

**Lower Providence Community Library
Board of Trustees meeting
March 19, 2018**

The meeting convened at 7:00 p.m.

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

Approval of minutes: The minutes of the February meeting were approved on motion by Lisa Bono, seconded by Lucy Arnold.

Treasurer's report: Ben reported income as ahead of expenses with the wine tasting fundraiser coming up. Lynn explained that a larger- than-usual expense for Hoopla electronic books expense was due to making an advance payment. Donations to a memorial for Mary Ralston, a deceased former member of the board, were added to recent donations to the library.

Library Director's Report: A power outage during the storm of March 2 caused our heat pump to shut down but power was soon restored by a serviceman. But such power outages have been rare, Lynn said. Lynn and Sandrah Moles met with Reed Associates to discuss the furnishings for a new teen center. She distributed an illustration of the suggested furniture that would cost \$5339. The installation will also require some minimal electrical work. Lisa Bono volunteered to check this estimated furniture cost with other furniture dealers. As a result, a decision was tabled until the April meeting. Lynn also reported that the Library Director's goals for the first quarter of 2018 have largely been accomplished, including holding a strategic planning meeting. Lynn brought up the library's Community Room policy for board review, proposing no changes in the existing policy. After discussion, Ben moved and Earl seconded and the Board approved continuing the present policy which has worked well.

OLD BUSINESS

"Grape Expectations" event: Nancy reported that nine local restaurants have agreed to provide appetizers for the event. Several stores have provided gift cards. We will buy the wines and a professor from Villanova selects the wines to purchase. Remaining bottles will be sold to attendees. Approximately \$9700 has been received by the library thus far in sponsorships and ticket sales. Lynn passed out a diagram showing the replacement of furniture in the library for the event. Board members and other volunteers will come to the library the afternoon of March 24 to decorate for the event, then return March 25 to replace the furniture.

Fall fundraiser: Nancy cited the need for a fall fundraiser and asked for ideas for the event.

Strategic planning: The board's committee has met and agreed on its procedure to produce a five-year strategic plan as directed by the board. The committee will research professional journals and hold a focus group to gauge public opinion. Earl pointed out that a completed plan would provide the basis for future grants. Lynn pointed out that approximately \$687,000 would remain in the general fund in

2022 when the present bonded indebtedness will be paid off. The possibility of a future addition to the library, including some storage area, was discussed.

Staff personal time: Present personnel policy is for an employee to work at least 25 hours a week to merit personal time off. After discussion, Nancy asked the Personnel Committee to meet and review the present policy.

The board adjourned at 8:45 pm. on motion by Lisa, seconded by Lucy.

Respectfully submitted *by Arthur Miller, Secretary*