

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

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

**Present:** Nancy Klein, president; Ben Simkin, David Nawrocki, Lisa Bono, Earl Catagnus, Lucy Arnold, Art Miller, Lynn Burkholder, library director.

**Approval of minutes:** The minutes of the October 15 board meeting were approved on motion by Ben, seconded by Lisa.

**Treasurer's report:** We paid Massachusetts Mutual \$800 as requested to cover the charges for restatement as required by the IRS. We paid our auditors \$4500 to cover our annual audit. The Library's annual appeal letter has gone out and approximately \$9000 has been received. Ben reports that we are on track to meet our projected 2018 budget.

**Friends of the Library:** On motion by Earl, the board expressed its thanks to the Friends for several gift baskets that were donated as part of the Las Vegas Night fundraiser on November 10

**Las Vegas Night:** Nancy reported that 65 people attended our fall fundraiser. Net profit for the evening was \$4358.82, including donations from eight sponsors. The gaming format was popular and the contractor's role was a smooth one.

**Library Director's report:** Lynn reported on our first user survey in five years. We received 690 completed surveys online and an additional 31 in print. 65 percent of our responders said they read the monthly library newsletter online. About 90 percent agreed with the present library hours. Most popular programs were various children's programs, health programs and fitness programs. The results of the survey will be used as we complete a new strategic plan for the library.

Lynn distributed her revision of the required education, experience, responsibilities and salary levels of all members of the library staff. The salary levels reflect a 2 percent raise for all library workers for 2019.

On October 4, the Lower Providence Fire Company provided a graphic program to youngsters. describing how the township's fire fighters work.

The library participated in the township's Fall Fest October 6. Ten teens made buttons and temp tattoos. National Charity League mothers and daughters volunteered as well. Board members passed out survey forms. In the future, the library will provide bright-colored T-shirts to these volunteers.

**Board member recruitment:** We will need to fill one position (Lucy Arnold) for 2019. Nancy reported she has several suggestions and received another one tonight from Lisa Bono of a well-qualified applicant. Candidates must be a resident of Lower Providence Township.

**Spring fundraiser:** Our spring fundraiser will be the popular wine tasting event. We decided on Saturday, March 23, 2019, as the event date, giving us time to order and purchase the wine.

**2019 budget:** The board considered two versions of a suggested 2019 budget. One version was based on the present .35 millage rate; the other was based on a millage rate for the library of .275.

**New library director:** Nancy provided an update of our search for a new library director to replace Lynn when she retires. The personnel committee (Nancy and David) is working with the Library District Consultant to place advertisements in appropriate publications and websites. The job description has been updated and will be submitted the week of November 26.

**Meeting adjourned at 9:05 p.m.**

***Arthur Miller, Secretary***