Spring Township Library Association
Board of Trustees Meeting
Wednesday, October 11, 2017
Meeting Minutes

Present Board Members: Michelle Coldren, Andrea Dillaway-Huber, John Emerick, Jennifer Yetter, Sherry Auman, Donna Bird & Carol Gardecki

Absent Board Members: none

Present Advisors: Kevin Bitz, Barbara Kline, Donna Eby, Kimberly Rice, Jestyn Payne

Absent Advisors: Judy Druckenmiller, Meghan Golden

Additional Attendees: none

A. Call to Order: 7:05 pm
B. Sign-in sheet- completed by the use of a sign in sheet
C. Consent Agenda Approval – STLA minutes from September 2017 meeting, Director's Report, Branch Manager's Report, Financial Reports and Friends Reports/Minutes.
1. **Motion to approve: Andrea**
2. **Second: Sherry**
3. **Motion passed unanimously**

D/E. Director/Branch Manager Updates – Donna E. and Barb

Director's Report disseminated to STLA Board via email

Donna E:

- **Discussed Chamber of Commerce Membership (approx.$450/y), benefits reviewed**
- **Scott Godbey hired as Community Communications Coordinator**
- **Lynn Gibson has been offered the Youth Librarian position**
- **Amanda Kusani resigned from her position as Library Assistant and other staff are picking up her hours**

Barb: New employee hired 12h/week; will continue through July 2018

F. BCPL Meeting 11/15 – Sherry will attend

G. Old Business

a. PSU Burkey Ice Cream Sale – Carol stated orders are due Monday 10/16 and will be picked up and given to PSU on 10/18 with a check. Andrea, Donna B., Sherry and Carol will help with the actual sale on 11/15 at PSU – Berks.

b. Update on WL/WH leak – Barb. Not much rain, no recent leaks, plan to fix has not yet been implemented.

c. Open Staff Positions at Spring - Donna E. - see D/E above

d. September workshops – Donna E. attended a Futures Conference in Atlantic City and felt she got a lot out of it. Also attended PowerLibrary/AccessPA training in Lancaster.

e. Volunteer Appreciation dinner – Donna E.. Date: Nov 19 (likely) Crave to provide food and facility at $15pp with $150 use of facility fee. 41+ people expected. Kevin to provide $400 and Donna E's budget $500 to cover costs

f. Audit Approval – Donna E. and Kevin. Jestyn will have a copy at Kozloff and Stout and Jen will get a copy to Jay

g. Revision of STLA By-laws – John and Sherry (Ad hoc committee) Jestyn to review "Removal of Directors" statement distributed by John and make appropriate recommendations once review is complete with vote at a later date

H. New Business

a. Sixth Month Eval for Spring Library Director – Michelle and Jen. Review completed, signed, copy with Jestyn.

b. Annual Patron Fund Drive – Michelle and Jen to draft a letter to be reviewed at 11/2017 meeting and once approved, sent out prior to the holidays.

c. Library Modernization project. Richard Keffer, architect, began the process of planning the space, two copies of the blueprints brought to the meeting for review, suggestions provided for changes. Overall, looks promising although no fee for design services has been discussed yet.

d. 2018 Proposed Budget – reviewed by Kevin and Donna E. prior to presentation and discussion at meeting. Concern expressed by board regarding apparent deficit of approximately 61K. Board members and Donna E. and Kevin to review to determine if proposed expenses can be reduced and which line items can be adjusted. Discussion to follow at 11/2017 meeting.

e. Personnel Policy Review and Appproval – Donna.

Volunteers – clearances information added

Phone calls and personal cell usage during work hours discussed

Resignation of staff- can't take vacation during two week notice period

Above points will be added to personnel policy, reviewed with Board and Jestyn

f. November "Month of Thanks Ideas" - to include whiteboard usage for thankful things as well as a turkey raffle.

I. Twp of Spring Municipal Advocacy Program

October 23 meeting – Michelle may be able to attend. Last meeting, ppt was sent regarding Summer Reading Program.

J. Solicitor – Jestyn – Moving forward on lease; in negotiation phase for (hopefully) carpet whole or partial reimbursement and finalization of terms. Discussion of renovations/ADA requirements for bathroom, etc which Jestyn will look into as part of potential ongoing points of negotiation.

K. Other issues, concerns, comments, around the table discussion – Nothing

Meeting adjourned 8:55 pm – Andrea moved, Sherry seconded

<u>Executive Session</u>: 8:58 pm – 9:30 pm Move to adjourn – Sherry, John seconded

Next meeting Nov 9, 2017 @ 7 pm Township of Spring Admin. Bldg.

Respectfully submitted,

Andrea Dillaway-Huber
STLA Board Member and Secretary