

Rachel Kohl Community Library Board of Trustees Meeting Minutes

February 25, 2019

Public Meeting: 6:30pm

Attendance: Susan Sternberg, Brenda Orso, Mary Alice Peeling, Brian Doherty, Jean Mackenzie, Jen Panaro, Randy Ehman, Saleem Shaik

1. Call to order: 6:35
2. Facilities: Susan re-hired 5-star cleaning for \$300/month. Key fobs are making it more difficult for them to access all areas, such as bathroom and janitors closet. Leaving them unlocked until situation is resolved.
3. Friends Update: \$628 on wine raffle.
4. Director's Report: Susan had to let go one employee, hiring again for part time weekends and evenings person. Keystone/RPM meeting to make recommendation for next week. Birthday books initiative already received 45 hits from newsletter. Selection will be limited due to the need to pre-order the books months in advance. Can do themes but not specific book titles. Need to correct the date for a speaker event (Feb. 19 instead of March 19). Susan is meeting with township tomorrow night re: story walk. Randy is also attending. Hoping that the township will do the installation and the library will provide the books. Brenda suggested getting sponsorships to cover the costs of the books. County/state aid: Brian mentioned that Bethel Township is discussing how to present request to the DCL board to get a resolution. The Board agreed to "step back" from pushing for a resolution.
5. Minutes: A motion to approve the January 2019 minutes was moved, seconded, and approved.
6. Communications and Announcements: Staff was very appreciative of the gift cards provided to them by the board.
7. Treasurer's Report: January financials have not been completed due to audit. January & February will be presented next month. Jen realized a conflict with her employer, cannot make payments on behalf of the library. Can't write checks or send electronic payments. Jen will transfer responsibility to Susan. Second signature required will be Jean. With our account at TD Bank, Susan will be able to make payments under \$1000 through TD Bank, anything over would need to be approved by Jean. Susan will check on insurance. Jen will update financial procedures to incorporate these changes. Jen can still make deposits, just can't make disbursements. Jen is working on creating a new paypal account under the authority of the library.
8. DCL: April 4th at Ridley. Jean to attend. Derek to do Middletown in August. Randy will do Radnor in October. Saleem will do Media in December.

9. Committee Reports:

- a. By-laws: nothing new to report. Will discuss at next meeting.
- b. 40th Anniversary: Ideas: Birthday party for kids and one other adult event, maybe a trivia night. Susan shared ideas from Swarthmore Library. Looking for sponsorship and in-kind donations for events. Last anniversary, 10 hole golf course. Susan mentioned a fundraiser dinner at Concordville Inn. Date should not conflict with events being run by municipalities. Susan will look at calendar for community room availability. Committee members: Randy, Saleem. Randy will reach out to Development Council. Will work on planning the children's event first.

10. Old Business:

- a. Varney Memorial Fund \$1,800 in fund. Ted loved the idea of the bench. Put bench near the tree that was planted for Louise. Jean will contact Ted about the bench.
- b. Keystone Grant Update: Sent out separately
- c. Strategic Plan - Susan Cottarral-Homer would like to stay on the committee to help keep the strategic plan updated. All board members present were in agreement. For next meeting, bring strategic plan
- d. County Orientation: June 8, Derek Lloyd will attend. Randy will attend also.
- e. Every Library: no updates
- f. Development Council (Randy): Randy will update the board mid-month
- g. Logo: Still being worked on.
- h. New Trustee Orientation: Derek met with Janice Stubbs.
- i. Drop Box Repair: done!

11. New Business:

- a. Board Terms: Jen Panaro's year needs to be updated. Susan will update. Brian will include it in by-laws. Not written down anywhere currently, including municipalities.

12. Open floor/public comment: none

13: Adjourn: Motion to adjourn was moved, seconded, and approved at 7:44pm

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

Prepared by Brenda Orso, Secretary