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

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

Present Advisors: Donna Eby, Kimberly Rice, Barbara Kline, Jestyn Payne, Esq.

Absent Advisors: Andrea Dillaway-Huber, Judy Druckenmiller, Meghan Golden

Additional Attendee: 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: Sherry Auman
   b. Second: John Emerick
   c. Motion passed unanimously
D. Spring Director’s Report - Kevin asked why the February Circulation Numbers were lower than usual. Donna E. advised that the lower circulation was due to the snow days the library had in February. Donna also reported that our new Youth Librarian Candace Donato was acclimating very well and she was pleased with Candace’s performance thus far.
E. WL/WH Branch Manager’s Report - Barbara Kline advised the board that long-time volunteer Pauline Weezorak had passed away.
F. BCPL Meeting/Awards
   a. Jen Yetter, Donna B., Barbara Kline and Meghan Golden attended the ceremony where Meghan Golden received the
Outstanding Youth Program Award for her teen program, Escape the Library

b. Carol Gardecki, a retired board member, received a Certificate of Merit for her work with the library

c. John E. stated he will be attending next month’s meeting.

G. Old Business

a. Dress Code and Time Off Policies
   i. Dress Code Policy - Copies of both the current and new Dress Code Policy were distributed for the board to review. The new policy was drawn up by our Solicitor, Jestyn Payne, Esq. The policy was reviewed by the board. Jen Yetter asked if the library was required by law to have a Dress Code Policy and the Solicitor stated that it was not. Jody motioned and Donna B. seconded to approve the new Dress Code Policy. The motion passed unanimously.

   ii. Two Week Notice Policy - Policy was reviewed by the board. The Solicitor stated he wanted to have the policy language reviewed to ensure it was completely compliant with the law. A vote on the policy was tabled until next month to allow time for the policy to be reviewed.

b. Internet Banking - Direct Deposit - Donna E. stated that one or two employees were not in favor of direct deposit but the rest of the library staff wanted it. Board decided to wait until our financial audit was complete to decide on direct deposit.

c. 2017 Annual Report - Board reviewed report so it could be sent to Denise for her review and then forwarded to the State for theirs.

d. Modernization Project - Jen and Andrea met with Donna E. on Monday, March 6th to discuss the project. It was determined that a 3 Phase carpet cleaning wasn’t necessary at this time. Solicitor stated that the board needed to define scope of work so it could be included in the contract for the project. Board decided to reduce carpet cleaning to one time upon the completion of the project. It was also decided that there would
be two version of the Scope of Work; one which included a sink in the Employee Area and one which did not include the sink.

John motioned and Jody seconded to approve the scope. The motion passed unanimously. Our Solicitor stated that he would draw up a contract to be sent out for proposals.

H. New Business
   a. eCards - Donna E. explained that the library's version of the eCard allowed patrons to access any library database but did not include lending privileges. The board agreed that the libraries could continue to use the eCard.
   b. Library Director Annual Review - Jen and Andrea are in the process of creating the review for Donna E. They advised the board that the review would be ready by the board meeting in April.
   c. Anti-overdose Drug Training and Library Access - Board discussed the policy of other libraries in regards to Anti-overdose Drug Training. It was decided that the libraries will continue with the current policy, which is to call Emergency Medical Personnel in the event of an overdose by a patron.
   d. Library scam through Facebook Messenger - Donna E. advised there is currently a scam where people are trying to engage the library staff for illegitimate reasons through Facebook Messenger. Both libraries were advised to call the police should they receive a suspicious message through Facebook.
   e. Joint Staff Meeting - Jen would like to have a joint staff meeting in April or May and invited all board members to attend. Meeting time will be determined at a later date.
   f. Fundraising Ad Hoc Committee - (Jody, Jen, Andrea, Donna E. and Scott) - It was announced that first Fundraising Meeting would be held on Thursday, March 15th to determine fundraising activities for the libraries.

I. Township of Spring Municipal Advocacy Program - Jen attended and shared John’s comments from the last meeting. She also stated that she would be unable to attend the next meeting which will be held
March 26th and said if anyone of the board members were available, they were welcomed to attend.

J. Solicitor - Jestyn
a. Longley Insurance Policy Review - Solicitor met with representative from Longley Insurance to review the library’s current insurance policy. Solicitor stated that Director’s Liability is included in the current policy and recommended that Employment Practices Liability be added. Sherry motioned, and Donna B. seconded to add the liability to the policy. Motion passed unanimously.

K. Other Issues/concerns/comments - Sherry motioned and Kevin seconded to move $5,000 dollars from the credit card fund to a certificate of deposit. Motion passed unanimously.

Sherry motioned and Jody seconded to Jody adjourn at 8:30; motion carried