

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

Present: Rob Hayes, Jennifer Panaro, Susan Cotterall-Homer, Saleem Shaik, Mary Alice Peeling, Brenda Orso, Susan Sternberg, Greg Chestnut, Brian Doherty. Not in attendance: Randy Ehman

1. **Meeting:** Meeting was called to order at 6:35 by Rob Hayes. Rob welcomed Saleem Shaik who has been appointed as our new board member from Concord Township.
2. **Facilities:** Per Susan S., all is good at the moment. Amanda Serock and Kelly have met via email and will be working together on the Keystone Grant with Greg Chestnut.
3. **Friends Report:** Mr. Frank Altrichter, who was in attendance for this meeting and Jean discussed the October 23rd meeting for Friends. A letter has been sent to membership for review of proposed updated By-Laws. A general meeting is scheduled for Saturday, December 8th at 10:15 to further discuss the future of Friends.
4. **Director's Report:** See attached report. The new loan agreement with Concord is effective January 1, 2019. There has been no reply from Chadds Ford, Bethel and Chester Heights regarding attendance at the December 13th Municipal Leadership Meeting. Respective board member will contact the municipality manager. There were 2 car break-ins on November 18 in the RK parking lot. A purse was stolen from one of the cars. Greg came to RK to speak with police who had been summoned. Board discussion: consider installation of a security camera. Talk with GV school district to explore a camera that would serve both the middle school and RK. Perhaps we could request Rotary assist with a purchase if RK chooses to install a camera for the parking lot.
Susan has asked Concord Public Works to check out burned bulbs on the outdoor lights.
Greg inquired about staff appreciation event. Susan and staff will plan for after the holidays.
5. **Minutes:** A motion was made, seconded to approve the October 22, 2018 Minutes. No discussion took place. Motion was approved by all.
6. **Communications and Announcements:** None.
7. **Treasurer's Report:** See Attached.
A motion was made and seconded to approve the Treasurer's Report. Motion was approved by all.
PayPal payments need to be directed to the RK Treasurer. Jen will set up this account and mentioned that there are PayPal scams to be aware of at this time. Giving Tuesday is November 27th and RK has posted this information on social media.
8. **DCL:** December 6th is at RK and Randy, Brenda and Mary Alice will attend. Susan will provide light refreshments. February 2019 will be held at the Furness Free Library in Wallingford.
9. **Committee Reports:** None.
10. **Old Business:**
 - a. **Rotary:** Rotary is hosting an event at Pescatore's to distribute the Twisted Vintner checks from the 2018 event.
 - b. **Keystone Grant:** Greg submitted the HVAC grant paperwork to Concord Township 2 weeks ago. He will send the participating municipalities a letter including the per capita contribution rate for the grant. He will also provide them quarterly reports on the grant status/work progress. Greg will request municipalities issue the payment check to RK directly in first quarter 2019. HVAC installation will probably take place in Fall 2019.
 - c. **Work with Every Library** is on hold.
 - d. **Strategic Plan-** Reviews and updates are on hold for January 2019.
 - e. **The scheduled Municipal Leadership meeting** is on course for December 13th at 6:30 at RK.
 - g. **Annual Fund Drive:** Almost at \$19,000. Greg will send out postcard reminders around December 10th.
 - h. RK Policies:
 1. Home Delivery Policy: We will request clearances from volunteers. Their cost to apply for clearance may be no charge due to "volunteer" status. A motion to approve the Home Delivery Policy was moved and seconded. All voted to approve.
 2. Whistleblower Policy approval: Per Brian, the proposed policy is as the law states today. Susan will check into the cost of membership in PANO (PA Non-Profit Organization). Susan will ask DelCo library if perhaps the DelCo Library Foundation could be asked to fund a countywide membership in PANO. A motion was moved and seconded to approve the Whistleblower Policy. All voted to approve.
 3. Records Retention Policy approval: a motion was moved and seconded to approve the Records Retention Policy. All voted to approve.
 4. Reserve Fund Policy: a motion was moved and seconded to approve. All voted in favor.
 5. Donor Privacy Policy: a motion was moved and seconded to approve. All voted in favor.
 6. Confidentiality of Library Users Records Policy: a motion was moved and seconded to approve. All voted in favor.

10. Cont'd

i. 2019 Budget planning- we need to contribute to the reserve fund to accommodate emergencies and cover Keystone Grant project needs. Maintenance costs have slowed. Susan would like to see more than 2% for raises in the budget for 2019. Jen and Susan will review the proposed changes. Susan requests we discontinue charges for DVD rental as of 1/1/2019. A motion will be moved in December to discontinue charges providing the budget will allow. Fund Drive income for 2018 was \$45,000. Greg would like to see a break-even budget for 2019. Jen and Susan will have the final budget for the December Board Meeting.

j. Development Council: Roy Shao has met with Susan, Susan C-H and Jean and will join the council. Randy is the Board liaison to the Development Council and is staying in touch with the members by email.

11. New Business:

a. Meeting Room Policy: The policy is clear and meeting room users must clearly display the RK disclaimer on all documentation and communication.

b. Jean will send directions and invitation for RK social on December 2nd.

c. Susan provided the proposed list of closure dates for 2019 and the Board Meeting Schedule. A motion was made and seconded to approve the list with corrections for January 2019 Board meeting to January 28th and October 21st meeting to October 28th. Closure for Christmas Eve date is Tuesday, December 24th. Susan will resend the list.

d. RK no longer has membership in Grant Station. Exton Library has a copy on the public computers. Annual cost of Grant Station is \$300.

12. Open Floor/Public comments: Frank Altrichter thanked the Board for a well run meeting.

13. Adjourn: A motion was made and seconded to adjourn the meeting at 8:30. All voted in favor.

Next Trustee Meeting: December 17, 2018 Public Meeting 6:30 PM

Prepared by Jean MacKenzie, Secretary