Spring Township Library Association
Board of Trustees Meeting
Thursday February 8th, 2018
Meeting Minutes

Present Board Members: Andrea Dillaway-Huber, John Emerick, Jennifer Yetter, Sherry Auman, Donna Bird, Kevin Cramsey, Jody Kulaga

Present Advisors: Donna Eby, Kimberly Rice, Kourtney Bernecker

Absent Advisors: Judy Druckenmiller, Meghan Golden, Jestyn Payne, Esq, Barbara Kline

Additional Attendees: Jesse Reyes (member of public), Scott Godbey (Spring Township Community Relations Coordinator)

A. Call to Order - 7:01 pm
B. Sign-in Sheet - Completed by use of a sign-in sheet
C. Consent Agenda Approval - Director’s Report, Branch Manager’s Report, Financial Reports, and Friends Report
   a. Motion to approve: Andrea
   b. Second: Donna Bird
   c. Motion passed unanimously
D. Spring Director’s Report - Donna stated that both new hires are doing well.
E. WL/WH Branch Manager’s Report - Barbara Kline was unable to attend the meeting so there was no WL/WH Branch Manager’s Report this month.
F. BCPL Meeting/Awards
   a. Report from January 17th meeting - John
      i. Workshop for new trustees will be scheduled some time in February
      ii. Workshop for all officers of Berks County Library Boards will be scheduled in the Spring to review changes in Non-Profit Tax Law.
iii. System Director Denise Sticha requested documentation of the financial support the libraries received from Spring Township for the 2018 budget

iv. John reviewed the statistics from the meeting. He stated that door count for STL was 104,420 in 2017. He also state that the STL and WL/WH libraries ranked only behind Reading Public Library for programs being offered to adults, teens, and juveniles.

v. The final Book Bonanza held in July at the VF Outlet was the most successful sale ever

b. February 21st awards at System offices

c. Next meeting is April 18th

G. Old Business

a. 2017 Patron Letter Totals - Donna E. - 41 letters were returned for a total of $3705 in donations. Donna stated that she was going to check on the status of electronic donations, which can made through our website and Facebook. According to Jen, last year’s donations were $6500. Donna suggested we run our donation campaigns at another time of year as to not compete with all of the other donation requests that occur in December.

b. Modernization project - Jen, Andrea - The Board reviewed the proposal received from the contract for the STL renovations. There was some concern that the proposal was almost as much for the total budget for the project. The Board discussed ways to reduce the cost of the renovations and Sherry motioned that Donna E. should reach out to the architect for names of additional contractors the library could contact for quotes. Donna B seconded and the motion passed unanimously. Kourtney passed out the contract that had been drawn up and discussed it with the board. Sherry motioned and Jody seconded to approve the contract. Motion passed unanimously.

H. New Business

b. Check signing policy - Jen reviewed changes to check policy

c. Annual Report - Donna E. Donna stated that copies of Annual Report had been distributed and also stated she would be attending a workshop on annual reporting.

d. Policies - vacations, dress code Donna E. Dress code policy was written by Donna E. and submitted to the board. Solicitor stated she would have job description reviewed to ensure that it matched legal requirements. *Moved by Jen to table a vote on the policy until the next meeting. Kevin expressed that he did not feel we needed a dress code policy.*

e. Update Job Description for Operations Circulation Coordinator - Donna E. Donna E. rewrote that the job description and removed duties that she felt should be the responsibility of the Library Director. Donna B. motioned to approve and Sherry seconded to approve new job description. Motion passed unanimously.

f. Longley Insurance Renewal - Donna E. Donna reviewed changes to the insurance policy.

g. Internet banking, direct deposit - Jen. Jen discussed that VIST Bank would charge $10 per month to manage direct deposit and that our Bookkeeper Kevin would need to be authorized to sign checks for direct deposit. Vote was tabled until next month so that it can be confirmed that all library employees wanted to direct deposit to be implemented.

h. Fundraising ad hoc committee (Jody, Jen, Andrea, Donna, Scott) - Topic was tabled until the March meeting

I. Township of Spring Municipal Advocacy Program
   a. February 26, 2018 - is the date of the next meeting. At the January meeting Jen informed the township of Michelle and Carol’s resignations.

J. Solicitor - Kourtney Bernecker
a. Legal requirements applicable to the renovation project and next steps. Solicitor stated that we do not have to do competitive bidding. Other issues/concerns/comments - No issues, concerns, or comments from the attendees.

Jen moved to adjourn at 8:30; Andrea motioned and Jody seconded it; motion carried