

Lower Providence Community Library  
Board of Trustees meeting  
February 19, 2018

**The meeting convened at 7:00 p.m.**

**Present:** Nancy Klein, president; Lucy Arnold, Arthur Miller, Ben Simkin, Lisa Bono, Earl Catagnus, Lynn Burkholder (Library Director) and Gary Neights (liaison). David Nawrocki, excused.

**Approval of Minutes:** The minutes were approved with one correction, insertion of "Lower Providence real estate tax" instead of "county tax." Approved on motion by Ben Simkin, seconded by Lisa Bono.

**Treasurer's Report -- Ben Simkin:** State aid funds for the library's operation of \$71,291 have been received. Donations of \$6295 from the library's annual appeal have also been received. The treasurer's report was approved on motion by Lisa Bon, seconded by Art Miller.

**Library Director's Report – Lynn Burkholder**

Lynn informed the board that she will be on leave from March 9 to 12 and that on March 22-23 she will attend a Public Library Associates meeting in Philadelphia.

All staff members are completing an online self-paced course entitled "Extreme Customer Service, Every Time," a skill-building website for libraries. Each member is to establish a personal goal.

Our Teen Area is to get a facelift with the purchase of some new furniture.

We are collaborating with other county libraries to promote a talk and book signing by author Amor Towles, to be held at Ursinus College and Keneseth Israel Synagogue on April 4. His best-selling book is *A Gentleman in Moscow*. Tickets for the event may be purchased online.

We have applied for a Special Occasion permit to the PA Liquor Control Board and for a Small Games of Chance license from the county, permits needed for our coming fundraiser. We are changing our credit card processing service from Santander Bank to Paychex, which handles our payroll service. This is for credit card transactions processed in the library. Online credit card transactions are handled through PayPal.

Lynn distributed to all board members a "State Ethics Commission Statement of Financial Interests" and a "Conflict of Interest and Conduct Policies for Trustees and Staff." The Financial Interests form is to be filled out by each trustee and returned to Denise Walsh at the township office.

**Board of Supervisor's meetings – Nancy Klein**

Nancy Klein has assigned all board members to dates to attend as a library observer the monthly Board of Supervisor's meetings.

**Board of Supervisor's liaison – Gary Neights**

Gary Neights, newly elected Lower Providence supervisor and liaison to the library, told the board of his professional life as a software manager and spoke of being a helpful voice for the library with the township. Lynn explained to him that the board was seeking a more attention-attracting sign at the road entrance to the library. In a discussion about the availability of e-books, Lynn said she would contact the Shannondell retirement community to explain to its residents the availability of e-books.

**Strategic Plans – Lynn Burkholder**

Lynn reviewed the elements that go into a strategic plan for the library, a required plan that is formulated about every five years. Target date for completion of this plan is the end of 2018. Nancy, Earl

and Lynn will be on the plan committee. Other individuals will also be included i.e. the Friends of the Library, members of the staff

**18<sup>th</sup> Annual Wine Tasting event – Nancy Klein**

Nancy reported that four or five restaurants have agreed to contribute food for this March 24 event. Ben stated that this fundraising event would be a legitimate deduction as a charitable contribution on a buyer's personal federal income tax. Tickets were distributed for Board members to sell. Trustees were requested to help to set-up for the event at the Library at 2 p.m. on March 24.

**Trustee Committee Assignments – Nancy Klein**

Building committee – Ben Simkin, Art Miller  
Finance committee – Ben Simkin, Lisa Bono  
Personnel committee -- Nancy Klein, David Nawrocki  
Fundraising committee – Lisa Bono, Lucy Arnold, Earl Catagnus  
Strategic Planning committee – Nancy Klein, Earl Catagnus

**Library's Annual Report – Lynn Burkholder**

Lynn distributed copies of the 2017 annual report. She pointed out that the library's report also becomes part of the annual report for the township that is prepared by the supervisors. Ben moved to approve the plan, seconded by Earl.

The meeting adjourned at 8:30 p.m. on a motion by Lucy Arnold, seconded by Earl Catagnus.

**Respectfully submitted,  
*Arthur Miller, secretary***