

Lower Providence Community Library
Board of Trustees Meeting
November 20, 2017

The meeting convened at 7:00 PM.

Present: Marie Alteri, Lucy Arnold, Nancy Klein, David Nawrocki, Ben Simkin, Lynn Burkholder (Library Director).

Guests: Prospective Board Members: Lisa Bono, Earl Catagnus, and Art Miller

Excused: Joe Clement, Mary Shaw, Patrick Duffy (Township Liaison), Lisa Yanak (Friends of the Library Liaison)

Approval of Minutes: The minutes were approved on a motion by Ben Simkin and seconded by Lucy Arnold.

Treasurer's Report: - Ben Simkin

- We are still waiting on the final bill from Chadwicks for the fundraiser.
- We fell short of expectations on the Fall Fundraiser.
 - Discussed more board involvement for next year.
 - Fundraising committee to be formed for next year's efforts.

The treasurer's report was approved on a motion by Lucy Arnold and seconded by Nancy Klein.

Friends' Report: - Marie Altieri for Lisa Yanak

- Friends are currently running a Bag of Books for \$5 sale.
- Raffle drawing will be held during their meeting on December 14.

Library Director's Report: - Lynn Burkholder

- Annual appeal letter has been sent. We have received approximately \$6500 to date.
- The Friends have donated \$18,000, up \$3,000 from last year.
- Friends' funds will be used to purchase a Children's Early Literacy tablet to replace the old PC.
- The recent staff training day, the first in 2-3 years, was a success with 100% attendance. Improved attendance is attributed to the fact that two sessions were held to accommodate schedules.
- Rear emergency lights have been replaced.
- The Volunteer Fair was held with positive feedback from exhibitors.
- Halloween party was well-attended, with 12 teen volunteers helping,

NEW BUSINESS

- Unattended Children Policy – No changes were made. Approved as is on a motion by Ben Simkin and seconded by Dave Nawrocki.
- Conflict of Interest Policy – No changes were made. Approved as is on a motion by Ben Simkin and seconded by Lucy Arnold.
- Budget review –
 - DVD rental fees to be discontinued in 2018 to comply with State rules.

- Increase in payroll reflects a 2% raise to employees. Will require Board approval.
- Consulting fees are earmarked for the Building Plan and Strategic Plan development.
- Credit card fees can be negotiated with local banks, Lynn to investigate.
- Spring Fundraiser –
 - Scheduled for March 24.
 - Mike Hones selecting wines for the theme around the varieties of grapes.
 - Board will sponsor a lottery basket, with \$10 donated per Trustee.
- Lynn's review –
 - Lynn's self-assessment was distributed to all Board members for review.
 - The review committee is comprised of Mary Shaw, Ben Langley, Nancy Klein, Marie Altieri.
- December 18 Holiday meeting –
 - The meeting will start early, at 6:00 PM at the library board meeting room.
 - The holiday dinner will be at 7:00 PM at the Eagleville Tavern.
 - Marie will contact the absent members and make reservations.

OLD BUSINESS

- Social Media Policy –
 - The Library Facebook site cannot turn off comments. Policy must reflect this.
 - Move Director's contact information to the end of the policy.
 - Approved with a motion by Nancy Klein, seconded by Ben Langley.
- New Board Trustees –
 - All proposed new members have confirmed their willingness and availability to serve.
 - Letter has been sent to the township informing them of the new Trustees.
 - An additional resume has been received and placed on file.

FUTURE BUSINESS

- Signage –
 - Marie Altieri, Nancy Klein and Lyn Burkholder to meet with Don re: signage

The Board adjourned at 8:27 PM on a motion by Ben Simkin and seconded by Dave Nawrocki.

Respectfully submitted by Nancy Klein, Vice President.