

Rachel Kohl Community Library Board of Trustees Meeting December 17, 2018

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

1. **Meeting:** Meeting was called to order at 6:32 by Rob Hayes.
2. **Facilities:** Per Susan S., there have been car break-ins at the Concord Township park during the day. Greg will follow up with PECO regarding installation of a gas line for RKL.
3. **Friends Report:** Frank Altrichter reported that revised By Laws have been approved, a newsletter is ready for publication, new officers have been installed for a year and a letter will go out to the membership.
4. **Director's Report:** See attached report. Following the Municipal Leadership meeting, a few attendees contacted Susan. She will be attending the Thornbury Senior Citizen Luncheon on Thursday. Greg suggested an annual meeting with municipalities prior to budget season. Susan spoke with Bruce Craig, Director of Operations at GV Schools, regarding RK participating in "Being Ready and Prepared". School staff could use the library as a base of operation in an emergency. Public bathroom has been painted but the floor needs professional cleaning. Susan has made clear to GVS that school children are our patrons and their privacy will be honored and has offered to meet with school officials to discuss further. Susan reported that Concord made their Keystone contribution of \$36, 137. Jen will look into setting up a Keystone Grant account.
5. **Minutes:** A motion was moved and seconded to approve the November 26, 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 moved and seconded to approve the Treasurer's Report. Motion was approved by all. RK needs to spend memorial funds received this year to honor Louise Varney.
8. **DCL:** Rob, Susan, Mary Alice, Brenda and Jean attended the December 6th is at RK. February 2019 meeting will be held at the Furness Free Library in Wallingford. Mary Alice questioned that DCL seldom has a quorum at these meetings.
9. **Committee Reports:** None.
10. **Old Business:**
 - a. Keystone Grant: Official paperwork submitted by Concord Township has been approved and returned.
 - b. Work with Every Library is on hold.
 - c. Strategic Plan- Reviews and updates are on hold for January 2019. Jen and Susan S. will be able to complete the charts by February.
 - d. Annual Fund Drive: Almost at \$28, 280,000.
 - e. 2019 Budget planning- Jen used this year's actuals for planning the 2019 Budget. Motion was moved and seconded to approve the budget. It is a balanced budget.
Motion by Greg: remove line item for rental of DVD's and allocate \$1,000 per month to the Reserve Account. Motion was seconded by Jen and approved by all in attendance.
 - f. Development Council: Randy will send the committee a report on the Municipal Leadership meeting and add Susan S, to the list.
 - h. Staff evaluations are in progress.
11. **New Business:**
 - a. RK 40th Anniversary is 2019.
 - b. Motion was made to approve the RK Closure Schedule for 2019. Motion was seconded and approved by all. Martin Luther King and Veterans Day have been added.
 - c. Greg has purchased Grant Station and will assist with searches for grants.
 - d. A motion was moved to approve Resolution #3 thanking Rob Hayes for his service on the Board. Motion was seconded and approved by all.
12. **Open Floor/Public comments:**
13. **Adjourn:** A motion was made and seconded to adjourn the meeting at 8:30. All voted in favor.

Next Trustee Meeting: January 28, 2019

Public Meeting 6:30 PM

Prepared by Jean MacKenzie, Secretary