

Board of Directors Meeting Notes

Date	May 10, 2023
Participants	Stephanie Schreiber, Alia Emery, Marissa Loeb, Sharon Wilson, Melissa Krishock, Dan Gassert, Chris Thomas, Stephanie Jacobs, Jay Melvin Absent: Kai Miller, Kelly Jacoby
Agenda Items:	Call to order 7:05pm
Opening Motions	Stephanie Schreiber motioned to accept minutes from the April 2023 meeting; Jay Melvin 2nd; The vote passed unanimously.
Trustee Reports:	No trustee reports
Treasurer's Report	<p>Steph J. reached out to Tompkins to understand our increased payments on the loan for the community room - when will they start and how much will they be? She is waiting for a response. We are currently paying \$266/month on the loan. Consider putting fundraising/loan goal in mission statement; share w/ Friends</p> <p>Bank Accounts- 2 signers to be determined by amount of check (over \$1000.00); had discussed adding Chris, not needed for the bank (during Covid became 1 signer needed); audited each year; Sharon stated Chris should be added for emergencies; decided that Chris will be added, not requiring 2 signatures for checks; Steph S. motioned to require only 1 authorized signature for checks: President, Vice Pr & Treasurer; Jay seconded; The vote passed unanimously.</p> <p>Discussed line item/note Library Materials, because required amount \$150-155 (12%)</p> <p>Mail Fund still ongoing, 2 checks this month. \$2,130 Budgeted \$9,000 for year.</p> <p>Hoopla 154, \$700 less than last year at this time</p>

	<p>Armchair Horse Race money deposited, as well as Keystone into interest bearing account</p> <p>Steph S. motioned to accept the April 2023 Treasurer's report; 2nd by Jay; The vote passed unanimously.</p>
Director's Report	<p>Programming- Teen Time starting next month, advertising on Facebook, website</p> <p>Staff- PALA Conference, Sunday-Wednesday 1st-4th October, County not paying room, prices not released, but District is asking; Kelly would like to go/perhaps split w/ Marissa; conference fee approximately \$300/day, hotel room unknown. Security will be high; Decided to approve</p> <p>Plant sale made \$356, pickup on Saturday</p> <p>Knobel's tickets for staff & Friends fundraiser on hold</p> <p>Spring Clean up this weekend</p> <p>Bern Twp thank you, Steph J. going June 7th 7:00</p> <p>Policy review-later in tonight's meeting</p> <p>Circulation- Hoopla up slightly, higher than last month</p> <p>Summer Reading Program to go out electronically for school</p>
Friends Report	<p>Golf Tournament- \$9440.00 well attended</p> <p>Looking for new Ashley contact</p> <p>Book Sale- \$3500.00</p> <p>Will update w/ Fall fundraisers, nothing in Summer</p>
County Library System	<p>Next meeting Wed.; Directors attending & Board Members;</p>
Policy Review Committee	<p>Kai Miller will be stepping away but will help w/ mission statement & strategic planning</p>

	<p>Bylaws- Melissa discussed changes made at last meeting: duties of president with regards to preparing all documents for meetings, agendas, should be done by Director/in collaboration; Secretary with regards to communication from the Board; Director's role/responsibilities changed to "shall" because is job, included agenda preparation; Sunshine Act changes to specify public notice for Special Meetings & 72 hours notice for regular meetings, publish on website; allow voting electronically as long as quorum present; does library have liability insurance for trustees?-yes, questions about difference between insurance for trustees vs. volunteers; remove wording about the right of indemnity for expenses of suits that are settled; remove section amending the articles of incorporation, should be bylaws; remove corporate seal section; discussed Robert's Rules section; discussed board membership criteria; after Board votes to be signed by President, Secretary, Vice President</p> <p>Steph J. motioned to accept the Bylaws as amended; 2nd by Jay; The vote passed unanimously. Will print/place in binder for public review & inform County.</p> <p>Mission Statement & Vision Statement - must continue to update, approve or change for next 3 years; discussed examples found; will revisit</p> <p>Strategic Plan- have goals, more work to complete; will consult a planning book through process, possibly looking for community help & other library plans as examples (Free Public Library of Philadelphia; NYC Public Library)</p>
<p>Development Committee</p>	<p>Fundraising- postponed Yeti raffle to next Fall or Spring; Summer Solo Stove raffle will go forward, promote during Summer Reading/attending community events (National Night Out)</p> <p>Rally-continuing to develop, timeline of Fall 2024</p> <p>Library sponsors-proposed mailing for business sponsors at various levels, put toward building loan, roll out to 10 to start</p>

	<p>Need someone to oversee Community room mural donations & painting; discuss design, selling names, tiles too heavy for drywall</p> <p>Calendar coordinated with Friends and Staff</p> <p>American Girl Doll Bingo discussion-worth reviving?</p> <p>Next meeting TBD</p>
Buildings & Grounds	<p>Cleanup- Chris discussed mulch delivery from Anewalt's, 2 yards; Boy Scout troops contacted, heard back from Bellaman's; Epler's troop not available; various Staff, volunteers & Friends coming w/ equipment, should take approx. 3 hours.</p> <p>Bike rack, etc. should be addressed/refreshed</p> <p>Safety- Marissa presented new handbook & plan she created; training will be done for Staff, should sign a form stating training occurred; Board discussion: will create "cheat sheet" and Staff emergency contact info, will vote next meeting;</p> <p>3 incidents recently necessitating discussion of security cameras; \$3500 to add 3 cameras w/install & ties into current system-stated no additional fees, but will get itemized quote; could add up to 8 cameras; Is there a grant available? PCCD for nonprofits? Would the borough assist?</p> <p>Parking-repaint lines, 5 spots stenciled for library use</p>
Other Business	<p>Director Review Committee- Marissa shared evaluation examples; will move forward w/ committee meeting</p> <p>Add for new board members; will contact SV and will display at bank; will need 2</p> <p>Trustee emails a concern; library system-wide issues; More funding thank you email, touch base w/Amy</p> <p>Possible move from Polaris to Spark, could potentially save money at County level to pass on</p>

	Request for new employee possible due to resignation
	Steph S. motioned to adjourn meeting, 2nd by Jay; Meeting adjourned 9:09 pm
Action Items	<ul style="list-style-type: none">• Continue Mission/Vision Statements and Strategic Plan discussion• Follow up emergency plan• Follow up on safety, parking• Follow up Mural project
Next Board Meeting	Next meeting will be on Wednesday, June 14, 2023 at 7:00pm.