Spring Township Library Association
Board of Trustees Meeting
Thursday August 9, 2018
Meeting Minutes

Present Board Members: Jen Yetter, Andrea Dillaway-Huber, John Emerick, Jody Kuluga, Donna Bird

Absent Board Members: Sherry Auman, Kevin Cramsey

Present Advisors: Barbara Kline, Donna Eby, Kimberly Rice, Kourtney Bernecker, Esq, Kevin Bitz

Additional Attendees: none

A. Call to Order: 7:04 pm
B. Sign-in sheet- completed by the use of a sign in sheet
C. Consent Agenda Approval – STLA minutes from 7/12/18 meeting, Director’s Report, Branch Manager’s Report, Financial Reports and Friends Reports/Minutes. Corrections made.
   1. Motion to approve: John
   2. Second: Donna B.
   3. Motion passed unanimously

D/E. Director/Branch Manager Updates – Donna E. and Barb
   Director’s Reports disseminated to STLA Board via email & reviewed
   Donna E:
   • Job Fair – Kutztown University – STLA to participate to recruit library intern. Donna E. to develop sheet highlighting intern responsibilities to provide at the job fair. Date: 10/3/18
   Barb:
   • All information included in report, no specific discussion points

F. BCPL Meeting 8/15/18 – John is going

G. Old Business
   a. Modernization updates: Donna E. provided a detailed timetable. Will need to budget additional funds for moving TV and phone line changes and carpet cleaning after construction is completed. Project electrician will be asked to move TV and phone lines.
   b. Wall leak/West Lawn: Barb. It’s getting worse, another email will be sent to Judy and copied to Kozloff Stoudt
H. New Business
   a. December 31, 2018 library hours discussed- Donna E and Barb. will post early closing hours on website, FB and at library
      1. Motion to approve: Jody
      2. Second: Donna B.
      3. Motion passed unanimously
   b. Purchasing AEDs for the libraries. Friends of the Reading Hospital will cover half the cost. Donna E. will purchase for both libraries and will ask Friends if they’d like to help with costs.
   c. Update Community Communications Coordinator job description – Donna E. provided updated description. Motion to approve: Andrea Second: John. Unanimous approval.
   d. Approve photo release form: Donna E. Motion to approve: Jody Second: John. Unanimous approval.
   e. 2018 Township Budget letter: Jen. Discussion – recommendation to increase request d/t significant cost increases in CAM – will request $175K. Motion to approve: Andrea Second: Jody. Unanimous approval.
   f. September marketing ideas: Donna E and Barb: Soft opening for library after modernization discussed.

I. Twp of Spring Municipal Advocacy Program – Kevin Cramsey to attend August 13th meeting

J. Solicitor – Kourtney B. Updated insurance forms were received from contractor.

L. Other issues, concerns, comments, around the table discussion –
   • Jen: Funding formula – no answer to three emails requesting information. Will send 4th email.
   • John: Kudos to summer reading program; both adults and children are actively participating
   • Kevin B: changing light bulbs in libraries
   • Donna B: Wondering how we can be featured in Berks County Living since other libraries are getting highlighted.

Meeting adjourned 8:02 pm – John moved, Donna B seconded
Next meeting September 13, 2018 @ 7 pm Township of Spring Admin. Bldg.

Respectfully submitted,

Andrea Dillaway-Huber
STLA Board Member and Vice President