

Exeter Library Association Board Meeting
October 19, 2017

- I. Meeting Called to order by Shawn Filby at 6:30 Jason Mell, Linda Strain, Warren Lubenow, Heather Saboori, Mallory Hoffman, Shawn Filby, Denise Darrah, Lizabeth Stavenski-Bill, Jacki York, and Charlene Zawaski were present.

- II. Approval of September 21, 2017, meeting minutes Motion by Linda Strain, Second by Heather Saboori. Passed.

- III. Library Director's Report
 - Mallory reported that circulation is still up. Good press with Senior Book Club and Mascaro money. Mascaro agreed to \$2500 and would match up to another \$2500 if we can raise \$2500. County-wide web site gets a soft launch next week. They are working on the mailing fundraiser.
 - Linda asked for a thank you to be posted on the board along the highway to Painting with a Twist for their generous donation.

- IV. Friend's Report
 1. Article in News of Southern Berks that we are looking for space.
 2. Township is going to fix up the basement of the Dunn Center for yoga and other types of events. The township is hoping to earn up to \$50,000 a year renting out the room. Suggested a percentage of the Dunn Center revenue in 2018 be donated to the library since we have the Friends cannot earn as much money due to losing that space. Charlene is going to propose to the township that the Friends can stay until March so they can have a book sale to get rid of the books that are stored there now. Considering whether if they will take any donations, or how to limit any donations so they don't have a lot to store since they currently have no storage space. Made \$4,120.00 with the book and bake sale. Bazaar on the 4th from 9 to 2, accessory sale on the 18th and 2nd and 3rd of Dec is the wreath sale.

- V. Treasurer's Report
 - We have received most of our budgeted revenue through Sept. 30. The County of Berks money has not come in yet. We have spent 90.2% of our budget already this year. We are over budget in building maintenance. Our payroll budget for the last quarter of the year is more than we will be getting during that period. Jacki suggests that we relook at the budget line items for next year. Building, collection and programming are items that are over budget. Utilities and payroll are in line, as are most of the fixed expenses. She is suggesting that we bar chart some of these expenses so that we have a visual. We must

always keep a financial person on the board. Shawn reminded us that the Township Board will help us with any larger bills. Jacki asked if we have a Motion by Jason Mell, second by Warren Lubenow to pay bills. Passed.
Written reports attached.

VI. County System Update

No meeting. Next meeting Nov. 15th.

VII. Committee Reports Advocacy & Fund-Raising/Personnel/Policy/Property

Made \$900 at the Painting with a Twist night. We also made \$100 on a basket drawing.
Total profit of \$1000.

Shawn pointed out that the front of the building is very green and dirty. Should it be pressure washed? Asked Warren to look at it.

VIII. Unfinished Business

- Search for Space for Book Processing

Charlene has reached out to St. Lawrence, but they have no space and contacted Antietam school district, have not heard back. Charlene called Antietam Shopping Center, stopped at the storage space near Kawasaki (\$55 a month for a 5 x 10), David Speece at Reading Country Club, and Lindsay Mascaro, who has promised to help find a place. She will also talk to Chip White who said he has a place, but no heat and air-conditioning. Shawn suggested getting rid of the books now, just giving them away, and planning a different kind of fundraiser. Friends have 3 fundraisers coming up and Shawn is suggesting we just have someone at those fundraisers and give the books away. Books are being donated to the Jewish Community Center. Charlene will also contact several agencies around the county to give them some books.

The shelving can go in the mezzanine since they have no weight.

Mallory pointed out that the Bethel library keeps bookshelves around the community and they are available to sale at every event.

Linda suggested we have a day that we invite the organizations in to get books in a “take a bad situation and turn it into community goodness” and have the newspaper and radio here to advertise that we are doing positive things despite the township evicting us.

- Search for Trustee Candidate

Still have to look for a candidate since the township is not sure that Liz can stay on since she doesn't live in the township.

IX. New Business

- Credit Card Policy

Jacki reread the policy. There are 3 credit cards. \$9,000 total limit for the three. No increase of the limit is needed. Policy is attached. Jacki suggested that we have an audit

committee or an officer of the board will do a quarterly review of the credit card statements.

- Purchasing Policy

The purpose is to make sure people are being mindful in making purchases. Discuss the local business statement and will keep it in.

Jacki will add utilities to the expenses that are not included in purchases.

Reword that the monthly purchases do not have to go through the library director to continue what we are doing now.

Shawn will research the petty cash policy.

We will be getting new versions of these policies from Jacki. They will be attached.

Charlene had a question about the response to the auditor. She does not authorize expenses, Mallory and Darlene sign off on the expenses. Jacki highly recommends that Mallory and Darlene initial and date any expenses.

Next meeting: election of officers for 2018 and looking for someone to replace Linda in 2018.

Motion to adjourn by Linda, second by Warren at 7:50 PM.

X. Next Meeting: November 16, 2017, 6:30 PM Exeter Community Library