

Rachel Kohl Community Library Board of Trustees Meeting, January 28, 2019

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

Derek Lloyd, the new trustee from Bethel, was welcomed to his first meeting.

1. **Meeting:** Meeting was called to order at 6:35 by Mary Alice Peeling.
2. **Elections:** Elections were held for new officers for 2019. Jean Mackenzie is the new president, Brenda Orso is the new secretary and Mary Alice Peeling and Jen Panaro will remain in their positions of VP and treasurer, respectively. All elections were moved, seconded, and approved by the members of the Board.
3. **Facilities:** Elliott-Lewis repaired the heat in the Children's Room.
4. **Friends Report:** Tickets have been selling well for the wine basket raffle, which was donated by Friends. Frank Altricher has revised some of the Friends documents. The Friends brochure and link are on the RKL website. Next meeting in March 19, 2019.
5. **Director's Report:** See attached report. Susan reported that she is pleased by the work accomplished by the intern.
6. **Minutes:** A motion to approve the December 17, 2018 minutes was moved, seconded and approved.
7. **Communications and Announcements:** None.
8. **Treasurer's Report:** See Attached. A motion to accept the Treasurer's Report was moved, seconded and approved. Jen requested that all board members review the financials and discuss any questions/concerns. Susan will contact Ted Varney re: memorial fund for Louise. Greg reminded us that we still retain a fund from Mrs. Rachel Kohl.
8. **DCL:** Jean Mackenzie will attend the February meeting at Helen Kate Furness Library.
9. **Committee Reports:** None.
10. **Old Business:**
 - a. Keystone Grant: The contract with Effectiv Energy Solutions has not yet been signed. PECO needs to know the exact type of equipment being installed before they can run the gas line. Cost range is \$5,000-\$6,000.
 - b. Work with Every Library is on hold.
 - c. Strategic Plan- Jean Mackenzie will be the SP champion. She asked that we all begin identifying the items in the plan that we would like to accomplish in 2019. **Goals will be finalized at the February meeting.**
 - d. Bank Accounts: Brian Doherty reported on his research into interest bearing accounts to house the municipal portion of the Keystone Grant and the Board Trust Fund. After some discussion, Jen will look into PLGIT and also the possibility of changing banks.
 - e. Annual Fund Drive: Close to \$50,000 was raised this year. We have met our goal!
 - f. Development Council: Randy sent the committee a report on the Municipal Leadership meeting. He will try to identify people who can help with the 40th year celebration.
 - g. All evaluations and pay increases are complete and have been approved.
 - h. Greg purchased Grant Station and has identified 10 potential grants.
 - i. Security – Susan is awaiting a decision from Concord re: installation of cameras.
11. **New Business:**
 - a. Trustee orientation: Susan will request Janet Stubbs meet with new board members.
 - b. RK 40th Anniversary: Ideas were batted around about the type of celebration we might want to host. It was suggested that we begin brainstorming ideas via email before our next board meeting, and also pick a date.
 - c. A By-Laws Committee was formed with Greg Chestnut and Brian Doherty to look into any changes or additions that might be needed. Susan will forward other library's by laws to them.
 - d. Jen proposed and the Board agreed to redeem the points from our credit card into \$25 gift cards for employees.
 - e. Logo: The Board was presented by email several design choices for our new logo. They all agreed on one. Susan will work with the intern on the next steps to finalize the design to stand alone, letterhead, return address etc. The logo project is being spearheaded by our Neumann University intern, Matt McNichol.
 - f. Drop box will be repaired in the Spring.
 - g. Walking paths and road upgrades for GV schools will take place in Summer of 2020.

12. Open Floor/Public comments: They were none.

13. Adjourn: A motion was made and seconded to adjourn the meeting at 8:20. All voted in favor.

Next Trustee Meeting: February 25, 2019 Public Meeting 6:30 PM

Prepared by Susan Sternberg, Director and Brenda Orso, Secretary