RACHEL KOHL COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING AGENDA August 26, 2019 Public Meeting 6:30

Present: Brenda Orso, Susan Sternberg, Derek Lloyd, Mary Alice Peeling, Randy Ehman, Jean Mackenzie, Saleen Shaik. Absent: Brian Doherty, Greg Chestnut

- 1. Call to Order: 6:36pm
- 2. Facilities
 - RPM Report: Gas line is in, installing meter next. Working on vendor quote for HVAC equipment, labor, etc. Qoutes out to H&H Heating, JM Oliver, and Burns Mechanical. 2 of the 4 vendors are co-stars. Fire alarm needs 2 dedicated phone lines. Susan is talking with RPM to see if they would dedicate one of their phone lines.
- 3. Friends Update: Bingo will be held on September 22 at 6pm. Friends are collecting donations from local businesses. The check for the gazebo was given to the library. They have been asked to pay for a replacement podium, they will get a plaque on the podium with their name: "Paid for the by Friends of the Rachel Kohl Library" or something as such.
- 4. Minutes: moved, seconded, and approved.
- 5. Director's Report: see attached. We received \$3,046 through county aid. Reciprocal borrowing is going up about \$300 due to additional approved state aid. The top 8 libraries in the county are supposed to receive Saturday delivery. We are #4, Susan will follow-up to ask them to add us to their Saturday delivery service.
- 6. Treasurer's Report: Pligit is making good interest. Jen recommends moving additional funds to this account, the board agreed. A motion to move additional funds to the pligit account was moved, seconded, and approved.
- DCL meetings: 8/1 Derek Lloyd attended. 10/3 in Radnor, 12/5 in Media. Tutor.com is being replaced by brainfuse. Reciprocal borrowing checks were delayed due to staff illness. Advocacy training day is scheduled for September 12 for directors and board members. Susan said she will go. Library card sign-up day is September 25.
- 8. Training (Derek & Saleem): Received information to create a "libraries of corporate records" for board members, with relevant forms and information. Saleem suggested creating something similar online as well as a paper copy. It was confirmed that we do have board insurance. Saleem mentioned the value of having a discussion regarding the future of libraries and how to stay relevant in our changing world. Jean suggested it be added to our strategic plan. Susan suggested revisiting the wish lists we created several months ago. She will send them out to all the board members for updates and review. Jen asked about group insurance for our employees. Susan said we have 3 full-time staff and said she will ask them about their interest for getting group insurance. Jen will also research.
- 9. Committee Reports
 - 1. By-laws: the board approved the by-laws revisions electronically on 7/24/19. There was no board meeting in July.
 - 2. Anniversary Committee: Randy sent a note to the council regarding an anniversary dinner. Contactd Concordville Inn several weeks ago. He also inquired at II Granaio. The date for the event is restaurant-dependent.
- 10. Old Business:
 - 1. Memorial Funds: Louise Varney Memorial Fund will be called Gazebo Fund. The gazebo project received \$400 through an anonymous donation. Total amount raised is about \$1,200 so far.
 - 2. Storywalk Sponsors: Township agreed to allow sponsor acknowledgement on one of the storywalk panels. Randy and Saleem will create a draft sponsorship proposal.
 - 3. Rotary: Susan volunteered at the Delco 4-H event through the rotary. Noted they are not hosting Twisted Vitner this year.
 - 4. Development Council: Randy will see who responds to the anniversary dinner email.
 - 5. Financial Workshop: Jean and Susan attended. It was a very good presentation and gave them great confidence in our own financial processes and procedures.
- 11. New Business: Jean mentioned that we received a donation from the Lion's club.

1. Annual Fund: Susan has begun researching ideas for the letter. Susan also reached out to Chester Heights and Chadds Ford to get their tax roles.

12. Strategic Plan: Jean will send out emails to the board once again for edit approvals. She stressed the importance of responding in a timely matter to save us time in the long run. Please take a few minutes to review and respond. Brenda had a question re: average gift amount. Susan suggested using range percentages to track increases.

13. Adjourn: 7:58pm

NEXT RKCL BOARD MEETING -September 23, 2019, 6:30 PM

Board Terms:

Derek Lloyd	Bethel	01/01/2019-12/31/2022
Brian Doherty	Bethel	01/01/2018-12/31/2021
Jennifer Panaro	Chadds Ford	01/01/2019-12/31/2019
Greg Chestnut	Chester Heights01/01/2018-01-01/2021	
Randall Ehman	Concord	06/20/2017-06/20/2020
Brenda Orso	Concord	01/01/2018-01/01/2021
Mary Alice Peeling	Concord	06/02 / 2017-06/02/2020
Saleem Shaik	Concord	11/07/2017-11/06/2020
Jean Mackenzie	Thornbury	10/15/2017-10/