

Exeter Library Association Board Meeting

August 17, 2017

In attendance: Liz Bell, Shawn Filby, Denise Darrah, Heather Saboori, Mallory Hoffman, Jacki York, Charlene Zwa, Linda Strain, Deb Franklin

- I. Meeting Called to Order at 7:32 by Shawn Filby
- II. Approval of July 20, 2017 meeting minutes Motion by Linda Strain, second by Heather Saboori Passed  
Shawn introduced Liz Bell, our new board member.

- III. Library Director's Report  
Written report is attached

Mallory told us that we were getting new phones on Tuesday along with appropriate training on Tuesday. Circulation is up over 2000 items for July. Self-defense was last night. Darlene is averaging 60+ people to movie nights. Laura had more than 300 people for Grandpop Bubbles. Linda Strain commented that she had calls saying how they really enjoy the library events. Mallory, Denise, and Nancy set up a tent at National Night Out. Sold eclipse glasses to first 100 customers. Linda also congratulated Mallory that she and her staff have done a great job this summer.

Deb moved that this board resolve to thank the staff for an amazing job over the summer. Second by Heather Saboori. Shawn asked Deb to draft a letter up to that effect and send it to Shawn to sign and present to Mallory. Motion passed.

Shawn had a question on how the \$10,000 grant from Judy Schwank is budgeted in operations and where it ended up. Charlene explained where it went. Jacki suggested that it the money get moved over to the grant account.

- IV. Friend's Report

Shopping Pass for Boscov's are available at the desk. It is for Tuesday, Oct. 17. We get all the money from the ticket sale. We made \$800 last year. Pick up some to sell to our friends. Presale day in September.

Dairy Queen night Sept. 12.

Charlene worked at the Book Bonanza. She picked up 7 metal bookcases for the barn. Could still use a few cases for the cd's and dvd's. Deb may be able to get some from her law office.

Book sale is Oct. 11 through the 14<sup>th</sup>. They will stop collecting books on August 28<sup>th</sup>.

Gave Mallory \$3000 for the collection. They were here for the Book Bingo. Also got a new refrigerator for the conference room.

V. Treasurer's Report

Written report attached

Concern that we did not budget for the summer reading program.

Motion to pay the bills made by Deb Franklin, second by Heather Saboori. Passed

LSTA grant we got last fall was for \$10,000. The purpose was for materials for the nursing home project. We overspent by over \$8000. Jacki suggested we have a spreadsheet for expenses. We must also reclassify the expenses. Move it out of LSTA expense and into adult collection since it was not all LSTA expense. Heather pointed out that Mascaro was going to match us for monies paid for the adult program up to \$2500. Have to see if that was used. All but \$3000 has come in from the LSTA grant.

VI. County System Update

Written report attached.

Linda said ReMax is trying to help Book Bonanza find a new area. She is sending a letter to 150 agents and the Board of Realtors to help them find a new building.

VII. Committee Reports

Advocacy & Fund-Raising

Painting with a Twist. Linda had an example of what is painted. Thursday, Sept. 28<sup>th</sup> at 6:30. Minimum age of 14. Money is collected on line. Linda is sending us the link. We only have 42 seats that night. We will get \$35 a person, the whole amount. We will make \$1470. We will be painting a fall scene.

Personnel, Policy, Property had no reports

VIII. Unfinished Business

IX. New Business

Capitalization policy

Concerns fixed assets. Capitalize something that has a useful life of greater than 1 year. The lower threshold allows you to capitalize those expenses over more years. We must give the auditors a list of our assets. Motion by Deb Franklin, second by Heather Saboori to approve the capitalization policy. Passed.

Segregation of duties

Brought up by the auditors. Jacki would like to have a short policy developed about the segregation of duties. She will do it for the next meeting.

Disbursement policy

Jacki recommends that any purchase over X dollar is made the board must be notified. She is suggesting \$2000 and will follow up with Mallory since board members thought there was already a limit set..

Jacki also asked about the credit card and if we got any cash back on it. We usually pay the whole amount monthly. Jacki is going to check in to other credit cards. Must make sure we have an audit trail. We currently have a \$9000 limit. We use the county credit machine for the customers. Difficult to get the explanation from them about what the fees are that we get. Jacki is going to have her boss look our account for the customers. Jacki will provide information on credit cards for us next meeting.

#### Bank signers

Two issues with bank signers. Jacki needs to be added to the list for First National.

BB&T lost the signer sheets so Charlene, Heather, Jacki, Shawn, and I need to go and resign. We also must go to First National and sign the cards for them also.

Letter that we received about the ground floor of the Dunn Center being taken over by the township on August 9<sup>th</sup>. Keystone Grant states that this building cannot be used for anything but a library for 50 years. We are not sure if we have any documentation saying that the ground floor of the Dunn Center was included in that agreement. Charlene thought that we had to add the ground floor of the Dunn Center to meet the requirement of the Grant for square footage. Shawn suggested that perhaps we give it to them, but request a place for us to relocate the books. Perhaps give them plans for an addition for the Friends. Problem with that is Exeter doesn't own any other property. Linda said it seems like we have to go with the square footage argument. Need to bring in Tony Distasio, Troy Bingaman, and/or Michele Kirchner who were on the involved in the building of the library and the grant agreement. Deb says that we should reserve the right to dispute the action so that we have time to research our position. Shawn reminded us that the letter came from the township manager, not the board. Deb suggested language that Shawn should use when contacting the township supervisor. Shawn also suggested that if we do hand over the Dunn Center, the Friends would be placed in the conference room and we would be unable to hold events or rent out that room. The Friends will be represented at the meeting with the township board in September. Shawn is going to talk to Tony Distasio. Deb also recommends Shawn go talk to Mr. Granger, township manager, and find out what he can learn about why they need the space.

#### X. Executive Session

Executive session called at 8:16. Discussed personnel issues.

Out of executive session at 8:50

Motion to adjourn by Deb Franklin, second by Jacki York at 8L52.

XI. Next Meeting: September 21, 2017, 6:30 PM Exeter Community Library