

Exeter Library Association Board Meeting March 15, 2018

Members present: Jacki York, Denise Darrah, Shawn Filby, Heather Saboori, Jason Mel.
Others in attendance: Mallory Hoffman, Charlene Zawaski, Darlene Mest, Liz Stavenski,
Todd Dierksheide,

I. Meeting Called to Order by President Heather at 6:31 PM

Special report by David Behm on Naloxone being stocked in the library. He informed us that naloxone is a nasal spray that is an anti-opioid. Berks County has had an increase of 70% increase in overdose deaths up to 2017. Also Exeter Township has had a 70% - 74% increase in drug arrests in the past 4 years. No risk to the administrator and no chance of contamination in administering it. You can do not harm by administering it, but will save that person's life. Also discussed the presence of fentanyl in PA, which is also something that can be treated with naloxone. Naloxone is also something that can be administered safely to children if they are exposed to the drugs, also. Sargeant Behm also said that personnel will be trained in the administration of naloxone, just as they are trained to use the AED. When the time comes that you must administer it, you call 911 and the police department. Remember that we are here as a non-judgmental organization. As soon as we are trained, we are covered with the good samaritan immunity. A 15-minute training and a video that describes what the symptoms are is what would be required. Dosage is the same for a child or an adult. You give them a dose, if that doesn't help, you can give them another one. When the police get here, they will also give a dose. You cannot overdose on naloxone. There is nothing life threatening even if we administer it to someone who is not really overdosing. Sargeant Behm suggested that we do not advertise that we have it.. Also it would be stored in the first aide kit. We would possibly get the supply from the district attorneys office, if we get it the same place that the police do.

II. Approval of February 15, 2018 Minutes

Motion by Heather, Second by Shawn

A motion by Heather Saboori, and second by Jacki York to amend the minutes to reflect the business motions of the meeting.

Mr. Granger has asked for a copy of our agenda and minutes for each meeting.

III. Library Director's Report

Mallory reported a harassment claim appeared on the library Facebook account saying that they were harassed in the library. Mallory found that other libraries have also received similar claims. A call was made to the police and Sergeant Behm said that if we see it again, we should tell the person that any harassment claims need to be made in person.

We are applying for the Great American Read grant from PBS. It is \$2000 for programming. They are giving away 50 grants.

Mallory and Shawn met with John Granger two weeks ago. He requested that we have a program-based budget and suggested we start it in Jan. 2019 Jen Savage from the township office is available for some advice on how to proceed with that budget process. The program-based budget will also tell us which programs that we run that are most impactful. Non-profits starting in 2018 must track the hours of their employees exactly what they are doing for a week to make assumptions as to what the employees spend their time doing. Mr. Granger is also trying to talk new businesses coming into the township to give money for the library. Mallory gave him a list of things we might want. Things on the list were summer reading program, HVAC, electronic highway sign, all programming events, replacement computers, and soundproof curtains for the meeting rooms.

Mallory is meeting with Mr. Granger tomorrow about the shared use of the Dunn Community Center.

IV. Friends' Report

Charlene reported that we got a check for \$8300: \$5300 for the children's program and \$3000 for the adult program.

Book donations have been very slow. Douglassville bookstore, Star Books, is willing to donate some books to us for the book sale.

V. Treasurer's Report

Attache

Motion by Shawn, second by Jason to approve the treasurer's report. Motion passed.

Motion by Jacki, second by Shawn to pay the bills. Motion passed.

VI. County System Update

VII. Unfinished Business

A. Committee Reports:

1. Advocacy

Met with Mr. Granger

Motion by Shawn, Second by Jacki suggesting we write a letter from our board President to the Exeter Board of Supervisors that a quick vote be taken on the approval of the names that were submitted for library board members. Suggested that we comment that it is difficult to conduct business and have a quorum due to 2 members not being approved. Motion passed.

Shawn suggested a discussion about changes that could be made to our bylaws about term of office for board members. He will come next meeting with proposed bylaw changes for us to discuss further.

2. Fund-Raising

Linda is planning a fun run: IT would be a 1 mile stretch to bring in about \$2000 to be held it in June.

Fall fundraiser will be a quarter raffle

April is the designer bag bingo

Walk for Literacy is being planned again and we may get some money from that in August.

Fundraising to match the Mascaro donation has been started. Friends will give us \$2500 to start. Mallory is getting a sign to show how much is being collected.

Todd has talked to u-tubers, Animal Jam, and they would be happy to come this summer and have some type of program.

3. Personnel

Provided Mallory with her evaluation for 2017.

4. Policy

Mallory discussed the policies that are attached and what the changes were.

Motion by Shawn, Second by Denise to approve all amendments and additions to the library policy changes. Motion passed.

5. Property

No report

6. Finance

No report

7. Technology

Met on Monday, March 13, 2018.

Discussed STEM issues and ways to draw people into the library

3 D printers

WiFi extender or upgrade

Google analytics

Discussed taking a survey starting with staff and board trustees asking for anything they would like to see in the library as far as technology

Produce an Alexa application

Could we also get high school student or college kids in to do a capstone project where they come in to the library and help us get some of this accomplished

Virtual Reality headset

Have a technology fair over the summer

8. Search

Shawn is continuing to work on it.

VIII. New Business

New trustee training session by the County

Mallory brought up that she contacted Ken Millmen about having naloxone. He also said that we would be covered by the Good Samaritan law.

Motion by Shawn, to have a supply of naxolone on hand that all staff who desire to be trained to administer receive that training. Also suggested that Sargent Behm come in to speak to the staff. Instructed Mallory to work with Deb to come up with a policy dealing with the administration of naxolone. We would like to include that we are a nonjudgement organization.
Motion was tabled until Mallory gets back to us with a proposal.

IX. Next Meeting: April 19, 2018

X. Adjourn

Motion to adjourn by Shawn, second by Jacki at 8:27.