

Board of Trustees Meeting Minutes
January 23, 2018

Present: Tim Kreider, President; Nancy Carrington, Secretary; Irene Sileski, Treasurer; Danell Schoemaker; Diane Schwab-Sullivan, Corresponding Secretary; Jim Gibson; Nina Meister, Library Director; Connie Keller, Womelsdorf Boro; Sarah Sechrist, Guest

- I. Call to order at 6:36 by Tim Kreider
- II. Welcome to guests and Friends
 - Tim introduced Sarah Sechrist and she told us about herself. She is interested in becoming a board member.
- III. Correspondence
 - Diane sent 40 thank you notes this month
 - Tim communicated with some patrons who complained about our asking for birthdates for identification. No staff member remembers this occurring.
- IV. Review Financials
 - a. 2017 Year End - Close to meeting budget for year by about \$1000. Off on salaries/wages secondary to increasing hours we are open and more hours for children's librarian since summer reading.
 - b. 2018 Budget
 - i. Income areas
 - ii. Expense control with increased hours and salaries
 - iii. Utilities cost will increase this year
 - iv. Cleaning budget increased by necessity
 - v. Rotary fundraiser may not happen in 2018
- V. Director's Report
 - a. Statistics
 - i. Small decrease in circulation in December and 4% decrease for 2017 vs 2016
 - ii. 3% increase in children's program attendance for year
 - iii. 39% increase in adult attendance for year
 - b. Event updates
 - i. Light Our Library was a success. Luminaries out from New Year's eve until January 2nd
 - ii. First Sculpey club on February 23rd at 4:30. Nina bought a toaster oven to use for it. There will be a registration fee of \$5.
 - iii. Nina will be hosting a resume service on Wednesdays from 4-8 pm the first week in February. Walk ins will be accepted. Appointments preferred and required if resume being built from scratch.

- c. Fall Fundraising campaign has generated a total of \$6550 so far, with replies still trickling in. The spring mailer will be ready for review by next board meeting.
- d. Staff update
 - i. Staff meeting held on January 20th. Staff discussed coming up with a date and time for our safety advisory meeting with Police Chief Pontician. Scheduling is in the works.
 - ii. Also discussed staff communication, scheduling, summer reading and fundraising ideas.

VI. Update from BCPL Meeting

- a. Forward Documentation of Community Support in 2017. Nina will get the information needed. Connie can help get the information from the boro.
- b. Request from Council of Chemical Abuse for local libraries and staff to be trained as first responders for the opioid crisis. This would include the staff administering naloxone in case of an overdose. Reading Library has had four overdoses and one death since 2014. Training will be provided. We will not make decision tonight and will await more information from the district and make decision at next meeting.
- c. Nancy will contact Tower Health about possible donation of AED and training of staff about using it.
- d. Will be hosting a meeting to discuss the changes in tax laws regarding non-profit organizations. Date TBA.
- e. Reading District Library Center will be taking over more responsibilities that currently are done by BCPL. They will get increased funding for this service.
- f. There will be a new trustee orientation in the spring. All members who have not previously attended need to schedule. Irene, Nancy, Diane, and Tim have attended.

VII. Review of possible security upgrades for the library.

- a. Camera installation – awaiting opinion from Solicitor, Andy George.
- b. Telephone in the lunch room. Nina will get another portable plug in phone. All approved.

VIII. Social Media Policy

- a. Do we need one? Tim gave Irene a draft that systems provided for her to look at. We will decide about it later.

IX. New Website customization

- a. Nancy is assisting Nina. Nina is the webmaster for our site.

X. Review and approval of unruly patron policies and procedures

- a. Irene will resend it and we will discuss and decide at next meeting

XI. Open forum / other items:

- a. 2018 Fundraising Schedule
 - i. Discuss all events, Dates & times, coordination etc.

- ii. Diane and Nina will bring back plans for another pancake breakfast
- iii. Discussed having book sales twice a year. Could use more volunteers. Also would like to have book sales downstairs for the sales. Connie is checking to see if the born will let us use the one room for book sales. This would make it a lot better for the volunteers not having to carry the books upstairs for the sales. It would be for a maximum of four times a year.

b. Will plan to have a meeting just to brainstorm fundraising for the library.

XIII. Sarah said she does want to be a member of the board. Danell made a motion and Diane seconded to accept Sarah as a board member. Motion passed unanimously.

XII. Adjourn the meeting at 7:55 pm.