

Exeter Library Association Board Meeting
Jan. 19, 2017

Attendance: Shawn Filby, Heather Saboori, Jacki York, Denise Darrah, Linda Strain, Deb Franklin, Jason Mell, Mallory Hoffman, Bonnie Goulden, Charlene Zawaski

I. Meeting Called to Order at 6:30 by Shawn Filby

New members, Deb Franklin and Jason Mell, introduced themselves

II. Approval of December 15, 2016, meeting minutes

M/S by Jacki York, second by Heather Saboori

III. Library Director's Report

Mallory met with John Grainger, township manager. He had questions about what we need for the library and requested a list from Mallory. He is trying to make a list of the needs of the township community. Sometimes companies ask if there are monies needed in the township and he wanted to be able to advise these companies. He was also interested in the history of the library and a copy of the Keystone Grant. Grainger also requested our budget by Labor Day.

A little over \$28,000 brought in by the fundraiser mailing. Cost of mailing was around \$3000.

Bids are coming in for repair of the building. \$1000 deductible for us.

Monday openings are slow, but both Mondays they have been open have been holidays.

Question about Tumblebooks subscription. It was free last year, but will need to be paid this year.

Attached are the Director's Report and Circulation report.

IV. Friend's Report

Cookie/wreath sale was a huge success, a profit of \$3280.00 on wreaths and \$884 on cookies. Made \$146 at Chick Fil A spirit week. Will do it again in March. Looking into a costume jewelry sale in the future, before Thanksgiving. They will collect jewelry during magazine exchange and are in need of display boxes. The Friends made contributions of \$19,416 to the library: \$5000 for collection, \$400 for magazines, \$11,600 for programs and \$900 for the Reading Museum.

V. Treasurer's Report

Payroll costs are being cut in half to \$47 at month.

Jacki discussed total income and expenses. Commended Mallory for keeping the costs down and under budget.

There was a discussion about the banking account. Jacki suggests we stay with the current bank, First National. Some concerns were getting copies of the checks and the cost of using Quicken. Our capital funds are with BB&T. There was also a discussion about if that money can be used.

There was a discussion about donations and how they were used. Charlene is setting up a new way of keeping track of these donations and making sure we can say exactly where they money went.

Motion to approve the treasurer's report and pay bills M/S Linda Strain and Jason Mell

Attached are the 2016 donations report, treasurer's report and expenses report

VI. County System Update

Denise did not attend.

VII. Committee Reports

a. Advocacy/Fundraising Committee — focusing on creating events that will provide funding the operating budget as well as seeking out opportunities to educate members of the community on the function and importance of the library

Members: Linda Strain, Denise Darrah, Jason Mell,, Charlene Zawaski, Jessica Connot , Heather Saboori

b. Personnel Committee — providing feedback to the Library Director and advice on staffing issues

Members: Shawn Filby, Deb Franklin

c. Policy Committee — ensuring that library policies are current and in compliance with local, state, and federal guidelines and are helpful to the smooth operation of the library

Members: Heather Saboori, Jacki York, Shawn Filby, Deb Franklin

d. Property Committee — ensuring the physical structure of the library is sound, safe, and utilized efficiently

Members: Bonnie Goulden, Linda Strain, Darlene, Mest, Warren Lubenow

e. Finance Committee — ensuring that the budget and expenditures are sound for the smooth operations of the library
Not being formed at this time until needed.

f. Nominating Committee — searching for members of the community who would be a good fit to serve on the Board of Trustees when vacancies arise.
Members: Linda Strain, Rick Gromis

Personnel committee needs to meet with Mallory to do a yearly review. Getting possible dates from Mallory and her performance report.

Some minute things could be changed for policy. Mallory will get that to us for the February meeting.

Advocacy/fundraising report

Linda reported that we are going to do a Quarter Auction. We would sell tables to vendors that they can display items, but not sell anything. Gather objects from the community to then auction off. Planning on doing this April 2, 2017. Linda explains how the auction works. Also will have tables with food for sale. We have made between \$5000 and \$6000 from this event previously. Jason brought up the possibility of selling the tickets on line.

VIII. Unfinished Business

— Approval of Letter to Borough of St. Lawrence

Letter will be sent out.

— New Signatories to BB&T account

We need Jacki, Heather, Denise, Shawn and Charlene to go to BB&T to become signatories before the end of March.

IX. New Business

— Designated 2016 Gifts Dispensation -- done with Treasurer's report.

— Committee Assignments Done with the committee report

Mallory brought up the raises for library employees.

Executive session called at 7:55 to discuss personnel. Executive session ended at 8:10

Motion to adjourn by Linda Strain, Second by Heather Saboori at 8:10.

X. Next Meeting: February 16, 2017, 6:30 PM Exeter Community Library