Spring Township Library Association  
Meeting Minutes for Thursday, January 11, 2018

Present Board Members - Sherry Auman, Donna Bird, Kevin Cramsey, Andrea Dillaway-Huber, John Emerick, Jody Kulaga, Jennifer Yetter. Others present - Kevin Bitz, Donna Eby, Carol Gardecki (Board Emerita), Barbara Kline, Jestyn Payne, Kimberly Rice, and Jess Royer.

Absent- Donna Bird

Meeting was called to order at 7:00 PM.

Kevin Cramsey and Jody Kulaga were introduced as new board members.

Board Reorganization -

- Andrea made a motion to designate Jestyn as President Pro-Tem. Jody seconded; motion carried.
- Sherry made a motion to appoint Jen Yetter as Board President. Andrea seconded; motion carried.
- Board Officers:
  - Motion was made by Sherry to appoint Andrea Vice-President. John seconded; motion carried.
  - Motion was made by John to appoint Sherry as Secretary. Andrea seconded; motion carried. Scott will act as scribe and submit minutes to Sherry for review.
  - Motion was made by Andrea to appoint John as Treasurer. Sherry seconded; motion carried.

Motion was made by Andrea to approve the consent agenda from the December 14, 2017. John seconded it; the motion carried.

Library Director’s Report -

- Renewal settings have been changed to twice instead of only once.
- Rosemary officially started working at Spring.
- Donna will be having a breakfast for the staff so they can get to know each other. Motion was made by Andrea for the Board to pay $100.00. John seconded the motion; the motion carried.

Branch Manager’s Report - Barb Kline reported:

- The patrons are enjoying the Amazon Alexa device.

BCPL -

- John will attend the January meeting.
- Megan from West Lawn was nominated for the programming events (The Zoo and Escape the Library).
- Jen nominated Michelle Coldren for Trustee of the Year.
- The West Lawn Friends Group was nominated for their Craft Raffle.
Appointments -

- STLA Solicitor - Kevin Cramsey made a motion to retain Jestyn in this position. Andrea seconded; motion carried.
- Bookkeeper - Jody made a motion to retain Kevin Bitz in this position. Sherry seconded; motion carried.
- The following motion was made by Jody. Kevin Cramsey seconded; motion carried.

Executive Committee will consist of President, Vice-President, and Secretary positions.
Personnel Committee will consist of President and Vice-President.
Board Liaisons to the Friends Groups will be eliminated.
John will continue to be a delegate to the BCPL.

Old Business -

- Patron Letters - 2500 resident and 150 business letters were mailed. To date $1625 came in. This amount covers the cost of mailing the letters.
- Modernization Project - Donna E is getting quotes from different moving companies.
- Personnel Policies - Section 22 - Termination of Employment. John made a motion to approve. Andrea seconded; motion carried.

New Business -

In order to streamline meetings, a suggestion was made to not call out and raise hands to speak.

Inclement weather policies - Barb and Donna should make decision to close or have a delayed opening based on employees.

February meeting was added. Date of meeting is February 8th, 2018.

Andrea, Jen, and John are now signers on the account.

Board Goal - Fundraising
We are the only library that does not have a signature fundraising event. Ad Hoc committee was formed. Members are: Jody, Donna E, Jen, and Andrea.

PSU Ice Cream - Sherry will coordinate. Carol Gardecki will assist.

Township of Spring Municipal Advocacy Program

Jen will continue to attend the meetings.

Solicitor - Jestyn gave a lease update. Paperwork is still being finalized.

Andrea made a motion to give Kevin B additional compensation as bookkeeper.
Seconded by Jody; motion carried.

Board went into Executive Session from 8:35-9:09.

Meeting adjourned at 9:10.

Respectively submitted by Sherry Auman.