

Rachel Kohl Community Library Board of Trustees Meeting March 26, 2018

Minutes

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

1. **Meeting:** Meeting was called to order at 6:35 by Rob Hayes.
2. **Facilities:** Keyless Entry System is working.
3. **Friends Report:** Friends cancelled March 18th Bingo due to lack of interest. Library staff will organize the Mother's Day Plant Sale. Friends state that they will set up and help out that weekend. Friends has its own 501(c)3. Since they have not been able to add members and elect new officers, they should contact PALA to check out rules for continuance.
4. **Director's Report:** Susan will email the Development Council members to poll attendance at either the April 5th or April 14th planned meeting. Board members should attend if possible. A Development Council survey will be distributed. We are partnering with Newlin Grist Mill on a 3 part lecture series.
Susan completed an Annual Report. When the Financial Review is completed by the accountant, Susan will send recent reports to the municipalities. Plans for Summer Reading are moving along.
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:** Brenda reported that the Board Game Club is a great success. Twelve persons have been attending. Families come together. The club is looking for donations of additional games suitable for ages 12 and up. Brenda attended a game publishing convention and hopes to have a game designer come to demo a game.
7. **Treasurer's Report:** Fund Drive is at \$42,000 this year. We need to encourage corporate matches. United Way sign up is in September. We need to add a note to the RK calendar. A motion was made and seconded to approve the Treasurer's Report. All voted in favor.
8. **DCL:** No March meeting. **Please note that Jean cannot attend this meeting.** Jean will attend the April 5th, 7:00 meeting at Ridley Library.
9. **Committee Reports:** none
10. **Old Business:**
 - a. Jen and Rob will attend the DCL Trustees Sustainable Libraries program on April 21, 2018.
 - b. Jen suggested a book bag design contest. There could be an online vote to choose from the three finalists' designs. Jean suggested we ask a township to fund the project. Susan will look into details.
 - c. Strategic Plan- Susan C-H has updated the plan. We exceeded the financial plan for our fundraising campaign this year. Board members need to take a look at the updated plan and act on any outstanding items attached to your name. The basic plan will be posted on the RK website, minus the tactical plan.
 - d. Director's Annual review will be completed mid April.
 - f. Rotarians are coming on April 28th for landscape clean up. Susan will speak at Rotary on Wednesday at Pescatore's.
11. **New Business:**
 - a. Keystone Grant: Susan will request RPM obtain quotes for HVAC replacement. We also would like to see a quote on geo thermal systems. Jean will check with Greg to see if a letter of intent needs to be sent this coming May. Discussion: we need to include the Townships in planning the project. Since we have no reserves, we will need financial support. We will discuss this with Every Library. Ethel Sergeant Clark Smith is also a grant to explore. Susan S. raised the question as to whether we would want to invest a large amount of funds in this building. Brenda suggests we compose a list of pros and cons to staying or vacating the building.

Open Floor/Public comments: none

13. **Adjourn:** A motion was made and seconded to adjourn the meeting at 7:30. All voted in favor.
Next Trustee Meeting: April 23, 2018 Public Meeting 6:30 PM

Prepared by Jean MacKenzie, Secretary