

Board of Directors Meeting Notes

Date	October 11, 2023
Participants	Stephanie Schreiber, Alia Emery, Marissa Loeb, Sharon Wilson, Jay Melvin, , Melissa Krishock, Chris Thomas, Dan Gassert Absent: Stephanie Jacobs Guest: Keith Martin, Lori Lowery
Agenda Items:	Call to order 7:01 pm
Opening Motions	Welcome to Lori Lowery and thanks for joining us; welcome & introduction of McKenna, the new youth librarian Steph S. nominated Keith Martin as a new board member; Jay 2nd; the vote passed unanimously Melissa motioned to accept minutes from the Sept. 2023 meeting; Dan 2nd; The vote passed unanimously.
Trustee Reports:	Next week is Friends of the Library week, a thank you gesture will be given for their meeting on Tues. Dan will make it.
Treasurer's Report	Programs- \$2700, some of the money has come back to us through a grant from the county, \$1900 should be the adjusted amount, the rest for materials. Marissa wants to check for any discrepancies for materials costs Books back from accountant, all is in good order; Sharon discussed how she is making the new Quickbooks online work Jay motioned to accept the Sept. 2023 Treasurer's report; 2nd by Melissa; The vote passed unanimously.
Director's Report	Programming- starting back up; Anne & Marissa doing Children's programs; a Children's movie is scheduled 10/28 @1pm; photo release options discussed Community Days-\$231.65 made

Staff- Jay will get design from friend

Holiday closures SVCL 2024-Marissa presented list; Steph S. made motion to approve; Jay 2nd; motion passed unanimously

Fund Drive- approved final copy of letter; \$30 more than last year, still waiting on postage price

Printer in the basement, can we post on Facebook Marketplace? All agreed and money will be donated to library

Breakfast w/ Grinch scheduled for Sat., Dec. 2nd (please mark on your calendars to help!)

Leesport Tree Lighting-McKenna will go 12/2 @ 6pm

Friends-Sandwich sale , shoe donation drive, gift card sale, due 11/13

Flex hours- Melissa requested to retain the flex time for meeting attendance; hiring another daytime staff person is another option; Steph S. motioned to allow for continued flex time with review each month with report of hours each month; Keith 2nd; the motion passed unanimously

Trunk or Treat 10/22 2-4pm SVES; school provides candy

Trunk-Or-Treat- invited to participate from Woodlands Academy 10/20, possible w/ baseball team; SVES having one as well

Budget- meetings to be set for fall, waiting for County

Horseshoe- Dan will represent the Board when they start, about 2 weeks

	Circulation- Hoopla lower this month
Friends Report	Sandwich sale, shoe donation drive, gift card sale, due 11/13; not doing Dec. 2nd sandwich sale; flowers to be sent to Joy on the death of her husband
County Library System	Spark transition underway; Feb launch
Policy Review Committee	Personnel- policy changes reviewed; Steph S. motion to accept personnel policy; Jay 2nd; motion passed unanimously; mission statement is next to update; must be handed into County yearly
Development Committee	Meeting in Nov.; Dan heading up horserace; Dick's will provide items for raffle, possibly, if not fall, then spring
Buildings & Grounds	Safety/cameras- Leesport Borough still gathering info, part of a grant, waiting on quote; Library will need to contribute some amount Fall Clean up- list of jobs, find a date? Sharon making list of appliance ages, etc.
Director Review Committee	Development of evaluation- form for Trustees, return by next Wed. committee will meet after
Other Business	Budget- County will release numbers, usually in Oct., will schedule then Board organization- nominating new officers Dec. Steph willing to help with transition
	Jay motion to adjourn meeting, 2nd by Dan.; Meeting adjourned 7:56 pm
Action Items	<ul style="list-style-type: none"> ● Director Review form to Steph S. by next Wed. ● T-shirt design

	<ul style="list-style-type: none">• Help for Trunk or Treat• Clean up day
Next Board Meeting	Next meeting will be on Wednesday, Nov. 8, 2023 at 7:00pm.