

# Village Library Board of Trustees

## Meeting Minutes

August 26, 2019

### **Opening**

The regular meeting of the Village Library Board of Trustees was called to order at 6:09pm on August 26, 2019 by Lisa.

### **Present**

Lisa Betz, Natasha Donaldson, Debbie Philips, Dave Cunningham, Elizabeth Licitra

In Anna's absence, Lisa acted as secretary.

### **Approval of Minutes**

The minutes of the July meeting was not available. Will review at next meeting.

### **Correspondence**

- None to report

### **Treasurer's Report**

- The report was reviewed and accepted.

### **Director's Report**

- The new phone system is being installed. The install requires assistance from the Systems IT personnel. The new phone will replace the old non-portable phone system.
- Natasha is working on her final semester of her Masters in Library Science. She is doing an intern project to earn the Village Library five silver stars and a gold star in the PA forward star program. This program helps libraries serve their community through advancing the five key literacies.

### **Old Business**

- Dave gave summary of community event at Robeson Evangelical Lutheran Church. The event was worth attending. He suggests we have larger signage next year and more attractions for adults. Many in attendance did not realize the Village Library was their township's official library.
- Summer Reading program ended last week. Comments from patrons indicate prizes were well received. Participation numbers (books completed) slightly down from past year.

- Overgrown pines at entrance removed. Need to get new gardening plan before scheduling work day. Lisa pursuing this.
- Reminder that next Book Sale scheduled for October 10-12. Natasha is already making flyers and thank-you bookmarks for the sale. Trustees should plan to pick up and distribute flyers by mid-September.

### **New Business**

- Jack Hartman has tendered his resignation from the board.
- Recap of Systems meeting. Funding formula changes for 2020 thru 2022. Best practices document being revised and will then become mandatory.
- Discussed creating documents for letter campaign. Will ask patrons to send an email or postcard to their township to request a funding increase for the library. Lisa will create a draft.
- Reviewed personnel policy. Most is in good order. Natasha requested permission to change dress code to allow jeans on Fridays and Saturdays. Lisa and Natasha will review job descriptions and add information on in-service and certification. Revised policy to be reviewed next meeting.
- Reviewed fundraiser ideas proposed by Anna and selected the movie-themed kids' party idea to pursue.
- Elizabeth and Dave will seek information on previous tea fundraisers to get idea of what might work.
- Discussed what small things can make a large impact on improving the look of the library and community room. Fixing stained ceiling tiles suggested. Also replacing valances with ones that fit the style of the room better.
- Discussed moving next meeting to September 30 (5<sup>th</sup> Monday) due to schedule conflicts.

### **Adjournment**

Meeting was adjourned at 7:43 pm by Lisa. The next meeting will be at 6:00 pm on September 30.

Minutes submitted by: Lisa Betz