

**FAPL Board of Trustees Minutes**  
**November 20, 2018**

Meeting was called to order at 6:37 p.m. Present were Lee Turner Merkel, Alexa Schaeffer, Mackenzie Weaver, Lois Geist, Library Director Carin Mileskosky and Business Manager Daniel Hoch.

**Guests:** Stacy Laucks showed a video “What is a Library” and we discussed ideas to improve the Library.

**Correspondence:** There was no correspondence to be read.

**Approval of Consent Agenda Items:** A motion was made by Lee Merkel with a second by Alexa Schaeffer to approve the minutes of October 16, 2018, the October Financial Statements and the Library Director’s Report. Motion carried.

**BCPLS:** Carin Mileskosky received information from the system since no one was able to attend the meeting on November 7, 2018. There will be a \$218.00 change to our 2019 funding due to data errors. (Daniel Hoch adjusted our 2019 Budget figures to reflect this error) Changes to the Circulation Policy were approved at that meeting. These changes include Adult and DVD fines are now \$.25, maximum fine threshold is now \$5.00 on all items. Items ‘lost’ will receive a bill 30 days after due date and a \$5.00 administrative fee. Next meeting will be January 16, 2019 at 7 p.m. The Awards Presentation to be held on February 20, 2019 at 6:30 p.m.

**New Library Space:** The Library Board has not received ‘soft bid’ from contractors. Lee Merkel will contact them with a deadline of this years end so we may move forward in the new year.

Lee Merkel will email members for input on the booklet presentation for the Capital Campaign.

**Old Business:** Daniel Hoch reviewed the Audit Letters from Long & Barrell for the Financial Statements of 2017. Changes to effect 2018 audit include asset classes - with donor restrictions and without donor restrictions. New liquidity and availability disclosures are required and reporting expenses by nature and function and describe method used to allocate among categories.

Long & Barrell suggested the following Policies be established in 2019 - a Fixed Asset Capitalization Policy, Functional Expense Allocations, and a Credit Card Policy.

**New Business:** The Friends group is holding a fundraiser with Sherry’s Hodge Podge (dip mixes, jellies and soup mixes) which the library receives \$1.00 for each item sold. Order forms are in the library and due November 26<sup>th</sup>. Pickup on December 20<sup>th</sup>.  
The Annual Fund letter is at Heffner’s Printing.

A motion was made by Mackenzie Weaver and seconded by Lee Turner Merkel to approve the 2019 meeting schedules for Board Meetings and Library Closures. Motion carried.

A Motion was made by Alexa Schaeffer and seconded by Mackenzie Weaver to approve a 3% increase to salary for library staff starting January 2019. Motion carried.

Motion to Adjourn was made by Mackenzie Weaver and seconded by Lee Turner Merkel at 8:20 p.m Motion carried. Next meeting is January 15, 2019 at 6:30 p.m.

Respectfully submitted, Lois Geist