

## Board of Trustees Meeting Minutes

April 23<sup>rd</sup>, 2019

*In Attendance: Tim Kreider (President), Sarah Sechrist (Secretary), Danell Schoemaker (Board Member), Trista Oxenreider (Board Member), James Gibson, (Board Member), Nina Meister (Library Director)*

### **I. Call to Order by Tim Kreider at 6:36pm**

### **II. Welcome to Guests and Friends**

- i. None present at this evening's meeting

### **III. Approval of March Minutes**

- i. Motion to approve Danell 1<sup>st</sup> – James 2<sup>nd</sup> - Approved

### **IV. Good News/Brag Moments**

- i. We are now a Silver Star Library! We are working with the PA Forward Program – to promote libraries and their efforts to promote literacy. We have successfully submitted 2/5 literacy goals that is getting us on our way to become a Gold Star Library. There is promotion for the library that goes along with this and is also very important to show that we educate our community.
- ii. Sheetz has donated 132 free drink coupons for our summer reading program. ☺

### **V. Correspondence**

- i. Dianne not present – none to report this evening

### **VI. Open Forum for Guests and Friends**

- i. None present at this evening's meeting

### **VII. Director's Report**

- i. 15% increase in circulation for March this year!
- ii. Less children's program attendance due to having that position vacant
- iii. Melissa Edwards Run this Saturday – still looking for volunteers for several responsibilities
- iv. Book Bazaar for May needs help with setup and takedown
- v. Updates on Events for 2019 – please refer to Nina's schedule in provided notes
- vi. Children's Program Coordinator – second round interview for one candidate has taken place. Another interview will also take place this week.
- vii. Desk Renovation – Nina provided the estimate and project plans from Kountry Kraft for the board to review. Some design revisions need to be made to Kountry Kraft and Nina will be taking care of this.

- viii. Nina has some Policy and Procedure updates that she would like to bring to the board. Suggestions will be sent to be added to the board meeting agenda
- ix. Nina is working on the Library Dream List that will be submitted to the board within the next 90 days.

#### **VIII. Review for Financials for March 2019**

- i. Bruce Edwards Uncle will be donating \$6,000 to the Library in 2019. This is not yet reflected on the financials.
- ii. Motion to approve – Trista 1<sup>st</sup> – James 2<sup>nd</sup> - Approved

#### **IX. Updates from BCPL meeting**

- i. Budgets and awards meetings were discussed
- ii. Circulation ranking and collection sizes were also discussed from the annual report. We have a very large collection comparatively to those in our local area. We are still the smallest service area size which does impact our funding.
- iii. Community member savings were discussed in relation to how much they save by using a public library.

#### **X. Fire and Ice Festival**

- i. Several confirmations are in place for vendors and distributors.
- ii. Ticket sales will take place starting at the beginning of July.
- iii. More details about the “day of” have been made for location of items, vendors, ticket sales, etc.
- iv. More details to come about booklet sponsors and other events to take place

#### **XI. Patron Survey**

- i. Nina reported that several responses have come in. There have not been any overly negative responses, minor comments about staff approachability, need of more diverse collections.
- ii. Several comments and ratings were made in favor of the staff with high ratings and positive comments.
- iii. There were a few responses done online, but the majority has been paper responses as well as from the newsletter.
- iv. The deadline for responses is April 30<sup>th</sup> – Trista will take responses and compile results for next month’s meetings

#### **XII. Keystone Grant**

- i. Not as much to discuss this evening, but need to keep this in mind.
- ii. We need to look at the best return for the benefit of our patrons. This can be examined based on the results of the survey.

**XIII. Memorial Run – April 27<sup>th</sup>**

- i. Taking place this Saturday! Any participation and volunteering is needed and appreciated.
- ii. There is plenty of momentum to keep this event going in the absence of Bruce and Carolyn Edwards. We will need to game plan what to do as far as a theme, sponsors, etc. but we are hopeful it will still be a success.

**XIV. Open Forum/Other Items**

- i. Fundraising Thermometer has been added to the main library!
- ii. Drop box fundraising will really take off after the Memorial Run takes place. This can be included in the summer newsletter
- iii. Discussion around frequency of donation and fundraising campaign solicitation. Responses have been decent from the two mailers that we currently send. This needs to be discussed further as to how we can best spread this out throughout the year and utilize library events as well.
- iv. A letter will be sent to the active supporters about the Fire and Ice Festival as a third mailer for the year to see if we get any responses
- v. March – Spring Mailer, June/July – Summer Mailer, October/November – Fall Mailer (Goal for 2020) This will be able to help announce events as well as support donations
- vi. Nina will report back about the number of active donors we currently have

**XV. Adjourn the Meeting by Tim Kreider at 7:32pm**