Board of Trustees Meeting Minutes

February 26th, 2019

In Attendance: Tim Kreider (President), Sarah Sechrist (Secretary), Trista Oxenreider (Board Member), James Gibson, (Board Member), Dianne Schwab-Sullivan (Board Member), Nina Meister (Library Director)

I. Call to Order by Tim Kreider at 6:33 PM

II. Welcome to Guests and Friends

III. Approval of January Minutes

i. Motion to Approve – Jim 1st, Dianne 2nd - Approved

IV. Good News/Brag Moments

V. Correspondence

i. 93 Thank you cards with special notes to those who gave $100 or more

VI. Open Forum for Guests and Friends

VII. Director's Report

i. Decrease in Children's Program attendance possibly due to not having Story Rider, but hopeful of increase with now having this program twice a month again for children of pre-school age
ii. TEA Society – this will be a Technology, Engineering, and Art club looking at the relationship between Technology and Art
iii. Fire and Ice Festival – several responses for the event, however we have received lots of "no" responses. If anyone has contacts for sponsors please let members know. Dianne mentioned those sponsors who do not have a space for a banner this year might be interested in being booklet sponsors.
iv. Melissa Edwards Run insurance is in place and updates will be coming shortly.
v. Calendar of Events – Nina presented upcoming events for the remainder of 2019
vi. Nina represented the Library at the memorial service for Bob Morris. Nina will keep the board updated with future donations and ideas regarding a collection in the library
vii. Discussion on Children's Librarian – performance of this staff member has suffered recently and Nina will continue to follow up. Nina is documenting conversations.

VIII. Financials

i. Irene is diligently working on transitioning the financials to the new computer and will send those out when they are ready.
ii. Jim and other board members who want to be able to sign checks need to visit Fulton Bank to do so. Past board members are going to be removed from this list.

iii. Financials going forward – 2019 budget is relatively aggressive with the expectation of a shortfall. Concern falls with 2020 without the Memorial Run and our net amount could potentially suffer 50% ($5,000-$10,000 shortfall). Money from the county will more than likely not increase. We need to be aware of these potential changes and what this will look like for the library. Minimum wage changes would also have a significant impact on our budget.
iv. We can review the 2019 budget at our next meeting to see where potential changes for 2020 could fall
v. Several ideas were discussed for 2020 financial campaigns. This will be discussed further after we receive more information about the Keystone Grant and survey responses
vi. Tim will represent the library at the borough meeting to increase the millage

IX. Patron Survey

i. What is our goal for feedback?
    i. We are looking to hear how people feel our services are doing. Are we spending money in the appropriate places and using our resources the most efficiently and effectively?

X. Keystone Grant

i. Nina will revisit this topic next month after reviewing details

XI. Little Libraries of Womelsdorf

i. Small "Take a book, leave a book" spaces around town. Several locations have been discussed.
ii. Friends are interested in supporting this idea
iii. The Lion's Club provided $200 for this endeavor
iv. We have lots of backing and support to move forward, but need borough support as well
v. Building plans are available on the Little Libraries website
vi. Nina will assign stewards to check locations

XII. Open Forum

i. Strategic Plan will be reviewed when we start receiving feedback from the patron survey
ii. Nina would like to propose policy changes at our next meeting to reflect updated concerns
iii. Nina will get the address for family members for Dianne to send a card on library behalf
iv. Several ideas were proposed on how to honor Bob Morris in upcoming events and memorial options, potentially something with the memorial run in 2020.

XIII. Meeting Adjourned at 7:30pm