

Rachel Kohl Community Library Board of Trustees Meeting April 23, 2018
Minutes

Present: Brian Doherty, Jennifer Panaro, Rob Hayes, Greg Chestnut, Jean MacKenzie, Susan Sternberg.

1. **Meeting:** Meeting was called to order at 6:33 by Rob Hayes.
2. **Facilities:** Keystone Grant application is due June 15th. Greg stated that the paperwork appears to be similar to the previous year. The June 15th application must include quotes and a guarantee of funding. There was discussion on what items should be included in the grant request. The list included: gas line, siding, HVAC, bathrooms, water service and outside lighting. Jen was clear that the library will have to obtain outside funding for the matching portion of the grant. It was agreed that each trustee should approach their municipality to request matching funds.
3. **Friends Report:** Friends will provide support to the library Mother's Day Plant Sale on Friday, May 11 and Saturday, May 12 at 9:00. Friends will also pay for the plants so all monies go to the library.
4. **Director's Report:** We are down 3 persons in part time staff. Starting hourly rate is \$9.50. A motion was made and seconded for the Director to close the library for Memorial Day weekend at her discretion. Motion was seconded and approved by all. Susan referenced the Webinar she emailed to the Board. Takes a look at "From Awareness to Funding".
5. **Minutes:** A motion was made and seconded to approve the March 2018 Minutes. Motion was approved.
6. **Communications and Announcements:** Long time volunteer and Friends board member, Louise Varney, passed away on April 22nd. RK board of Trustees passed Resolution #1 of 2018 commemorating the passing of Louise Varney. The Resolution will be framed and presented to the family.
Susan will request Brenda Orso take the position of Trustee liaison to the Development Council.
7. **Treasurer's Report:** Jen explained that there have been some changes to the chart of accounts. She met with the accountant for year 2017 wrap up. Susan requested a supply of bound copies of the Year End Report to send to the state, county and municipalities. The reports is also available in electronic format. A motion was made and seconded to approve the Treasurer's Report. All voted in favor.
8. **DCL:** Rob attended the April 5th meeting at Ridley Library. Glen Miller from the State level spoke and explained that there will be no increased funding in 2018. The new ILS software contract has been signed. Rachel Kohl will host the December 6th meeting. Summer Reading has been re-branded as Summer Quest.
9. **Committee Reports:** none
10. **Old Business:**
 - a. Jen and Rob attended Sustainable Libraries program on April 21, 2018.
 - b. Susan will request John Chrastka visit RK or arrange a call with him.
 - c. Strategic Plan- Rob suggested we meet this summer to work on a 2 year and 5 year plan.
 - d. Director's Annual review is complete. Jen will email the review to Jean to finalize and forward to the Director.
 - f. Rotarians are coming on April 28th for landscape clean up and mulching.
11. **New Business:**
 - a. Keystone Grant: Susan will request RPM obtain quotes for new bathrooms.
 - b. Greg suggested a meeting with the newly hired Concord Township Township Manager and Finance Officer.
 - c. Greg will trouble shoot non functioning lights on the RK outdoor sign.

Open Floor/Public comments: none

13. **Adjourn:** A motion was made and seconded to adjourn the meeting at 8:03. All voted in favor.
Next Trustee Meeting: May 21, 2018 Public Meeting 6:30 PM

Prepared by Jean MacKenzie, Secretary