

## **Exeter Library Association Board Meeting April 19, 2018**

Members present: Shawn Filby, Deb Franklin, Denise Darrah, Jacki York, Warren Lubenow, Liz Stavenski-Bell, Heather Saboori, Todd Dierksheide, Jason Mell

Other people present: Mallory Hoffman, Darlene Mest, Charlene Zawaski,

- I. Meeting Called to Order by Heather Saboori at 6:34
- II. Welcome New Board Members: Lizabeth Stavenski-Bell and Todd Dierksheid
- III. Approval of February 15, 2018 Minutes
  - Send minutes to Liz Stavenski to be edited
  - Approval moved by Shawn Filby, seconded by Deb Franklin
- IV. Library Director's Report
  - Tickets for sale for the purse bingo for April 29
  - Partnering with Jewish Federation of Reading to bring in the author of the Journey of Curious George as a family even and again as an event for adults
  - Fundraiser with Panera in August
  - Gas leak in the library was caused by HVAC unit in the attic. Checked out by the WARKO and UGI. Fire department also recommended some things that should be addressed for safety on the stairway and upstairs in the storage area. Other repairs have been done around the library. Book deposit was also moved due to its location near the valve for the fire department. Discussion of our address being used by Lion's Club and they have things stored in the second floor.
- V. Friends' Report
  - Money was given to the librarians (Mallory and Darlene) to go to a book expo
  - Chick Fil A gave money for Spirit Week
  - Redner's receipts can be collected and we get 1%... \$500 so far this year
  - Amazon Smile is also a source of money that people can
  - Reached out to United Library Association and American Library Association about placing Friends money in the budget. Suggested it to be put in donations/gifts.
  - Book Sale May 19<sup>th</sup>. Presently have 120 boxes of books to sell
- VI. Treasurer's Report
  - Written report attached
  - Need someone to check to see if we got the check from the township
  - Discussion of the utility bills, especially the Windstream bill.
  - Motion by Todd D, second by Liz to pay the bills. Passed
- VII. County System Update
  - April 18, 2018
  - Denise Stichta is gone. Interim administrator is M. Camille Romig.
  
  - Funding formula is finished. End result is we would get \$363.04 more.
  - Separated into state and county funding

State funding is base and per capita. Will change with census change

County funding

\$1 for 1 municipal funding (\$1 per capita)

Reward for having more than \$2.5 per capita

Circulation 65% Used Polaris data

Computer Use 35%

Tax Equalization Board Adjustment 4.5% (basically Reading)

Uses market value/per capita

Distance Support Allocation (libraries that are over 10 miles from the nearest library)

Temporary funding given if the library lost more than 5% from the old formula. Only available for 2 years.

Will eliminate branch support in 2 years unless distance or tax equalization impacts it

In 2 years we will have to give them either a letter from the township stating what they give us or a copy of the check.

Comments can be put on the website ([libadmin@berks.lib.pa.us](mailto:libadmin@berks.lib.pa.us)) up until end of May. Will be doing final approval at August meeting

Many smaller libraries were upset with this funding.

Boone and Boyertown libraries lost municipal support.

Next meeting August 15 at 7 PM

## VII. Unfinished Business

### A. Committee Reports:

1. Advocacy
2. Fund-Raising: Designer Bag Bingo 4/27; Family Fun Run and Obstacle Course in June; Quarter Auction in Fall. Family Fun Run may be cancelled. Looking at bringing Longmire in and Todd is working on bringing in an Animal Jam YouTuber. Developing a form to be used for people we are bringing in and/or fundraisers.
3. Personnel: Nothing
4. Policy: New speaker form. Also work on the Narcon policy. Need a policy that says we will investigate any harassment incidents that happen to the best of our ability. Deb suggests that we should have a protocol as to what we should do and say if this should happen again.
5. Property: Nothing
6. Finance: Met last Monday. Talked about program budget request from the township. Discussed what the township recommends and examples they sent.  
Also talked about:

- a. Functional expense allocation. Must describe how much time is spent on these topics: Program services, general and administration, and fundraising.
  - b. Cash basis accounting
  - c. Forecasting and a working budget
  - d. Credit card: Chase Inc. Business Cash Card is the one they are recommending
7. Technology: Conversation with John Rugg, Exeter School District, about 3D printers and discussed the advice that we were given about what to buy. Cost would be about \$800 – \$1200 for Maker Mini. Todd suggested offering a workshop and have someone bring one in and show how to use it and if there is interest in the library having one. Jason suggested a Stem workshop, or a series of workshops, at the library in the summer. Perhaps we form a partnership with TIPS and Matt Hathaway or Steve Deibler as a start.
  8. Search; Shawn Filby is conducting a search.

#### VIII. New Business

- a. Bylaws Review: First Reading of proposed bylaws revisions  
Shawn led a discussion about amending our bylaws to do away with term limits, as suggested by the township. Our board is really not interested in eliminating term limits. Discussion included term limits, addition of a special advisor to the board and term limits.  
We will have another first reading at the next meeting to look at some changes discussed this evening.
- b. Discussion of a request to set up a table at May Day. Not able to staff one due to late notice.
- c. The library will be represented at the Exeter School District Stem night by Heather Saboori.

#### IX. Next Meeting: May 17, 2018

- X. Adjourn Motion by Shawn Filby. Second by Jason Mell. for adjournment at 8:32