a personnel issue that was discussed.
- IV. Friends' Report
Dairy Queen event was held. We made \$125.
Accessory sale is Saturday, Sept. 22.
Book sale is Oct. 5, 6. Charlene is looking for people to help staff the event.
- V. Treasurer's Report
Written copy was submitted.

Informational tax return form was shared with us. There was a motion by Deb, second by Jason to approve filing this return. It will be filed tomorrow.

Accounting for payroll was discussed.

There was also a discussion about the policy made about the invoices that were more than \$1000 will require board approval.

Motion made by Deb, second by Jason to pay for the audit by Long and Barrell for \$7294 with a \$3094 in-kind donation, therefor a total payment of \$4200 and to Harold Boone for repair of the fans and lights of \$2100. Passed

A motion was made by Todd to pay the bills, second by Deb to pay the other bills. Passed.

Asked Mallory to develop a proposal as to when bids are required.

The budget was discussed.

VI. County System Update

New Berks County Library Administrator is Amy Resh. She was director of Emmaus Public Library and Boone Area Library. She has a master's degree in library and information science from Drexel and a master's degree in business administration from Alvernia. I have no date when she comes on board. Next BC Library meeting is Nov. 7, 2019.

VII. Committee Reports

A. Advocacy no report

B. Fund-Raising

Beef and Beer. We are getting the room at Stonersville free thanks to Charlene. We need to pay for the beer and bartender. Discussion of the Items that we have collected.

C. Personnel

Handbook was discussed previously.

D. Policy

The Unattended Children Policy was presented by Mallory. A motion by Jacki, second by Shawn, was made to approve the policy. Passed

E. Property

Med Ed was here to inspect the transformer. The bushes need to be cut in front and to the side of the transformer so they have access. The township should be contacted for the needed work.

F. Finance

The financial statements and documents were reviewed by Jacki and discussed with the board. Functional allocation needs to be further explained in the future. Jacki will meet with Mallory about this. The finance committee will meet to discuss the 2019 budget.

G. Technology

Domain name: no progress on it yet. Mallory will check with Mike about the domain and the email.

Quotes for the phone system were submitted:

Windstream for \$274.10 a month. Lease phones for 3 years.

Service Electric internet \$60/month

POTS lines (telephone service) \$42.15/month.

That would still be a \$100 - \$150 savings a month.

To switch to Service Electric totally would have a \$1400 up front cost, but would be \$140.25 a month for 3 year for the trunks and set up. Would still have the \$60 a month.

Todd suggested we should also check with Vonage. Vonage has no upfront and would have several other options to take a look at.

Motion by Jason that we execute moving forward with Windstream for a three year term. Second by Jacki. Passed

H. Search

Mallory has advertised for a new board person to replace Shawn. She is going to resend the advertisement. Some names were discussed.

VIII. Unfinished Business

A. First Reading of Revised Bylaws

Shawn discussed any changes that were made in the policy.

These will be attached to the minutes from Oct. The vote will be taken in November.

B. Flooring quotes (stripping and waxing)

Clean Image \$1983 with a maintenance cost of \$575.

Martin's Flooring \$3258.72

Hitchcock for only the tile and grout \$1991.25

Cleaning company for only the program room and kitchen \$1238.32

Motion by Jacki to have Darlene ask if Clean Image would charge for furniture moving, and if not, then we go with Clean Image to clean the floors and to go forward maintaining it. Second by Jason. Passed

IX. New Business

X. Board Member Comment

XI. Public Comment

XII. Next Meeting: October 18, 2018. Motion by Deb to adjourn, second by Jason. Meeting adjourned at 8:30pm.