## RACHEL KOHL COMMUNITY LIBRARY BOARD OF TRUSTEES MEETING AGENDA January 27, 2019 Public Meeting 6:30

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

- 1. Call to Order: 6:32pm
- 2. Reorganization session: Jean called for nominations for 2020. Board agreed to keep current leadership, moved, seconded, and approved.
- 3. Friends update: Frank Altricher reported that Bingo night and the plant sale are coming up. There will be 2 bingo nights in 2020. The friends donated the Valentine's Day raffle basket. Frank attended the PALA library seminar. He believes that implementing a way for people to pay online will benefit the friends group.
- 4. Minutes: motioned, seconded, approved.
- 5. Director's Report: see attached. Flood remediation should be completed by early February. Phone systems will need to be changed by the end of February. A patron fell in the parking lot. Susan created an incident report and will call the insurance company. Susan suggested some changes to the employee manual, the changes were motioned, seconded, and approved by the board.
- 6. Treasurer's Report: motioned, seconded, approved. 2020 budget hasn't been finalized. Susan would like to update the community room rental policy. She will present the new policy changes to the board at the next meeting. Jen mentioned that we have a nonprofit paypal account. Susan will contact Benevity to update the library's information.
- 7. DCL meetings: 1Brian attended the DCL meeting on 2/5 in Media. Jean Mackenzie will attend Feb. 6 in Glenolden. Randy will attend Haverford on April 2.
- 8. Strategic plan updates: Reserve fund should say \$24,000 by 12/31/2021.
- 9. Development Council: Meeting was held on December 3. Randy discussed the anniversary dinner. Only 4 to 5 people respond to his email communications. Tickets for the anniversary dinner went on sale January 27. Jen will create an eventbrite page for the tickets. Judy Conners is assisting with raffle items. There will be an article in the Garnet Valley Living press.
- 8. Old Business:
  - a. Water alarm: Greg purchased a water alarm, it still needs to be installed.
  - b. Keystone grant: We have finalized with Scanlon as the vendor, they will do the whole project. The Library will remain open during the installation. The work is scheduled to be complete by the end of March. Equipment has been ordered. The boiler, cooling tower, and 8 heat pumps will need to be replaced. The boiler will be down 3 to 4 days. Supplemental heat will be provided if needed. Greg will work on finalizing a detailed budget.
  - c. Rotary: the library received a donation in the amount of \$2,500.
  - d. Acme Giveback Program: the library received \$3 from this initiative.
  - e. Jen's Board term: extended another year.
  - f. Parking Lot Lighting: the lights in the parking lot are not bright enough. More research needs to be done to find better bulbs. Greg suggested trimming back some of the trees.
- 9. New Business
  - a. Sign: there was some confusion as to whether or not the library will be getting a new outdoor sign. Greg will inquire.
  - b. Round-about construction: construction is currently scheduled to begin in September of 2020, but it may be pushed back to summer of 2021.
- 10. Adjourn: 8:14pm

## **NEXT RKCL BOARD MEETING –** February 24, 2020, 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 Heights	01/01/2018-01-01/2021
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	10/15/2017-10/15/2020
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