

Exeter Library Association Board Meeting December 20, 2018

Board members present: Denise Darrah, Heather Saboori, Liz Stavenski-Bell, Todd Dierksheide, Jason Mell, Shawn Filby, Jacki York, Deb Franklin, Warren Lubenow,
Others present: Mallory Hoffman, Charlene Zawaski, Darlene Mest, Jonathan Beck, Matt Smith, Courtney Bowman

- I. Meeting Called to Order by Heather at 6:30 PM
Heather welcomed the visitors: Jonathan Beck, Matt Smith, Courtney Bowman, Christy Haller also submitted an application, but she cannot be here tonight. Heather also had members explain the committees that they chair.
- II. Approval of October 18, 2018 Minutes
Motion by Shawn Filby, Second Jacki York Motion passed
- III. Library Director's Report
The reports were mailed to the members.
Mascaro might give us money to fund Hoopla. Mallory is talking to Hoopla. Hoopla is figuring out a cost point by looking at the use in Exeter.
- IV. Friends' Report
Bazaar betting \$1800
Wreath \$2500
Cookies \$675.
Redner's Tapes \$993.00
- V. Treasurer's Report
Copy was mailed to the members
Library fundraiser has raised just under \$19,000
- VI. Presentation of the Bills
Motion to pay the bills by Warren Lubenow, second by Shawn Filby Passed
- VII. County System Update
Meeting was Nov. 7th.
Administrator's Report: Amy has been working on the catalog and cleanup for Polares.
Erin Hillinstein is the new coordinator of outreach. She is partnering with Meals on Wheels, doing book talks with the prison, and baby bags with Tower Health. Have a 2019 – 2022 Berks Co strategic Plan for the library. If there are any comments or concerns please send them to Amy.
An information packet about the new funding formula was given out. It will also be shared with the library directors
Motion by Peter Schuckman, second by Eve Kimball to approve the new circulation policy changes

Meeting schedule for next year: Jan. 16, April, 17, August 21 and Nov. 20.
Motion by Mary Edwards, second by Deborah Noel to approve the dates.
Feb. 20 is the systems awards at 6:30 at the Berks County Library site.

VIII. Committee Reports

A. Advocacy No report

B. Fund-Raising

1. Amazon Smile is being promoted on the website. Set up the library as the recipient of monies through Amazon Prime.

2. .5k Book 'n Beer Microthon – May 18

Todd brought up that he would like to have an account that he could put income that they are expecting to come in.

400 letters were sent to area businesses and they are looking for volunteers to touch base with these businesses. It will be held at the Exeter Promenade.

3. Talking about a quarter auction in the spring

C. Personnel

Need dates for Mallory's annual review

D. Policy

Handbook vote later

E. Property

Carpeting in the children's library needs to be redone. They have gotten 2 quotes. There was a suggestion that there could be a water problem. Also got a quote for doing the probe to see what the problem is. Will reach out to the township about this carpeting and the staining on the north side of the building. There was money put aside for the building and maintenance of the library in the Township general budget. We have 2 quotes about the lighting in the children's library.

F. Finance

No report this month

G. Technology

Phone items to be voted on later.

H. Search

No report

IX. Executive Session

Motion by Shawn Filby, second by Liz Stavenski-Bell to go into executive session at 7:15. Personnel and nominee for the new board position were discussed. Out of executive session at 8:05.

X. Unfinished Business

- A. Bylaws Revision- Final Reading and Vote
Motion to approve the by law changes was made by Warren Lubenow,
Second by Deb Franklin Passed
- B. Employee Handbook – Second Reading and Vote
Motion to approve the employee handbook was made by Shawn Filby,
Second by Jacki York. Passed
It will be presented to the employees in January.
- C. Service Electric Agreement
Mallory presented the proposal
Will purchase the phones and set up in 2019 for \$1447.00. The monthly
payment will be \$144.00.
Jason Mell made a otion to approve the proposal with Service Electric in
2019 with a new agreement prepared.. Second by Warren Lubenow.
Passed.
- D. 2019 Budget
Mallory discussed some changes from the preliminary budget. St
Lawrence borough contribution raised to \$5 per person. Also adding a
new line item for discretionary personnel. Motion by Jason Mell to
approved the 2019 budget as adjusted through conversation with the
director during the meeting. Seconded by Deb Franklin. Passed.
- E. Personnel bonuses Motion by Shawn for \$200 for full time personanel,
\$100 for part time personnel and \$50 for any person who are here less than
a year. Seconded by Jacki York. Total of \$1550. Passed
- F. Escape room discussed by Jason Mell. There are premade kits from
breakout.edu for us to start out if we want to do one next year, probably in
early winter. The kit is \$150, which includes all the materials needed. We
should also have a committee to help monitor the room. A special events
committee will be formed to help plan the event. Hopefully get the ball
rolling by the committee in January. Planning for staging it in
March/April and target toward tweens/teens.

XI. New Business

- A. Nomination of new board member to submit to Exeter Township for
confirmation Motion by Deb Franklin, seconded by Liz to submit Christy
Haller as the new member of the library board. This is to be submitted to
the township for approval. Passed
- B. Revision of Borrowing Policy
- C. Deb Franklin made a motion that the board formally honor Shawn Filby
for his service to the board. He was presented with a Certificate of
Appreciation. Seconded by Liz Stavenski-Bell. Passed.

XII. Board Member Comment

Shawn Filby challenged us as a board to look ahead to changes that the township may make or the changes in technology. Keep looking forward and make sure that we stay relevant. He also presented a paper with some suggestions about where we should go.

Deb Franklin suggested that we have a strategic planning session in January.

Mallory does have a strategic plan that we should look at first quarter.

Jason Mell thanked Mallory for her work with WHY? on The Great American Read.

Mallory has to advertise the 2019 board meetings will be the third Thursdays at 6:30 in the library.

XIII. Public Comment

XIV. Next Meeting: January 17, 2019 at 6:30.

XV. Adjournment

Motion by Shawn Filby, Second by Jacki York to adjourn the meeting at 8:45.