

Rachel Kohl Community Library Board of Trustees Meeting January 22, 2018

Present: Mary Alice Peeling, Susan Cotterall-Homer, Brian Doherty, Jennifer Panaro, Greg Chestnut, Rob Hayes, Randy Ehman, Brenda Orso, Jean MacKenzie, Susan Sternberg

1. **Meeting:** Meeting was called to order at 6:40 by Rob Hayes.
2. **Facilities:** RPM contract is renewed. Issues with management agreement have been resolved.
3. **Friends Report:** Board members were introduced. Marianne Constin stated that the Bingo planned for March 18th is the 2nd for this year. A new member has been added to the membership roll bringing the total to 30. Dues are payable as of first of the year.
Rob gave an update to Friends explaining the formation of the Development Council and plans for a Marketing Committee.
4. **Youth Services, Adult & Reference Librarian and Director:** Susan explained that we need to hire a Summer Reading Program planner. Susan has begun ordering for the program but planning will need to be done by a part time person. The theme this year is Libraries Rock. Susan reviewed the 2018 proposed budget. Salaries include increases for all of staff and 600 hours annually for a Children's Librarian. See Director's Report attached.
A motion was moved and seconded to adopt the preliminary budget. All voted in favor.
Susan distributed a copy of the RK letter which will be included with the Chadds Ford Residents Tax bill this year.
5. **Minutes:** A motion was made and seconded to approve the Revised December 2017 Minutes. Motion was seconded and approved by all.
6. **Communications and Announcements:** None
7. **Treasurer's Report:** Greg and Jen reviewed the budget which was sent to Trustees by email. The Year End Report reflects an increase in State Aid which is a back payment for Chester Heights. It will not be repeated. Also, Concord sent their last 2017 payment in late, so will be reflected in the 2018 budget. Susan reported that RK received \$913 from Facebook Giving Tuesday Fundraiser on January 22, 2018.
A motion was made and seconded to approve the Treasurer's Report. All voted in favor.
8. **DCL:** First meeting for 2018 will take place in Haverford on February 1st. Randy will attend. Jean will attend the April 5th meeting at Ridley Library.
9. **Committee Reports:** none
10. **Old Business:**
 - a. Keyless entry-in process. Installers have been onsite twice but work is incomplete. Therefore, half payment was made.
 - b. Every Library: Trustees will call in to John Chrastka from home on January 29, at 6:30. It is a conference call to which you would dial Phone number: 641-715-3277 Access Code: 787874#. Board needs to complete the 'homework' that John sent by email today.
 - c. Rotary support. We are awaiting a check from Twisted Vintner.
11. **New Business:**
 - a. Randy made a motion to re-appoint current (2017) Executive Officers for 2018. Susan C-H seconded the motion and all voted approval.
 - b. Greg made a motion to update bank account signers to Greg, Rob, Mary Alice and Jen. Jean seconded the motion and all voted in favor.
 - c. Director's annual Review- Susan S. will check on a previous review document. The Executive Committee will complete the review by end of February and will review again in December of 2018. Henceforth, reviews will occur in the fall of each year.
 - d. Public notice will be issued to change time of Trustee meetings to 6:30.
 - e. Committees will be set up as part of our work with the Strategic Plan.
 - f. Susan S. explained that staff is getting together for a post-holiday party. Trustees could volunteer a contribution.
12. **Open Floor/Public comments:** none
13. **Adjourn:** A motion was made and seconded to adjourn the meeting at 7:50. All voted in favor.
Next Trustee Meeting: February 26, 2018 Public Meeting 6:30 PM