

Board of Trustees Meeting Minutes

October 23rd, 2018

In Attendance: Tim Kreider (President) Sarah Sechrist (Board Member) Danell Schoemaker (Board Member) Diane Schwab-Sullivan (Board Member), James Gibson (Board Member) Connie Keller (Borough Liason) Irene Sileski (Board Member) Nina Meister (Director)

- I. Call to Order by Tim Kreider at 6:34pm**
- II. Election of Secretary**
 - i. Sarah Sechrist volunteered
 - ii. Danell motion to elect, Diane 2nd - Approved
- III. Welcome to Guest and Friends**
- IV. September Meeting Minutes**
 - i. Diane motioned to approve, Danell 2nd - Approved
- V. Good News & Brag Moments**
 - i. Great news from the breakfast and book sale this weekend. We raised almost \$700 between both functions! Nina provided thanks to all volunteers and board members that helped setup, prepare, serve, and clean up the event.
- VI. Correspondence**
 - i. 2 letters of thank you for donations since last meeting
 - ii. Request from 2 business sponsors to have bills sent to them
 - i. We can send a receipt as a thank you for donation for tax purposes
 - iii. Danell will be sending Sympathy card to the Beamensderfer family on behalf of the board and library
- VII. Director's Report**
 - i. Circulation for September 2018
 - a. 25% dip in overall circulation
 - b. Nina is checking on statistics from last year to see if there is an error from last year's numbers
 - c. Increase in young adult attendance
 - d. Increase in Children's attendance
 - e. Decrease in adult attendance due to possibly having different events being offered from last year
 - ii. Armistice Day Event
 - a. Nina provided synopsis and plan for event
 - b. Advertising to community and 55+ community to be looked into
 - c. Buffet of food will also be provided ☺

- d. Danell checking with high school and middle school for youth attendance
- iii. Bags & Baubles Event
 - a. Donations have been great!
 - b. Friends will be deciding prices for all donations this weekend
- iv. Holiday Party for Volunteers
 - a. Hosted by the Board with meal catered by Stouch Tavern – Nina making contact for menu
 - b. Saturday, December 1st, 2018 4:30pm
 - c. Board members will provide desserts
 - d. Invitations will go out prior to Thanksgiving
- v. Holiday Schedule
 - a. *Diane motion to approve – Irene 2nd – Approved*
- vi. Sales Tax
 - a. Nina working on renewing sales tax exemption
 - b. Possibly getting refunds on sales tax paid on several utilities from the last three years

VIII. Financials

- i. Irene requesting additional support for signing checks to help with late fee management
 - i. Irene Tuesdays – Diane will support by checking in as well
- ii. Audit went well - \$3,500 cost (we had budgeted \$5,000)
- iii. Deposit was made for pancake breakfast and book sale and will reflect in next month's financials
- iv. Expecting mail campaign to bump up due to fall mailer
- v. Cleaning expenses increased, but service provided has improved
- vi. Electric and gas continue to increase
- vii. Doing much better with credit card fees due to using "Square"
- viii. We are under a municipality and not a Non-Profit so Ruth Strunk will need to look at bank fees that we are paying
- ix. Going to put the tax refund money aside for future decision
- x. Motion to approve financials pending audit
 - i. *Diane motioned to approve – Danell 2nd – Approved*

IX. Fall Fundraising Campaign

- i. Tim has finished letter to be sent – Over 2,000 letters will be sent out
- ii. Reviewed quote from Little Mountain Printing for mailer **\$1,421**
- iii. Motion to approve proposal from Little Mountain Printing
 - i. *Irene motioned to approve – Diane 2nd – Approved*
- iv. Will not be sending to Newtowntown (aside from known donors and individuals) due to cost and return statistics from previous years

X. Fire and Ice Festival

- i. Mailers will go out as well as emails for all contacts that have been made

- ii. Response from vendors and participants so far has been positive
- iii. Borough has approved as much space as we need for the festival
- iv. Banner sponsor list can be sent to committee for possible sponsors for event

XI. 2019 Memorial Run

- i. Bruce Edwards and Carolyn will be getting together with Tim to go over the responsibilities surrounding the event as they will be pulling out of leadership for this in 2020.
- ii. Funds will fall off due to Bruce's contacts not continuing to participate
- iii. "B.E." as a title for future runs to honor the Beamensderfer and Edwards families
- iv. 1 Mile Youth Fun Run with the Adult 5K
- v. Ideas for themes – we will come back to this for discussion

XII. Patron Survey

- i. Do we want to do a patron survey to see where people would like to see money spent, more effort, areas of improvement, areas of success, etc...
- ii. Survey Monkey is free and easy to use
- iii. Keep the survey short and simple, user friendly as well
- iv. Possibly send out in the new year
- v. Adding to agenda for next month's meeting
 - i. Decide on what forum we want to use (open ended questions, 1-10 scale rating, etc...)
 - ii. Bring several ideas to next month's meeting

XIII. Open Forum

- i. Next meeting – November 27th, 2018
- ii. Improvement Projects
 - i. Keystone Grant – will match whatever budget we can provide
 - ii. Circulation Desk, front sidewalks, outside drop-box, carpeting
 - iii. They require at least 3 bids on every project we will be doing
 - iv. Need for a committee to tackle this project
 - v. Diane, Nina, Irene, Danell
 - vi. Danell will read over the grant and come back with information for next meeting
- iii. Irene stated we have not switched over to QuickBooks yet, but will do this transition at the new year.
- iv. Time frames for next year's Breakfast would be pushed a bit later to accommodate patrons (possibly 8am-10:30am)
- v. Creating a calendar of events for the next 3 months

XIV. Meeting adjourned at 7:44pm