

## **Library Association Board Meeting**

**February 16, 2017**

I. Meeting Called to Order by Heather Saboori at 6:35

Shawn Filby absent

II. Minutes approved

Approval of January 19, 2017, meeting minutes approved. Motion by Linda Strain, Second by Jason Mell

III. Library Director's Report

Circulation slightly increasing thanks to being open on Mondays

Question about 1000 books program, an Early reading program. The money was from Exeter Community Foundation to fund this program (\$1000). Suggestion that Mallory report back to the Foundation to let them know how successful the program is.

Full director's report attached

IV. Friends' Report

Friends' report given by Charlene Zawaski. Will begin collecting books in the alcove again.

Book Bonanza must get out of Vanity Fair by June. Looking for a large place for the sale for next summer.

Friends' received an award from Berks County Library System last night for Best Fundraising Effort.

V. V. Treasurer's Report

Handed out credit card bills for the last two years for us to look over. We are starting off well this year.

Motion to pay bills by Denise Darrrah, Second by Warren Lubenow

Brought a capitalization policy, which was suggested by the audit. If approved will go into a procedure manual. Will be voted on next meeting. Question from Mallory about the \$250 threshold that needs to come to the board.

Full treasurer's report attached.

#### VI. County System Update

Awards reception was held here at the library last night.

#### VII. Committee Reports Advocacy & Fund-Raising/Personnel/Policy/Property

Advocacy and Fundraising is set up for the Exeter Quarter Raffle on April 2. Reiffton Middle School will be where we hold the quarter auction. We will only have to pay for the janitor, no charge for the room. Have the room from 10 to 4. We will need help to move tables from the library to the school for vendors and food. The Friends are going to be in charge of the food. Vendors are setting up at 11. The doors open at 12 for lunch and preview. Start the auction at 1 until 3 or 3:30. There will be a \$10 admittance charge. Tickets will be at the library front desk for us to pick up and sell tickets soon. Last time this was held we raised \$6000. Linda needs help to get vendors (The vendors must give 2 \$25 donations and will get the table free. They cannot sell their goods, they can display their goods and take orders and have drawings). Also need raffle items from other businesses. All board members need to be there to work that day.

Personnel Committee will be discussed during executive session.

Nothing from policy and property committees.

#### Property Report

The water damage will be repaired by Linda's husband who had the low bid.

#### VIII. Unfinished Business

None

#### IX. New Business

##### Reading Country Club Golf Fundraiser

Mallory received a call from Greg Galtere about a fundraiser they are going to do a fundraiser. They are going to do a literacy walk.

Warren got an email from Chris Jordan at the Reading County Club to ask if we

wanted to run a tournament. If so they would be willing to help us run it. Attach the copy of it that was forwarded to me.

VIII. Executive Session

Motion at 7:18 to move to executive session by Linda Strain and seconded by Jason Mell. Motion to end executive session by Linda Strain second by Deb Franklin at 8:00.

Discussed staff raises and library director evaluation

Motion by Deb Franklin, second by Jason Mell to approve 4% raises for the staff retroactive to Jan. 2017. Carli Bercek's and Laura Carson's raises will be effective the first payment in March 2017. Passed

Motion by Deb Franklin, Second by Rick Gromis to give Mallory Hoffman a 4% raise with retroactive pay to Jan., 2017. Passed

XI. Next Meeting: March 16, 2017, 6:30 PM Exeter Community Library

Motion to adjourn by Warren Lubenow, second by Linda Strain at 8:30 PM.