

Board of Trustees Meeting Minutes

November 27th, 2018

In Attendance: Tim Kreider (President), Sarah Sechrist (Secretary), Danell Schoemaker (Board Member), Trista Oxenreider (Board Member), James Gibson, (Board Member), Dianne Schwab-Sullivan (Board Member), Connie Keller (Borough Liason)

I. Call to Order by Tim Kreider at 6:32 PM

II. Approval of October Minutes

- i. Motion to approve Danell 1st, Trista 2nd – Approved

III. Correspondence

- i. Thank you notes have been sent so far for November donations

IV. Good News/Brag Moments

- i. Two possible new sponsors for banners. Dianne will be contacting them this week.
- ii. Mailer has been sent out

V. Director's Report

- i. Circulation stats have gone up drastically from last year
- ii. Bags and Baubles has been a modest success so far. Lynn will be coming this week to help set up bags strategically throughout the library to help increase sales and use credit cards
- iii. Holiday Party will be this weekend, expecting roughly 25-30 people – baked goods provided by Danell and Sarah
- iv. Santa will be at the Library in December. Guests can take pictures as they please. This has been sponsored by the Friends
- v. Incident on 11/23 – elderly patron tripped on the carpet in the foyer and sustained a cut on her forehead that required medical attention. Ambulance was called but she did not go with them for care. Nina has been in contact with her, but she has reported that she is okay. These interactions will be documented as well.
- vi. We may need to look at replacing the rug in the foyer to prevent future injuries such as this.
- vii. Sales Tax Exemption application is still in process but we should hear back in early December

VI. Financials

- i. Jane More donations has its own category in last month's financials
- ii. Book sale and pancake breakfast did well and are included with October financials.
- iii. Irene will be reviewing the numbers to reflect current financials and send a YTD report
 - i. Please approve YTD financials when Irene sends them

- iv. QuickBooks – up to five users and the program will be able to bridge our current program over and transfer data, \$36/month as introductory price. After that \$645 annually.
 - i. Motion to purchase QuickBooks – Dianne 1st, Trista 2nd - Approved
- v. Imaging fee at Fulton bank will be taken off of our charge. Ruth Strunk is also looking into seeing if there is a better checking account for us to use with less fees
- vi. Auditor said we can go to online bill pay to save money on postage. Up to fifteen checks a month would be approved. This would cost \$5/month which is less than what we are spending in postage. Need a record of oversight for auditing purposes. Irene will clarify what this process will look like and we will revisit this at next meeting

VII. Fire & Ice Festival Update

- i. Waiting to hear responses from vendors, restaurants, etc.
- ii. January meeting will cover more information regarding advertising.

VIII. Patron Survey

- i. Revisit in January meeting with ideas for:
 - i. What do we want to know?
 - ii. Format for survey (open ended questions, or ratings, etc.)
 - iii. How many questions
 - iv. What specific questions do we want to ask?

IX. Keystone Grant

- i. Nina and Danell will work together on this to see if this is something we want to pursue.
- ii. Will update with more information in January

X. Open Forum

- i. New vacuum cleaner
 - i. \$200 budget
 - ii. Ruth and Donald will help Nina pick out what will work best
- ii. Library Law covered at Systems meeting today. Employee, employer rights, liability, etc. was covered. He recommended that everyone has a copy of employee behavior policy to help address deviation from policies and keep everyone on the same page.
 - i. Nina will be reviewing a lot of this information to get a collective idea of what we would need. Borough and additional libraries can help contribute with what they have in circulation already
- iii. Signs for “No use of Video Games/YouTube” on computers were taken down as this is not in our bi-laws or policies.
- iv. Fees for overdue books will be increasing in January 2019.

XI. Meeting Adjourned at 7:18 PM